

Excursion Risk Management Plan_Blenheim Park

Excursion details			
Date(s) of excursion	10th October 2018	Excursion destination:	Blenheim Park, Blenheim Road Ryde
Departure and arrival times	Leave NTOOSHC 9:30am, Return to NTOOSHC approx. 1.00pm		
Proposed activities	Bus to park, Morning tea, Scooter track, lunch, park play, return to NTOOSHC via bus	Water hazards? NO	If yes, detail in risk assessment below.
Method of transport, including proposed route	Walk outside OOSH, to front of school on Bobbin Head Rd. Catch bus to Blenheim Park, as per attached proposed route. Return trip - As above back to North Turrumurra Public School.		
Name of RPD	Roslyn Doyle		
Contact number of RPD	(BH) 02 9449 5661		
Number of children attending excursion	30 children	Number of educators/parents/volunteers	3 Educators on excursion
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 No additional ratio required.		
First Aid Trained Educators (Names):	TBA		
Excursion checklist			
<input type="checkbox"/> First aid kits (one per educator)	<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> Children attending the excursion & phone numbers of guardian (roll printed off touchscreen)	<input type="checkbox"/> Centre phone on divert to RPD mobile phone		
<input type="checkbox"/> Camera	<input type="checkbox"/> Medication and plans for each child with a medication condition		
<input type="checkbox"/> RPD mobile Phone	<input type="checkbox"/> Excursion T-shirts for each child and educators to wear uniform and name tag		
<input type="checkbox"/> Walkie Talkies (one for each educator)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, plastic bags		
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Cones to mark off out of bounds and in bound areas, and hazards		

Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between bus and park	<ul style="list-style-type: none"> Car movement in the carpark 	Extreme	Children will be reminded of road safety prior to the excursion and are only to be in the carpark whilst an Educator is walking directly with the group	Educators and children	Children will be advised as to instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk from the bus to the park	Moderate
Walking through park	<ul style="list-style-type: none"> Scratches falls, bruises, bumps , minor/moderate injury from falling over or into something. Injury from wildlife e.g. spider, snake. 	Moderate	Children will be reminded to keep to the paths	Educators	Prior to excursion and during activity.	Moderate
		Extreme	Children will be reminded to walk only on paths and to be observant of their surroundings. Educators will look and listen for any wildlife, snakes etc.	Educators and Children	Prior to excursion and during activity	Moderate

Park play	<ul style="list-style-type: none"> Falling off equipment, tripping, slipping 	Mild to Extreme	<p>Children will be supervised at all times to encourage safe and appropriate play. Educators will be given an overview of equipment and placed in areas to fulfil best supervision of children and equipment.</p>	Educators	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> Swing set 	Mild to Extreme	<p>Children and educators will be reminded of safe use of swings. A cone will be placed in front and behind the swings so children are aware of the danger zone, and where not to walk. Bark is in place under the swings, in case a child slips off.</p>	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> Climbing Frame 	Mild to Extreme	<p>Children will be reminded to only climb as high as they feel capable, and without assistance. Bark is in place under the climbing frame, in case of a fall</p>	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> Flying Fox 	Mild to Extreme	<p>Children will be reminded of the rules- 1 at a time, and no one to walk on the bark area between the flying fox ends whilst someone is swinging. This area will also be coned so children are aware of the danger zone. Bark is in place in case of a fall</p>	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> Slide and climbing hill 	Mild to Extreme	<p>Children will be reminded to only go down the slide, and to move away from the bottom as soon as they come off the end, to avoid injury. Climbers on the hill should not be directly below another climber, in case they fall. softfall is in place in case of a fall.</p>	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> Scooter Track and obstacles 	Mild to Extreme	<p>Children will be reminded to only make use of the obstacles that they are confident of, and to avoid the bike specific obstacles (i.e. wall turn, Indian Bridge).</p> <p>children will be required to wear a helmet at all times in order to scoot.</p>	<p>Educators will remind children</p> <p>Educators will ensure it is appropriately marked on the program, and will remind parents the day prior to the excursion.</p>	<p>Prior to scooter track being opened.</p> <p>Prior to the day, and then whilst on excursion, prior to scooter track opening.</p>	Mild

			Staff will be positioned near the obstacles on the scooter track to ensure quick response should a child fall off. The scooter track will only be opened when all staff are stationed appropriately along the track. Other areas of the park will be closed at this time.	Educators, led by RPD	Immediately prior to scooter path being opened	
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators to wear their name tags at all times</p> <p>Educators will conduct roll calls and headcounts</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building. Before departure.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Extreme	<p>UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen every 2hrs.</p> <p>Children and staff will be expected to wear hats when walking to and from the bus. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the</p>	<p>Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children</p>	<p>Educator to check on open-sunscreen every 2hrs.</p> <p>Children directed by Educators, Whilst walking to and from venue/transport.</p>	<p>Low</p> <p>Low</p>

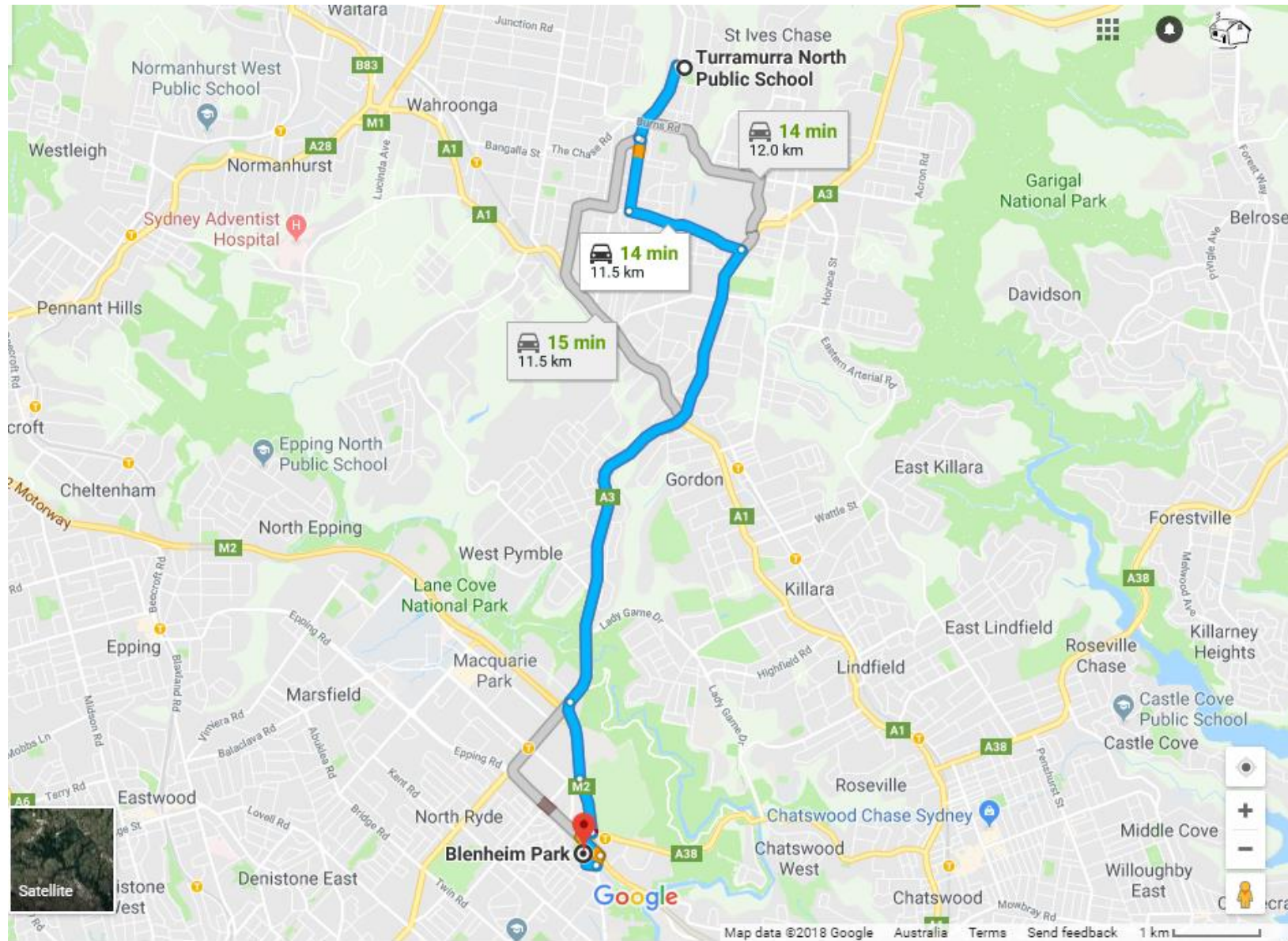
			Centre.			
	<ul style="list-style-type: none"> ● Toilet Supervision 	Moderate	<p>Children will be checked for drink bottles and asked to ensure all are filled prior to the excursion. Any child without water will be given a sealed pre-purchased water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated.</p> <p>Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p>	<p>Children-directed by Educators</p> <p>Educators</p>	<p>Before departure and reminders throughout the day.</p> <p>On arrival at the venue and then throughout the day before group use by children.</p>	<p>Low</p> <p>Low</p>
	<ul style="list-style-type: none"> ● Serious injury to a child 	Moderate	<p>Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p>	<p>Children and Educators</p>	<p>Before and during excursion</p>	<p>Moderate</p>
	<ul style="list-style-type: none"> ● Serious injury to a staff member 	Moderate	<p>Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of</p>	<p>Educators and Instructors</p>	<p>During excursion</p>	<p>Moderate</p>

			remaining educators, the bus driver will be called and the children returned to the centre			
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies 	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
		Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	Low
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	Low
Children's will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to excursion.	Low			

Risk	Benefit
<ul style="list-style-type: none"> Lost children at park Sharing food with children with allergies Injury from falling over or tripping whilst walkign around park or playing on the equipment, 	<ul style="list-style-type: none"> Development of social skills & expected behaviours when out in the community Developing physical skill through scootering and playing on park equipment Entertainment through interacting with other students and enjoyment of being outside in a natural environment Gaining knowledge and respect of natural bushlands and Australian wildlife Learning about own community and local area FUN!

Plan prepared by	Roslyn Doyle		
Date:	5/9/18		
Communicated to:	All staff and families via website		
Venue and safety information reviewed and attached	N/A		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Map of Planned Route



Risk Matrix

Consequence

Likelihood

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High