

## Excursion Risk Management Plan: Hornsby Aquatic Centre

Excursion details			
Date(s) of excursion	21 <sup>st</sup> December 2018	Excursion destination:	Hornsby Aquatic & Leisure Centre (Hornsby 2077)
Departure and arrival times	Leave NTOOSHC 9:30am, Return to NTOOSHC approx. 3:00pm		
Proposed activities	Bus to pool, Morning tea in the park, swimming & water play, lunch, return to NTOOSHC via bus	Water hazards? YES 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 Hornsby Aquatic Centre, as per attached proposed route. Return trip - As above back to North Turramurra Public School.		
Name of RPD	Roslyn Doyle	Contact Number of RPD	02 9449 5661
Number of children attending excursion	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 5 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:4 Higher ratio required due to the excursion including swimming activities as well as the added supervision requirement for movement within the aquatic centre & to the bathrooms.		
Educators on Excursion (Names):	Educator Training:	Educator's Contact Details (to be completed on staff copy of RA only):	Educators to sign once they have read and understood the Risk Management Plan:
* TBC	* TBC	*	*
* TBC	* TBC	*	*
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Plan Prepared By:	Kathryn Arnold	Date Prepared:	15th November 2018
Additional Venue Information:	No		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			
Excursion checklist			
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds	<input type="checkbox"/> Centre phone on divert to RPD mobile		
<input type="checkbox"/> Roll of children attending the excursion & contact numbers	<input type="checkbox"/> Excursion T-shirts worn by each child		
<input type="checkbox"/> List of Medical information for each child attending excursion	<input type="checkbox"/> Medication and action plans for each child with a medical condition		
<input type="checkbox"/> Camera	<input type="checkbox"/> All children checked for food applicable, full water bottle and hat		
<input type="checkbox"/> mobile Phone & Spare battery with cable	<input type="checkbox"/> Permissions Checked		
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Venue and Bus confirms		
<input type="checkbox"/> Blank incident reports and Medication Form	<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 pool	<ul style="list-style-type: none"> <li>Car movement around the bus stop (busy road)</li> </ul>	Extreme	Children will be reminded of road safety prior to the excursion and are walk directly toward the park when alighting from the bus. An Educator will be the first off the bus and position themselves in a position to direct the children to the pathway into the park.	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 and on to the pool	Moderate
Walking through and sitting in the park for morning tea	<ul style="list-style-type: none"> <li>Scratches falls, bruises, bumps, minor/moderate injury from falling over or into something.</li> </ul>	Moderate	Children will be reminded to keep to the paths and areas utilised for morning tea.	Educators	Prior to excursion and during activity.	Moderate
	<ul style="list-style-type: none"> <li>Injury from wildlife e.g. spider, insect.</li> </ul>	Extreme	Children will be reminded to walk only on paths, sit in designated areas and to be observant of their surroundings. Educators will look and listen for any wildlife, etc.	Educators and Children	Prior to excursion and during activity	Moderate
Swimming & Water play	<ul style="list-style-type: none"> <li>Change rooms (child protection)</li> </ul>	Extreme	The children will leave NTOOSHC wearing their swimming costumes however will change into dry clothes prior to leaving the pool. Staff will inspect the change room and designate an area for the children to change. If there is not enough space for the entire group (split into male/female) to be in the change room at one time, the children will	Educators & Children	Prior to excursion, upon arrival and the excursion	Low

	<ul style="list-style-type: none"> <li>Drowning</li> </ul>	Extreme	<p>change together in groups of 3 children minimum. Where assistance is required, children will be encouraged to assist each other rather than asking an adult for help.</p> <p>A mixture of educators (male/female) will be rostered to ensure adequate staff availability to check change rooms.</p> <p>Parents will be requested to advise strength of child/ren's swimming ability (via the permission form) to assist staff with supervision planning.</p> <p>All NTOOSHC children will be required to wear their RED excursion shirts over the top of their swimming costumes (including over a rash shirts) to show they are part of the NTOOSHC group. Educators will hand these out to the children prior to leaving NTOOSHC. Once swimming activities have finished for the day, the children will be given a dry RED shirt to change into in order to return to the centre.</p> <p>Once at the pool, the children will be advised of the areas they can use and when they will be available. NTOOSHC Educators will then be positioned outside the pool as follows: 1 staff member at the bottom of the slide, 1 staff member to cover from the lifeguard tower around to the water sprayers, 1 staff member from the water sprayers around to the bottom side of the spas and 1 staff member from the spas back to the life guard tower. RPD will also direct staff as required. The 2 staff members closest to the sprayers will also monitor the toilets. All NTOOSHC Educators will attend the excursion ready to swim as needed.</p> <p>NTOOSHC educators will take walkie talkies on this excursion and use them to communicate with each other whilst swimming activities take place</p>	<p>RPD / Nominated supervisor</p> <p>Parents</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>Prior to the excursion</p> <p>At the time of booking the excursion.</p> <p>Prior to leaving the centre.</p> <p>During the excursion.</p> <p>Prior to Excursion</p>	<p>High</p> <p>Low</p> <p>Low</p> <p>Low</p>
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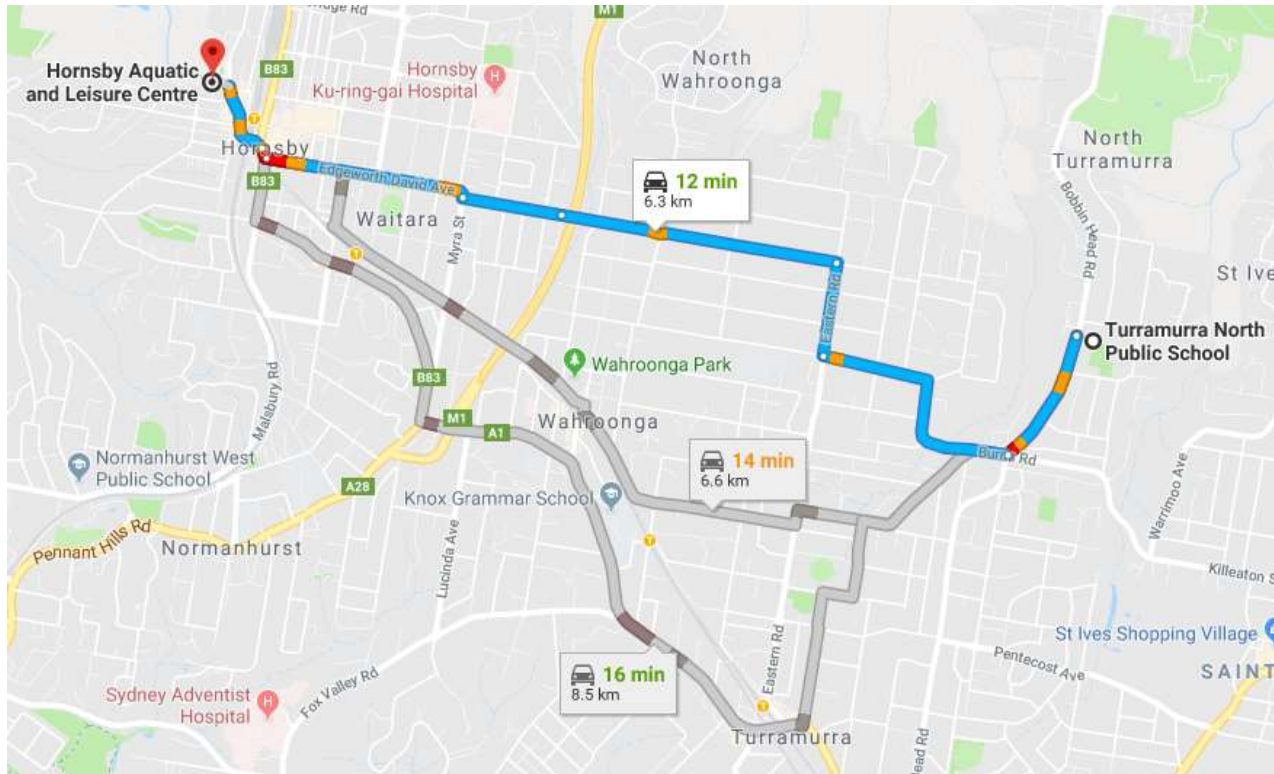
	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	High	<p>Hornsby aquatic Centre also provides lifeguards who move around the pool as needed to direct swimmers in safe swimming practices.</p> <p>Due to some areas of the pool being too shallow for diving, there will be no diving. This will avoid confusion between the areas.</p> <p>Children will be reminded that the floors inside the aquatic centre will be wet and therefore slippery. Once inside, all NTOOSHC staff and children are expected to walk when moving around the areas. No running is permitted.</p>	<p>Venue facilitators</p> <p>Educators and children</p> <p>Parents, Educators and children.</p>	<p>During the excursion</p> <p>Communication upon arrival to the venue and during the excursion.</p> <p>Communication prior to excursion and implementation prior to entering the pool.</p>	<p>Low</p> <p>Low</p> <p>Moderate</p>
	<ul style="list-style-type: none"> <li>Jets in the spa area</li> </ul>	High	<p>To ensure no child's hair is tangled in the jets of the spa, all children with hair longer than their chin will be required to have their hair tied up prior to entering the pool. This will be communicated to children prior to the excursion.</p>	<p>Educators and children</p>	<p>Prior to excursion and during Park play.</p>	<p>Low</p>
	<ul style="list-style-type: none"> <li>Infection Control</li> </ul>	Moderate	<p>Upon arrival at the pool, Educators will discuss with the children the importance of not drinking or swallowing the water. Reminders will be made during the swimming session as needed</p>	<p>Educators</p>	<p>Upon arrival to the pool and during swimming times.</p>	<p>Low</p>
	<ul style="list-style-type: none"> <li>Chlorine</li> </ul>	High	<p>Recommendation that all swimmers wear goggles – this will be communicated via the permission form.</p>	<p>Educators, children and Parents.</p>	<p>Prior to excursion and at the pool.</p>	<p>Low</p>
	<ul style="list-style-type: none"> <li>Temperature inside the aquatic centre</li> </ul>	High	<p>To ensure the children's body temperature is correctly regulated while inside the aquatic centre, regular drink breaks will be recommended to all children at least every 30 mins.</p>	<p>Educators and children</p>	<p>During the excursion.</p>	<p>Low</p>
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion. Educators will be positioned as per the attached map. All staff will have walkie talkies to identify children moving between areas.</p>	<p>Educators to organise T-Shirts</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p>	<p>Moderate</p>

	<ul style="list-style-type: none"> <li>• Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.</li> </ul>	Extreme	<p>Educators to wear their name tags at all times</p> <p>Educators will conduct roll calls and headcounts</p> <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. Where assistance is required, the children will be encouraged to assist each other with application prior to requesting the assistance of an educator.</p> <p>Children will be expected to wear a rash shirt while utilising outdoor areas at the aquatic centre which will include the bag and lunch area. The requirement of a rash shirt will be communicated to families via the program.</p> <p>Children and staff will be expected to wear hats when walking to and from the bus and whilst on the excursion. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for full drink bottles 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>Educators</p> <p>Educators</p> <p>Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children and parents</p> <p>Children-directed by Educators</p> <p>Educators</p>	<p>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> <p>Educator to check on open-sunscreen every 2hrs.</p> <p>Children directed by Educators, whilst on excursion.</p> <p>Before departure and reminders throughout the day.</p> <p>At Morning Tea and Lunch</p>	Low
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		Moderate	Educators will seek shade for children during morning tea and lunch breaks. Bags will be placed in a shaded area outside, at the far end of the pool.	Educators	On arrival at the venue and then throughout the day	Low
	<ul style="list-style-type: none"> <li>Toilet Supervision</li> </ul>	Moderate	Staff will walk groups to and from the bathrooms to ensure safety. 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.	Children and Educators	Before and during excursion	Moderate
	<ul style="list-style-type: none"> <li>Serious injury to a child</li> </ul>	Moderate	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	Educators and Instructors	During excursion	Moderate
	<ul style="list-style-type: none"> <li>Serious injury to a staff member</li> </ul>	Moderate	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 remaining educators, the bus driver will be called and the children returned to the centre	Educators	During excursion	Low
	<ul style="list-style-type: none"> <li>Photography</li> </ul>	High	Where an Educator sees a member of the public taking photographs in the direction of the NTOOSHC children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.	Educators	Educators	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>● Injury alighting from the bus and moving around the park or pool</li> <li>● Wildlife injury</li> <li>● Lost children at pool</li> <li>● Sunburn, sunstroke, dehydration, extreme hot weather</li> <li>● Sharing food with children with allergies</li> </ul>	<ul style="list-style-type: none"> <li>● Development of social skills &amp; expected behaviours when out in the community</li> <li>● Developing physical skill through swimming at the pool</li> <li>● Entertainment through interacting with other students and enjoyment of water play</li> <li>● Making friends</li> <li>● Gaining knowledge and respect of the water and your own abilities when around it.</li> <li>● Developing a sense of self by challenging fears or self-imposed limits</li> <li>● FUN!</li> </ul>

Map of Planned Route



Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	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



