

Excursion Risk Management Plan: Movies

Excursion details			
Date(s) of excursion	8 th January 2019	Excursion destination:	Event Cinemas – Top Ryde (Ryde, 2112)
Departure and arrival times	Leave NTOOSHC 9:00am, Return to NTOOSHC approx. 3:00pm		
Proposed activities	Bus to Top Ryde Shopping Centre, Morning Tea, watch a movie, Lunch & 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 Top Ryde Shopping Centre, as per attached proposed route. Return trip - As above back to North Turrumurra Public School.		
Name of RPD	TBC	Contact Number of RPD	02 9449 5661
Number of children attending excursion	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 2 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed		
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	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Plan Prepared By:	Kathryn Arnold	Date Prepared:	22 nd November 2018
Additional Venue Information:	No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
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 Cinemas	<ul style="list-style-type: none"> Car movement around bus stop – high traffic area 	Extreme	<p>Supervision will be 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators and children</p>	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, across the concourse and up the steps to the Museum	Low
	<ul style="list-style-type: none"> Tripping while walking up/down areas with steps & escalators 	Moderate	<p>Children will be reminded prior to the excursion to take it slowly while using these areas and to wait for those in front of them.</p> <p>When using the escalators, children will be reminded to step off then quickly move away for the person behind them to do the same.</p>	<p>Educators & Children</p> <p>Educators & Children</p>	Children will be reminded of tripping risks prior to alighting from the bus and Educators will monitor and provide further reminders throughout the excursion	Low
	<ul style="list-style-type: none"> Poor Lighting inside Event Cinemas Complex. 	Moderate	Children will be reminded that the lighting is darker once they enter the cinema complex. They should continue to walk in pairs and keep away from any displays to ensure they don't trip or knock anything	Educators & Children	Children will be advised of the risks associated with the poor lighting prior to alighting from the bus and Educators will provide	Low

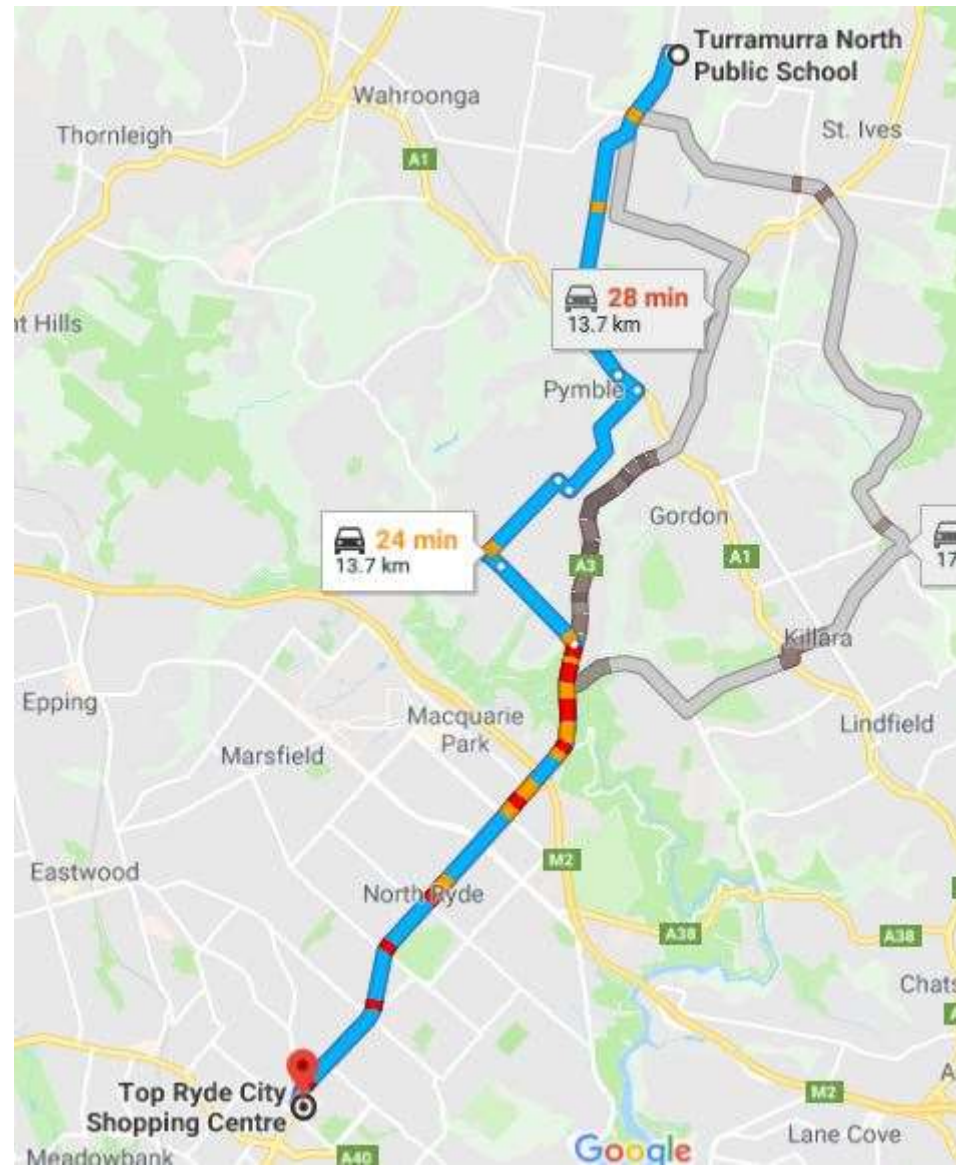
			over. Where possible, the children will move into their seats prior to the lights going out.		further reminders throughout the excursion	
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies 	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
		Extreme	<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>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.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
	High	<p>Children & Families will be reminded to pack suitable foods that are packaged for transport to the cinema – i.e. Ice packs to keep things cool as bags may be stored outdoors in the heat of the day.</p>	<p>Children and their Families & NTOOSHC Educators</p>	<p>Prior to excursion.</p>	Low	
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.</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</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 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 will seek indoor or shaded areas for children during morning tea and lunch breaks.</p>	<p>Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children Children-directed by Educators</p> <p>Educators & Children</p> <p>Educators</p> <p>Educators</p>	<p>headcounts will also be conducted throughout the day.</p> <p>Educator to check on open-sunscreen every 2hrs. Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p> <p>Before departure and reminders throughout the day.</p> <p>At Morning Tea and Lunch</p> <p>On arrival at the venue and then throughout the day</p>	<p>Low</p> <p>Low</p>
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	<p>Staff will walk groups to and from the bathrooms and inspect prior to each use to ensure safety. Children will be notified of the location of the toilets and staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p>			Low

			Staff will recommend all children use the bathroom prior to entering the cinema (bathroom located to the left of the entrance to the cinema at the bottom of the escalators) These bathrooms are easily monitored.	Educators	Upon arrival at the venue, prior to entering the cinema	
	<ul style="list-style-type: none"> • Serious injury to a child 	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	During the excursion	Low
	<ul style="list-style-type: none"> • Serious injury to a staff member 	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 the excursion	Low
	<ul style="list-style-type: none"> • Photographs being taken of the children by bystanders 	Moderate	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.	Educators	During the excursion	Low

Risk	Benefit
<ul style="list-style-type: none">● Lost children at the shopping centre/inside the cinema● Sunburn, sunstroke, dehydration, extreme hot weather● Sharing food with children with allergies● Injury from falling over or tripping whilst at the venue	<ul style="list-style-type: none">● Development of social skills & expected behaviour when with other people of the community● Development of negotiating skills when deciding where to sit on the bus and in the movie theatre● Entertainment through interacting with other students and while watching the movie● Meeting new people● FUN!

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