

## Excursion Risk Management Plan: Splatter Paint – 4 Cats Lindfield

Excursion details			
Date(s) of excursion	17 <sup>th</sup> January 2019	Excursion destination:	4 Cats Art Studio, Lindfield 2070
Departure and arrival times	Leave NTOOSHC 8:00am, Return to NTOOSHC approx. 12.30pm		
Proposed activities	Bus to Lindfield train station, short walk to art studio, Morning tea, art class, 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 Lindfield train station, 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: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:9 Ratio as per normal excursion 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	*	*
Plan Prepared By:	Kathryn Arnold	Date Prepared:	19th 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 art studio	<ul style="list-style-type: none"> <li>Traffic on main road while walking to the studio from bus stop.</li> </ul>	Extreme	<p>Children will be reminded of road safety prior to the excursion and are only to be near traffic areas whilst an Educator is walking directly with the group</p> <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 and children</p> <p>Educators</p> <p>Educators</p> <p>Educators and children</p>	<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 to the studio</p>	Moderate
	<ul style="list-style-type: none"> <li>Tripping on footpaths, gutters &amp; steps while walking</li> </ul>	High	<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>Educators and children</p>	<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</p>	Low

Moving inside the art studio	<ul style="list-style-type: none"> <li>Trips and falls while moving around the studio due to tables and chairs or equipment boxes over hanging the shelving</li> </ul>	High	Upon entry into the studio, the children will be asked to take a seat at one of the tables situated at the front of the studio. At this time, Studio staff will give them a briefing of rules they must abide by followed by NTOOSHC RPD highlighting any major tripping hazards.	Studio staff and NTOOSHC Educators	Upon arrival at the studio and throughout the excursion as needed	Low
	<ul style="list-style-type: none"> <li>Display shelves along wall at the back of the first studio along the adjacent to the entry into the splatter painting studio</li> </ul>	Extreme	<p>The shelves will be highlighted to the children during the briefing upon arrival.</p> <p>A NTOOSHC Educator will be positioned next to the display shelves while the children are moving around the studio to ensure no child bumps their head.</p>	NTOOSHC Educators	Upon arrival at the studio and throughout the excursion as needed	Low
Splatter Painting	<ul style="list-style-type: none"> <li>Paint irritating skin &amp; eyes</li> </ul>	Mild to Extreme	<p>The paint supplied by 4Cats is a non-toxic, washable, water based product.</p> <p>Families will be advised that children should “dress for mess” and provide their own art smocks.</p>	Art Studio	Prior to & during the excursion.	Mild
	<ul style="list-style-type: none"> <li>Cuts due to the use of breakable resources made of glass &amp; clay</li> </ul>	Extreme	<p>4Cats will provide at least 2 studio staff to assist with the supervision and appropriate use of resources.</p> <p>Children will be given a briefing at the beginning of the activity regarding the resources they will be using to create their artworks and appropriate use of these resources.</p>	Art Studio & Children	Upon arrival and during the excursion	Mild

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.</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 headcounts will also be conducted throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> <li>● Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.</li> </ul>	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>Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children</p> <p>Children-directed by Educators</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>	Low

			The art studio is air conditioned and will be set at a temperature keeping through group comfortable while moving around the studio	4Cats Studio	During the excursion	
	<ul style="list-style-type: none"> <li>● Toilet Supervision</li> </ul>	Moderate	Staff will check over the toilet upon arrival at the studio and children will be notified of the location of the toilet (single, unisex cubicle) before activity commences. Children will be asked to advise an Educator prior to entering the bathroom which is located directly off the splatter painting studio	Educators & Children	On arrival at the venue and then throughout the day	Low
	<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	Children and Educators	Before and 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 and Instructors	During excursion	Moderate
	<ul style="list-style-type: none"> <li>● External Photography</li> </ul>	Moderate	Where an Educator sees a member of the public taking photographs in the direction of the	Educators	During the excursion	Low

			NTOOSHC children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.			
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> <li>Food Allergies</li> </ul>	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"> <li>Injury from miss-use or reaction to painting resources</li> <li>Lost children</li> <li>Sunburn, sunstroke, dehydration, extreme hot weather</li> <li>Sharing food with children with allergies</li> <li>Injury from falling over or tripping whilst crossing roads and walking along the footpaths</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 &amp; creative skill through art</li> <li>Entertainment through interacting with other students and enjoyment of being creative &amp; getting messy</li> <li>Making friend</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

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	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