

## Excursion Risk Management Plan: Treetops

Excursion details			
Date(s) of excursion	21 <sup>st</sup> January 2019	Excursion destination:	Treetops (West Pennant Hills 2125)
Departure and arrival times	Leave NTOOSHC 11:00am, Return to NTOOSHC approx. 4:00pm		
Proposed activities	Bus to Treetops, lunch, climbing zip lining, 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 Treetops, as per attached proposed route. Return trip - As above back to North Turramurra Public School.		
Name of RPD	TBC	Contact Number of RPD	02 9449 5661
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 6 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:7 (1:4 Ratio required for Children >10yrs climbing the high ropes course + 1:10 ratio required for Children <10yrs)		
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 * TBC * TBC	* * * * * *	* * * * * *
Plan Prepared By:	Kathryn Arnold	Date Prepared:	20 <sup>th</sup> 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 Treetops Entrance	<ul style="list-style-type: none"> <li>Car movement in the car park and when crossing roads</li> </ul>	Extreme	<p>Children will be reminded of road safety prior to the excursion and are only to be in the car park whilst an Educator is walking directly with the group</p> <p>The Educators will position themselves on the road side when walking through the car park to keep the children safe.</p> <p>An Educator will stand at the intersection of any road crossing to block oncoming traffic approaching the crossing.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</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, through the car park and up the tracks to treetops</p>	Low – Moderate
	<ul style="list-style-type: none"> <li>Tripping while walking along bush paths and/or up/down areas with steps</li> </ul>	Moderate	<p>Children will be supervised and guided up and down stairs, pathways and bush tracks safely where needed.</p> <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</p> <p>Educators &amp; Children</p>	<p>Children will be reminded of tripping risks upon arrival to Treetops and Educators will monitor and provide further reminders throughout the excursion</p>	Low
	<ul style="list-style-type: none"> <li>Injury from wildlife (Birds, insects, spiders, snakes)</li> </ul>	Extreme	<p>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.</p>	<p>Educators &amp; Children</p>	<p>Prior to excursion and during activity</p>	High

High ropes course and zip lines	<ul style="list-style-type: none"> <li>● Injury from faulty equipment</li> </ul>	Extreme	Treetops staff to check equipment before use by children. Any faulty equipment is to be reported to the RPD and children to be notified which equipment is not to be used.	Treetops Staff and NTOOSHC Educators	Upon arrival at Treetops and throughout the climb	Low
	<ul style="list-style-type: none"> <li>● Injury (falls) due to misuse of equipment</li> </ul>	Extreme	<p>Treetops staff and NTOOSHC Educators to maintain supervision of all children in the vicinity of high-ropes and zip-lines.</p> <p>All children are to be made aware of potential danger when equipment is misused.</p> <p>At-least 1 NTOOSHC Educator will climb with the children using the 10yrs older course.</p>	Treetops Staff and NTOOSHC Educators	During the excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>● Choking whilst drinking and/or eating</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
	<ul style="list-style-type: none"> <li>● Food Allergies</li> </ul>	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

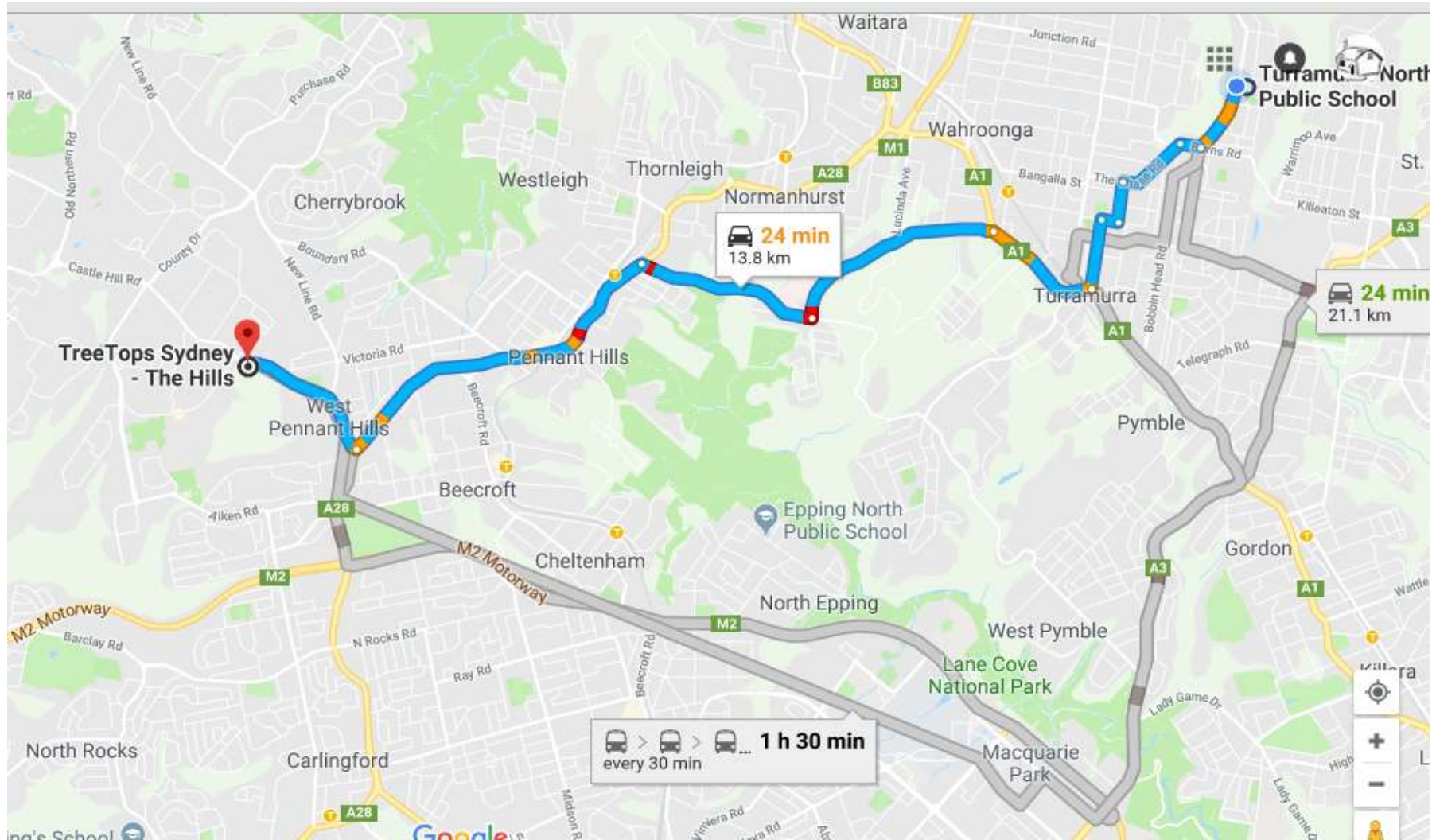
	<ul style="list-style-type: none"> <li>Food Poisoning</li> </ul>	High	Children & Families will be advised of the conditions at Treetops and reminded to pack suitable foods that are packaged for the conditions – i.e. Ice packs to keep things cool as bags may be stored outdoors in the heat of the day.	Children and their Families & NTOOSHC Educators	Prior to excursion.	Low
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>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 on excursion</p>	Low

			<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. Bubblers are available at the park as needed</p>	Children-directed by Educators	Before departure and reminders throughout the day.	Low
			<p>Educators will seek shade for children during morning tea and lunch breaks. All climbing areas are shaded.</p>	Educators	At Morning Tea and Lunch	
	<ul style="list-style-type: none"> <li>• Toilet Supervision</li> </ul>	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 before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p>	Educators	On arrival at the venue and then throughout the day	Low
			<p>All children will be asked to use the bathroom before their climb to avoid continual small groups going to the bathroom.</p>	Children and Educators	Upon arrival to the venue – prior to climb	
	<ul style="list-style-type: none"> <li>• Serious injury to a child</li> </ul>	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>	Educators	During the excursion	Low

	<ul style="list-style-type: none"> <li>• Serious injury to a staff member</li> </ul>	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 remaining educators, the bus driver will be called and the children returned to the centre</p>	Educators and Instructors	During the excursion	Low
	<ul style="list-style-type: none"> <li>• Photographs being taken of the children by bystanders</li> </ul>	High	<p>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.</p>	Educators	During the excursion	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>• Injury in car park</li> <li>• Wildlife injury</li> <li>• Lost children at park</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 walking around park or during the climbing activity.</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 climbing on park equipment</li> <li>• Entertainment through interacting with other students and enjoyment of being outside in a natural environment</li> <li>• Making friends</li> <li>• Gaining knowledge and respect of natural bushlands and Australian wildlife</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