

Excursion Risk Management Plan: Bungarribee Park

Excursion details			
Date(s) of excursion	23rd January 2019	Excursion destination:	Bungarribee Park (Bungarribee, 2767)
Departure and arrival times	Leave NTOOSHC 9:30am, Return to NTOOSHC approx. 4.00pm		
Proposed activities	Bus to park, Morning tea, park play, 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 Bungarribee Park, 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:
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Plan Prepared By:	Roslyn Doyle	Date Prepared:	12th November 2018
Additional Venue Information:	Yes- Aerial photo attached		
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		
<input type="checkbox"/> Soap Pump for toilets			

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. 	Moderate	Children will be reminded to keep to the paths	Educators	Prior to excursion and during activity.	Moderate
	<ul style="list-style-type: none"> Injury from wildlife e.g. spider, snake. 	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
	<ul style="list-style-type: none"> Construction Truck movement 	Extreme	All trucks are behind construction fencing for safety. Educators to watch for any movement outside the fencing and move children away if this is happening.	Educators	During excursion	Moderate
	<ul style="list-style-type: none"> Sharps or objects in sand softfall 	Extreme	Venue staff check sand everyday to ensure safety. NTOOSHC Educators to check sand for unsafe areas and close as necessary	Educators	During Excursion- prior to children climbing	High
Park play	<ul style="list-style-type: none"> Falling off equipment, tripping, slipping 	Mild to Extreme	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	Educators	Prior to excursion and during Park play.	Mild

	<ul style="list-style-type: none"> ● Swing area's both near tower and near flying fox 	Mild to Extreme	children and equipment. Children and educators will be reminded of safe use of swings. No children are to be on the softfall sand area unless they are walking to or from the swings. Children waiting for a turn, will wait on the concrete. Sand is in place under the swings, in case a child slips off.	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> ● Water Play area 	Mild to Extreme	Sand is in place under the sandstone blocks, in case of a fall.	Venue facilitators and Educators	During Park play.	Mild
	<ul style="list-style-type: none"> ● Flying Fox 	Mild to Extreme	Children will be reminded of the rules- 1 at a time on each flying fox, and no one to walk on the softfall area between the flying fox ends whilst someone is swinging. This area is well defined due to the different colour of the softfall. Softfall is in place in case of a fall. In extreme heat, the softwall will be checked for temperature before being utilised by the children. Children will always wear shoes when using the flying fox	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> ● Tower and slides 	Mild to Extreme	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. Sand is in place under the tower in case of a fall. Grates on any windows are in place to ensure children can't fall out of the tower. Slides will be checked for temperature prior to children utilising. When it is deemed too hot, the slides will be closed.	Educators and children	Prior to excursion and during Park play.	Mild
	<ul style="list-style-type: none"> ● UFO Disk 	Mild to Extreme	Children must be seated to minimise chance of falling off. There is a grip surface on the UFO to ensure temperature control and slip safety. UFO must be stopped for children to board. Children pushing the UFO must have their feet on the ground at all times. Sand softfall is in place in case of a fall.	Educators and children	Prior to excursion and during Park play.	Mild
General	<ul style="list-style-type: none"> ● Lost Child 	Extreme	All children will wear excursion T-Shirts whilst on the excursion. Educators will be positioned as per	Educators to organise T-	Shirts to be worn by each child before departing the	Moderate

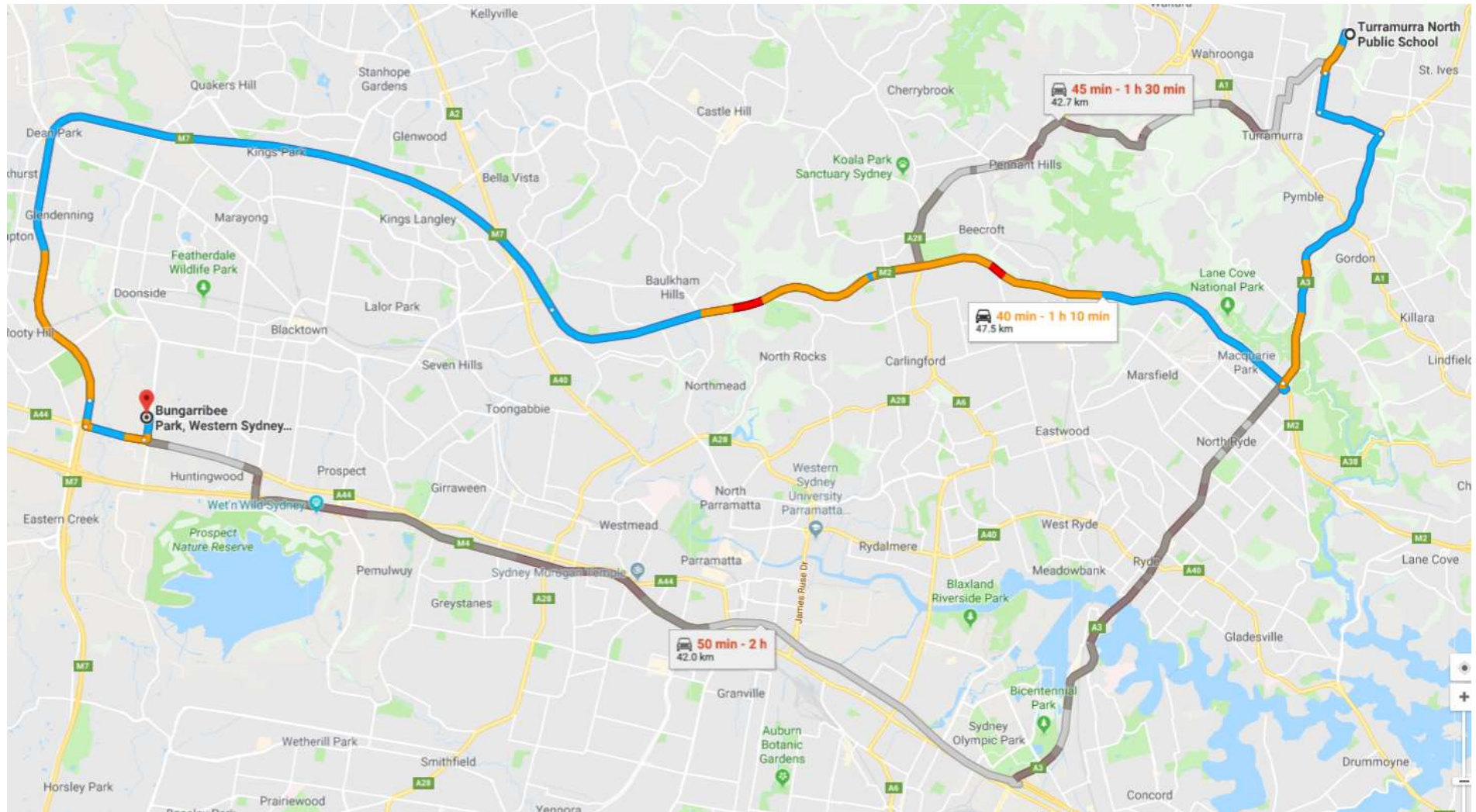
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Extreme	<p>the attached map. All staff will have walkies to identify children moving between areas.</p> <p>Educators to wear their name tags at all times</p> <p>Educators will conduct roll calls and headcounts</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.</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. Bubblers are available at the park as needed</p> <p>Educators will seek shade for children during</p>	<p>Shirts</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</p> <p>Children-directed by Educators</p>	<p>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> <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
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			morning tea and lunch breaks. All play areas are shaded with the exception of the flying fox	Educators	At Morning Tea and Lunch	
	<ul style="list-style-type: none"> Toilet Supervision 	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.	Educators	On arrival at the venue and then throughout the day	Low
	<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	Children and Educators	Before and during excursion	Moderate
	<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 and Instructors	During excursion	Moderate
	<ul style="list-style-type: none"> Infection control 	Moderate	Staff will take soap pumps for the toilets	Educators	Prior to Excursion	Low
Eating &	<ul style="list-style-type: none"> Choking 	High	Children will be provided space to sit during meal	Educators	During excursion	Low

Drinking on Excursion	whilst drinking and/or eating	Extreme	times. They will be reminded to sit whilst drinking and eating.			
			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"> ● Injury in carpark ● Wildlife injury ● Lost children at park ● Sunburn, sunstroke, dehydration, extreme hot weather ● Sharing food with children with allergies ● Injury from falling over or tripping whilst walking 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 playing on park equipment ● Entertainment through interacting with other students and enjoyment of being outside in a natural environment ● Making friend ● Gaining knowledge and respect of natural bushlands and Australian wildlife ● Developing a sense of self by challenging fears or self imposed limits ● FUN!

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

