

Epping Heights OSHC

Risk Assessment Safety Points for Excursion Travel

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

WALKING:

<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL/SAFETY MEASURES</u>
Distance from School/Distance walked.	6	<ul style="list-style-type: none"> • Ensure children are briefed and prepared for distance to be walked • Water bottles • Mobile phone/contacts • Staff:child ratios are sufficient • Staff:child walking structure – leader, middle, end • Check appropriateness of walking route • Have list of children walking
First Aid Requirement (prescribed medications)	4	<ul style="list-style-type: none"> • Ensure first aid kit present • Ensure children have asthma, <u>anaphylaxis</u> and <u>other</u> allergy meds • Carry asthma, <u>anaphylaxis</u> and <u>other</u> allergy meds on staff
Rough uneven ground	5	<ul style="list-style-type: none"> • Verbal warning of risks • Suitable footwear • No running
Traffic	2	<ul style="list-style-type: none"> • Verbal warning of risk • Supervise road/crossings • Staff to maintain clear line of sight • Use appropriate crossings • Leader/middle/end • Walk in single file if narrow path
Animal/Wildlife	5	<ul style="list-style-type: none"> • Verbal briefing & reminders
Extreme Weather Conditions	3	<ul style="list-style-type: none"> • Ensure adequate fluids • Avoid prolonged exposure • Verbal briefing • Application of sunscreen <u>when UV rating is 3 or above</u> • Wearing hats and appropriate clothing

		<ul style="list-style-type: none"> • If need be, modify or shorten activity in response to weather conditions • Appropriate clothing for all extreme weather conditions • Wet weather clothing
General Public (physical/verbal abuse or abductions)	5	<ul style="list-style-type: none"> • <u>Staff recognisable</u> • <u>Educator to child ratio is appropriate</u> • Regular head counts • Vigilance of staff • Leader/middle/end • De-escalate any potentially harmful situations • Be prepared to move group to alternative area • Accompany children to toilets • Walk in 1 straight line/stay with pairs or buddies • Follow appropriate serious incident procedures and notify police and ACECQA if necessary.
Separation from group (getting lost)		<ul style="list-style-type: none"> • Verbal reminders briefing • Remind of boundaries • Leader/middle/end • Contact number on child's person • Regular headcounts • Ensure participants let leaders know if and when they are leaving • Ensure good behaviour

BUS:

<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL/SAFETY MEASURES</u>
Road accident/ Mechanical Breakdown/ Road incident	4	<ul style="list-style-type: none"> • Ensure booking through licenced bus company and ID cards are displayed. • Brief children of risks • Injuries to passengers- ensure children are seated appropriately. • Make sure children do <u>not</u> distract the driver • Staff supervision is critical to make sure children follow instructions • Remain on bus if safe to do so in event of accident • Move children to safe location if possible in event of accident • Communicate appropriately and swiftly with all stakeholders
First Aid Requirement (prescribed medications)	4	<ul style="list-style-type: none"> • Ensure first aid kit present • Ensure children have asthma, <u>anaphylaxis</u> and <u>other</u> allergy meds • Carry asthma, <u>anaphylaxis</u> and <u>other</u> allergy meds on staff
Illness (staff & children)	5	<ul style="list-style-type: none"> • Ensure first aid equipment is carried • Contact sheets up to date • Mobile phone present • Recognise staff:child ratio and changes to this in the event of staff illness • Consider change to activity or plan • Phone appropriate parties or emergency services if necessary • Staff first aid training up to date • Remind/brief children to tell staff promptly of illness or injury
Extreme Weather Conditions	3	<ul style="list-style-type: none"> • Ensure adequate fluids • Avoid prolonged exposure

		<ul style="list-style-type: none"> • Verbal briefing • Application of sunscreen <u>when UV rating is 3 or above</u> • Wearing hats and appropriate clothing • If need be, modify or shorten activity in response to weather conditions • Appropriate clothing for all extreme weather conditions • Wet weather clothing
Child Protection	5	<ul style="list-style-type: none"> • Staff recognisable • Regular head counts • Vigilance of staff • Accompany children to toilets • Ensure driver is not ever alone with children
Separation from group (getting lost)		<ul style="list-style-type: none"> • Verbal reminders briefing • Remind of boundaries • Leader/middle/end • Contact number on child's person • Regular headcounts • Ensure participants let leaders know if and when they are leaving • Ensure good behaviour
		•
		•

TRAIN:

<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL/SAFETY MEASURES</u>
Distance from School/travelled	6	<ul style="list-style-type: none"> • Ensure children are briefed and prepared for distance to be walked • Water bottles • Mobile phone/contacts • Staff:child ratios are sufficient • Staff:child walking structure – leader, middle, end • Check appropriateness of walking route • Have list of children walking
First Aid Requirement (prescribed medications)	4	<ul style="list-style-type: none"> • Ensure first aid kit present • Ensure children have asthma and allergy meds • Carry asthma and allergy meds on staff
Traffic	2	<ul style="list-style-type: none"> • Verbal warning of risk • Supervise road/crossings • Staff to maintain clear line of sight • Use appropriate crossings • Leader/middle/end • Walk in single file if narrow path
Rail Platform	3	<ul style="list-style-type: none"> • Falls and injuries avoided by safety briefing and staff vigilance (eg walking and staying behind the yellow line on platform) • Head counts • Group leaders positioned in front of children and evenly positioned along platform. • Contingency plan if train overcrowded • Awareness and briefing of safety regarding public

Extreme Weather Conditions	3	<ul style="list-style-type: none"> • Ensure adequate fluids • Avoid prolonged exposure • Verbal briefing • Application of sunscreen • Wearing hats and appropriate clothing • If need be, modify or shorten activity in response to weather conditions • Appropriate clothing for all extreme weather conditions • Wet weather clothing
General Public (physical/verbal abuse or abductions)	5	<ul style="list-style-type: none"> • Staff recognisable • Regular head counts • Vigilance of staff • Leader/middle/end • De-escalate any potentially harmful situations • Be prepared to move group to alternative area • Accompany children to toilets • Walk in 1 straight line/stay with pairs or buddies • Follow appropriate serious incident procedures and notify police and ACECQA if necessary.
Separation from group (getting lost)		<ul style="list-style-type: none"> • Verbal reminders briefing • Remind of boundaries • Leader/middle/end • Contact number on child's person • Regular headcounts • Ensure participants let leaders know if and when they are leaving • Ensure good behaviour
Train		<ul style="list-style-type: none"> • Staying seated • Keeping noise to a minimum • No open windows or at least safety briefing • Leaders to sit in appropriate locations • Safety/responsibility briefing from staff • If emergency, follow appropriate procedures • Lost property – remind children