

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	18th December 2020	Excursion destination:	In centre
Departure and Arrival Times	N/A In Centre		
Proposed Activities	jumping castle is coming to OOSH from 10am - 4pm	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Method of transport, including proposed route and seatbelts (if applicable)	N/A In Centre		Estimated Duration of Trip: N/A
Name of RPD	Kareena Simpson	Contact Number of RPD	02 9868 5690
Number of children attending incursion	Estimated: 60 Actual: 7	Number of educators/parents/volunteers	Estimated: Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
Educators on excursion (Names):	Educator Training:	Educators Contact Details (to be completed on staff copy of RA only):	Educators to Sign once they have read & understood the Risk Management Plan:
* TBC * TBC * TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC * TBC * TBC	* * * * * *	* * * * * *
Plan Prepared By:	Kareena Simpson	Date Prepared/Vistited:	6/11/2020
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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| <input type="checkbox"/> Pack First Aid Kits incl tissues, hand sanitiser, sick bags | <input type="checkbox"/> PRIOR Excursion hats worn by each child |
| <input type="checkbox"/> Pack Roll of Children attending excursion and contact numbers | <input type="checkbox"/> PRIOR All children checked for food applicable and full water bottle |
| <input type="checkbox"/> Pack List of Medical information for each child attending excursion | <input type="checkbox"/> PRIOR Wristbands to be worn by all children |
| <input type="checkbox"/> Pack Camera + Mobile phone with battery | <input type="checkbox"/> PRIOR Conduct Roll call prior to excursion and give instructions |
| <input type="checkbox"/> Pack Medication and Action Plans for each child with a Medical Condition | <input type="checkbox"/> PRIOR check permission notes are signed |
| <input type="checkbox"/> Pack Sunscreen | <input type="checkbox"/> PRIOR Put children into groups if necessary |
| <input type="checkbox"/> Pack walkie talkies (1 per educator) | <input type="checkbox"/> PRIOR Centre Phone on divert to RPD mobile (*21 phon number #)
undivert #21# |

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Covid safe	Covid safe plan	Extreme	Prior to the jumping castle coming out email the company to ask what their covid safe plan is. Ensuring while it is morning tea, lunch time, afternoon it is sprayed with discifenet when the children are sitting down at meal times.	educators	prior to in centre day, email company. Educators to spray during meal times.	High
Jumping castle	Colliding injury while on the jumping castle	High	At least 1 educator to supervise castle at any one time Only 10 jumpers at a time (preferably similar ages/heights) Supervisor to radio another educator to support injured child Educator explains the rules on the jumping castle no rough play, no pushing or hitting anyone. Educator supervise the children on the jumping castle Educator indicates how long the children have before swapping over to the next group of children who would like a turn.	educators	whilst children are on jumping castle	Moderate
Jumping castle	carpet burn	High	prior to jumping castle explain to the children if you fall over, you might get a carpet burn cause of the material.	educators	prior to jumping castle whilst on jumping castle	Moderate
power cord	Tripping over power cords	High	educators will put out cones so the children are aware not to go near the power cord.	educators	prior to children going near the jumping castle.	Moderate
Jumping Castle	Bumping into each other	High	Children will be spoken to in roll call the rules when on the jumping castle. Educators will talk about how many children are allowed on one time.	Educators	prior in roll call and before the children go on the jumping castle	Moderate
Jumping castle	Deflating jumping castle	High	ensure the educators are keeping an eye on the jumping castle it is not becoming flat. If educator believes it is becoming flat and looks dangerous get all the children off it immediately. Try to see if you can see where the air is coming out from. Notify the company.	Educators	keeping an eye on it while the children are on the jumping castle.	Moderate

Risk Benefit Analysis

Risk	Benefit
*Carpet burn from falling	* Gross motor skills
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Fun and excitement!
injury from jumping castle	* spending time with their friends they have made at OOSH
serve weather conditions causing jumping castle to be cancelled	* Peer bonding

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

