

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	10/10/2018	Excursion destination:	Hawksberry Valley Equestrian
Departure and Arrival Times	Leave centre at 9:00-3:00pm		
Proposed Activities	The smash children will be going to groom and be shown how to care for ponies and horses	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Private Bus hired - Route attached.		
Date Visted Venue: 16-8-18	Who: Kareena Pearce		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 30-35 Actual:	Number of educators/parents/volunteers	Estimated: 4 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Normal excursion ratio		
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 Pearce	Date Prepared:	
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.			

Excursion Checklist

- | | |
|--|---|
| <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 applicability 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 | <input type="checkbox"/> PRIOR Conduct Roll call prior to excursion and give instructions |
| <input type="checkbox"/> Pack Mobile Phone with Battery | <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 (*21phonenumbers #) |
| <input type="checkbox"/> Pack Medication and Action Plans for each child with a Medical Condition | |

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple Educators on excursion	Being injured by traffic while crossing road or walking	Extreme	<p>Staff: child ratio will be a minimum of 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>The lead Educator will cross to the middle of the side street prior to children beginning to cross the road. The Educator in the middle of the group will take over from the lead Educator in the middle of the road as the children cross, allowing the lead Educator to continue with the front of the group. The last Educator will cross at the end of the group, ensuring no children are crossing the road behind them. This formation will allow the educators to block oncoming traffic turning into, or out of, the side 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</p> <p>Educators</p> <p>Educators</p>	Children will be advised of 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 to the venue. Educators will remain in this format for entire walk from leaving the centre to the venue and on the return trip.	Moderate
Walking to and from Venue	Tripping while walking up steps / escalators.	Moderate	Children will be reminded prior to and whilst on the excursion to take the trip up and down any steps slowly and to wait for those in front of them.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue	Tripping on obstacles	Moderate	The lead Educator will ensure the path is safe, and alert children of any obstacles, or guide the group around	Educator	Staff to be reminded prior to the excursion	Low
General	Lost Child	Extreme	All children will wear excursion hat and wristband whilst on the excursion.	Educators to organize wristbands and check children have yellow hat	Hats and wristbands to be worn by each child before departing the OOSH building.	Moderate
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	<p>UV rating will be checked prior to excursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre</p> <p>Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<p>Children will be checked for drink bottles and asked to ensure all are filled 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>Where the weather places children at risk that RPD / NS / Committee believe cannot be mitigated appropriately, the excursion will be cancelled</p> <p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators</p> <p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p> <p>Educators</p>	<p>Prior to leaving the Centre</p> <p>early decision to be made COB day prior to excursion, final decision on morning of excursion</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	
General	Wet Weather	Moderate	<p>Children will be reminded to bring their wet weather gear on the excursion. Where possible, the centre will provide wet weather gear, such as umbrellas. When there is wet weather, Educators will direct children to use their wet weather gear for any outdoor time on the excursion</p> <p>Parents will be reminded to pack wet weather gear before excursions.</p>	<p>Children, directed by educators</p> <p>Educators and Parents</p>	<p>During briefing, prior to excursion, and whilst on excursion</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p>

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Toilet Supervision	Moderate	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. 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.	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low
General- multiple Educators on Excursion	Serious injuries 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, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre.	Children and Educators	During excursion	Low
General- multiple Educators on Excursion	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 in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre	Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	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
Eating & Drinking on Excursion	Food Allergies	Extreme	<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication and medical plans are to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Children will be reminded not to share food</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 and lunches 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</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 Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
Riding on Bus	Injury from sudden braking	High	Children will be reminded to sit while travelling on the bus and to face towards the direction of travel	Educators	During Excursion	Low
Riding on Bus	Boarding and Disembarking off bus	High	Children will be reminded to watch their step when getting on and off the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Riding on Bus	Bus breakdown	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized, Once the replacement bus arrives, the children will swap busses. Where remaining on the bus is considered dangerous (due to heat or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.	Children and Educators	During excursion	Low
Riding on Bus	Bus Accident	High	<p><i>If the accident is not serious:</i> On regular road keep children safe by staying on the bus if it is safe to do so.</p> <p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p> <p><i>If the accident is serious:</i> Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</p> <p>Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>	Educators and Children directed by Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Head count	Regular head counts	Extreme	head count will be completed at roll call and all chn will be accounted for before leaving and getting on and off the bus at the venue. Whilst at the venue head counts will be done regular. If you at a zoo for eg and have 10 children constantly head counting how many children you have.	Educators	all the time	High
Mobile phone service	Phone service	Extreme	When I was out visiting the place to complete a risk assessment, found there was not much phone signal. If in need to call a parent about an injury or ambulance will have access to the phone in the office which is about 200 meter walk from the horse arena. As it is a split excursion will get the other Responsible person too direct the phone to there phone. As the RS at the equestrian will be out of range.	Educators	Educators and workers at the equestrian	high
Travel sickness	The bus trip is about an hr. there and an hr. back	High	At roll call encourage the children who don't feel well to sit up the front of the bus. Educators to pack sick bags with first aid kits. Explain to the children to let an educator know if you are not feeling well during the trip.	Educators	During roll call	Moderate
washing hands before and after touching the horses.	Washing hands before and before they eat morning tea and lunch.	Extreme	Educators will explain to chn hygiene in roll call about washing there hands before and after touching the horses/ponies.	Educator and children	During roll call and whilst on the excursion. Educators to supervise children.	High
Bathrooms	Walking to and from the arena to the bathroom. No cars drive in.	Extreme	Children are to ask before going to the bathroom, there are one ladies and male bathroom. Ensure the children they are to walk to the bathroom. The children need to be careful there are no cars coming in and out	Educators	Educators to supervise when children go to the bathroom	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Getting injured by a horse	standing behind a horse	Extreme	Children are not to stand behind a horse incase it gets frightened and jumps up on two legs. Children are to follow the instructors at the Equestrian. If they have any questions to ask them or educators. If a child is injured by a horse or had hurt themselves first aid will be administrated straight away. if an ambulance needs to be called we will call one.	Educators	Educators and children listening to the staff at the equestrian.	High
Arena area with the horses	When the children are standing in the arena with the horses.	Extreme	Children are to follow the instructors instructions, they are not to centre the arena without being told.	Educators and staffing at the venue	During roll call and listen to the staff when explaining what is going to happen when they are there.	High
Machinery in the middle of the two arena's	Children to avoid the machinery and don't touch it.	Extreme	In roll call the educator will explain there are a couple of machinery objects in-between the two arena's. Explain to the children they are not to touch the objects or play on them as equipment.	Educators	During briefing prior to excursion & whilst on excursion.	High
Boundary area	Boundary areas' where the children can and can't go	Extreme	Explain to the children that it a big area and you can't be walking. Educators will put out small boundary cones for the children so they know where the boundaries are.	Educator	Whilst on excursion	High
Morning Tea and Lunch	Shaded area under the tree	High	The children will put sun cream on every 2 hrs. while out on the excursion. The children will have morning tea and lunch under the shade trees near the arena. Educator will provide garbage bags for the children's rubbish.	Educators	Whilst on excursion	Moderate
Activity	Grooming, handling the horses, learning basic horses including obstacles and relays while leading the horses/ponies.	High	The children will listen to the instructors when they give them a run down of what they will be doing while Epping North smash will be visiting for the day. The children are to wait until they have been directed to be done and then do so. The children will wait patiently for there turn. Educators will spread themselves out and supervise the organised activity the children will be participating in.	Educator and children	During Excursion.	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Hats and wristbands	Extreme	All children will wear excursion hat and wristband whilst on the excursion. Children will be remained prior to excursion you are not to remove the green wrist band until we are back at the centre.	Educators to organize wristbands and check children have yellow hat prior to leaving (Roll Call)	Hats and wristbands to be worn by each child before departing the OOSH building.	High
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	Educators	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviors when with other people of the community
* Child Protection issues with members of the public	* Continue to develop relationships with key Educators whilst on the excursion
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Choking / food allergy issues when consuming food brought from home	* Finding new emerging interests - what children want to be when they grow up.
getting hit by or injured a horse	* Peer bonding
	caring for an animal and getting the feel to what it would be like to do it for a living.
	new vacation care idea

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

Epping North Public School to x

Secure | <https://www.google.com/maps/dir/Epping+North+Public+School,+Boundary+Rd,+North+Epping+NSW+2121/24+Hillcrest+Road,+Yarramundi+NSW/@-...>

Epping North Public School, Boundary Rd
 24 Hillcrest Rd, Yarramundi NSW 2753
 Add destination

Leave now OPTIONS

Send directions to your phone

<input checked="" type="checkbox"/> via Richmond Rd Fastest route, the usual traffic ⚠️ This route has tolls. DETAILS	55 min 56.6 km
<input type="checkbox"/> via A2	1 h 4 min 58.1 km
<input type="checkbox"/> via M4	1 h 5 min 66.4 km

Map data ©2018 Google Australia Terms Send feedback 5 km