

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	2/10/2019	Excursion destination:	Moving Bodies, Mt Kuring-gai
Departure and Arrival Times	Leave centre at 9:30am, leave at 12:45pm at venue		
Proposed Activities	K-3 children travel to Moving Bodies to play on their Ninja Course	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, including proposed route	Bus route attached		
Date Visited Venue:	29/08/2019	Who:	Jake Marsden
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 70 Actual:	Number of educators/parents/volunteers	Estimated: 8 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	* * * * *	* * * * *
Plan Prepared By:	Jake Marsden	Date Prepared:	30/08/2019
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			

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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 | <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 (*21phonenumber#)
undivert #21# |

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

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 organise 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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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
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>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators and Parents</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>	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			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.	Children, directed by educators	Prior to excursion.	
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
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>	Educators and Children directed by Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<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>			
Walking excursion to and from Venue	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	Should the temperature become too hot to return to OOSH by foot, alternative arrangements will be made to ensure the safety of each child. Parents will be contacted and notified immediately should there be changes to the daily programs travel arrangements / pickup location.	Educators	Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made	Low
Swimming Pool	Drowning	Extreme	Moving bodies has a swimming pool located within the building. There is an access through the bathrooms of the Ninja course, which has a very high door handle which will be out of reach for most children. An educator must accompany children to the bathroom to supervise to ensure that children are not opening this door and going into the swimming pool area. This door will be locked on days where there is no swimming lessons.	Educators, centre staff to lock door if no swimming lessons on.	During bathroom runs	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Warped Wall	Falling injury	High	The warped wall will be supervised by staff at all times. Children will be wearing shoes and socks to ensure proper grip when running up the wall. Children will only be allowed to stay within their limits, using the smallest wall or the medium wall if they have climbed the smallest wall, to the discretion of the centre staff.	Educators and centre staff	During activity	Moderate
Rock Climbing Wall	Falling injury	High	Large soft fall mat below rock climbing wall ensures children will fall safely. Children will be instructed to ensure the area below them is clear before climbing the wall so they are avoiding falling onto another child.	Educators and activity staff instructing children	Prior to commencing activity	Moderate
Parkour	Children performing movements/stunts beyond their ability - resulting in high risk of injury	High	Instructors will speak to all children prior to activity about the importance of performing moves within their ability and the possible dangers of not adhering to this. Children who attempt to perform moves above their ability will sit out of activities as it is a high risk of serious injury. Instructors will talk about rules, centre boundaries and other important information such as toilet locations prior to any activities.	Centre staff	Prior to activity	High
Parkour	Slips/Falls	High	Children must wear appropriate footwear (enclosed shoes) during the activity as open ended shoes have less grip and are more prone to slipping, causing injury. Runners or sandals are the best choice of footwear for the excursion.	Children/Parents	At all times at venue	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Parkour	Contact injuries jumping/moving from boxes	High	Children will be doing parkour and jumping from box to box which carries a high risk of contact injury such as bruises/sprains and fractures. The children will be split into groups based on age and the activity will be age or ability appropriate each group. Children who are younger and less confident with their ability will have shorter gaps between boxes, smaller boxes and more supervision to minimise the risk of injury. All children will be heavily watched by instructors to gauge ability, to ensure they are not over performing a skill that is too difficult for their ability. Eg. Keeping a close eye on Kindergarten children who may not be comfortable jumping from box to box, who can step between boxes instead. No flips/excessive jumps will be allowed by any children however can be safely demonstrated by professional instructors for children's enjoyment.	All educators and centre staff	Throughout activity	
Parkour	Oversensitivity to noise/activity for children with high needs such as ASD.	Moderate	Children who are susceptible to anxiety or sensitive to noise will be made aware of the ability to leave the area to calm down. Staff to sort a quiet area for children to remove themselves from the activity whilst being supervised and to calm down if they are overwhelmed. This is particularly useful for children who have high needs such as ASD. Provides a private space for child to quietly relax while supervised by an educator(s).	Educators and children	Prior to excursion and anytime during excursion	Low

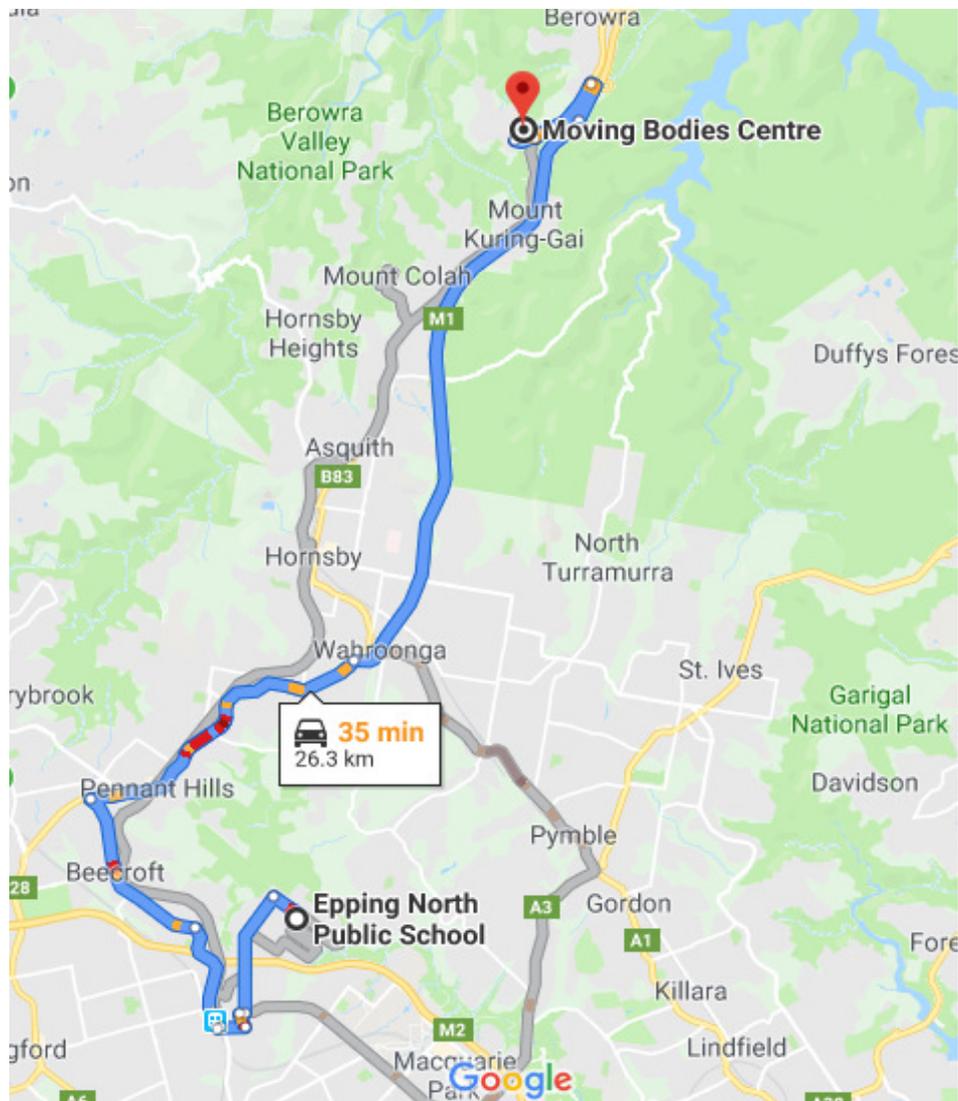
Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	Educators	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Bonding with peers and educators
* Choking/Allergies while eating food	* Independence travelling alone without parents
* Traffic injury/Bus breakdown	* Fun and enjoyment playing games!
* Drowning from Swimming Pool at centre	* Learning new skills/abilities
* Parkour Injuries - jumping onto/from obstacles, falling	* Break from school routine - Fun day out with friends
* High risk activity for children, potential for injury as children are still developing physically	* Risk Taking Activity - Promotes adventure and adrenaline sports
	* Learning how to safely climb/jump from objects, can transfer skills to everyday life in play

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



○ Moving Bodies Centre

🚗 35 min
26.3 km

○ Epping North Public School

Google