

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	15/01/2020	Excursion destination:	Macquarie Centre Ice Rink
Departure and Arrival Times	Depart the centre 9:00am, arrive back at 3:00pm		
Proposed Activities	Year 4/5/6 children travel to the Ice Rink at Macquarie Centre for an afternoon of Ice Skating	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Private bus hired, see route attached		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 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:	Megan Brook	22/11/2019	20/11/2018
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 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 (*21 phonenum #) undivert #21#
<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	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 organise wristbands and check children have yellow hat	Hats and wristbands to be worn by each child before departing the OOSH building.	Moderate
Walking through Shopping Centre to Venue	Lost child	Extreme	Whilst walking through the shopping centre, the Educators will ensure all children stay together in one group	Educators	Whilst on excursion	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
General- single Educator on Excursion	Serious injuries to a child	Moderate	Where a child has a serious injury, the Educator will render first aid, whilst requesting a lead child direct all other children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will do so, and the venue staff who will assist in calling the ambulance.	Children and Educators	During excursion	Low
General- single Educator on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, the lead child will be requested to move the children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will request the assistance of the venue staff.	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
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
Ice Skating	Falling/Tripping	Moderate	Children that have limited ability will be encouraged to skate around the edge of the rink and will be closely monitored by educators and centre staff.	Children, educators	Prior to excursion, during activity	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Ice Skating	Minor Injury (Graze, cut, bruise)	Moderate	Educators will instruct children to tell them if they sustain any injury on the excursion. Educators will supervise all children and attend to any injuries they sustain as a normal first aid incident.	Educators	Prior to excursion, during activity	Moderate
Ice Skating	Major injury (eg. Large cut from skates)	High	Educators will inform centre staff if serious injury has occurred and if the patrons on the ice will need to stop skating. If possible, child should be moved off the ice and first aid given. If serious Ambulance should be called immediately. Educators provide first aid as best they can such as stopped bleeding and immobilising child if necessary, while keeping them calm and warm.	Educators	At any time of serious incident	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 behaviours when with other people of the community
* Injury on ice - Tripps, grazes and cuts	* Continue to develop relationships with key Educators whilst on the excursion
* Child Protection issues with members of the public	* Relaxation and Recreation
* 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	* Improving coordination and balance skills - Fine and Gross Motor Skills
	* Emerging Interest in new skill

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

