

Epping North OSHCP

Excursion Risk Assessment

| Excursion Details | | | |
|--|---|---|--|
| Dates of excursion | 22/01/2020 | Excursion destination: | Maritime Museum, Darling Harbour |
| Departure and Arrival Times | Arrive 10am, 1:30pm departure | | |
| Proposed Activities | Children travel to the Maritime Museum in Darling Harbour to view the museum and view and get in the boats. | Water Hazards? | Yes/No If yes, detail in risk assessment below |
| Method of transport, including proposed route | Bus route attached | | |
| Date Visited Venue: | 17/11/2019 | Who: | Jake Marsden |
| Name of RPD | Kareena Pearce | Contact Number of RPD | 02 9868 5690 |
| Number of children attending excursion | Estimated: 80 Actual: | Number of educators/parents/volunteers | Estimated: 10 Actual: |
| Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details. | 1:8 ratio, requested by the museum for specific areas including the boats - in particular, HMAS Onslow, the Submarine which is very tight and narrow in areas and can be challenging for children to get in and out of. | | |
| 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: * * * * * |
| Plan Prepared By: | Jake Marsden | Date Prepared: | 18/11/2019 |
| 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 | | | |

- | | |
|---|--|
| <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 $_{\text{phonenumber}}$ #) 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 |
|----------|-------------------|---------------------------------|------------------------------|-----|------|-------------------------|
|----------|-------------------|---------------------------------|------------------------------|-----|------|-------------------------|

| Activity | Hazard identified | Risk assessment (use Matrix) | Elimination/control measures | Who | When | Residual Risk Rating |
|----------|---|---------------------------------|--|---|---|-------------------------|
| 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> | |

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|--|-----------------------------|---------------------------------|---|------------------------|---|-------------------------|
| 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 |

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|---------------|-----------------------------------|------------------------------|---|--|---|----------------------|
| | | | 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 |

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| | | | <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> | | | |
| Maritime Museum | General Museum | Moderate | <p>Children will be split into groups of about 8 for the museum tour. Each group will have their own coloured wrist band with the educator. Each educator will have a list of their group and this will be managed before the excursion at roll call. Educators will tour the museum preferably in pairs to allow flexibility in groups of 20-30 children with multiple educators. Educators will head count frequently to ensure all of the children in their group are present.</p> | Educators | Prior to excursion/during excursion | Low |
| Maritime Museum | General museum | Moderate | <p>Educators will ensure children are aware of museum rules whilst travelling throughout the inside of the museum. This including no running inside the museum, not touching any of the displays unless it is interactive and following all signs about the displays and museum (Eg. Do not touch, no entry, etc.)</p> | Educators | During excursion | Low |

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|-----------------|--------------------------------|------------------------------|--|--|--|----------------------|
| Darling Harbour | Drowning from water in Harbour | Extreme | Educators will ensure all children are accounted for in their group before going outside to visit the boats. Children will be instructed to stay away from the edge of the harbour and walk directly to the boat area which is blocked by ropes at the edge. Children will be instructed to file through in a single line to ensure they are walking the correct direction with no risk of leaving the group and potentially falling in the water. | Educators and children | Prior to excursion/during excursion | High |
| Maritime Museum | Trip and head hazards | High | Children and educators will be instructed whilst on the boats to look out for trip hazards at their feet including pipes, steps and other hazards that could easily be tripped over. Children will be instructed to go slowly throughout the ships and walk at all times to avoid tripping. Educators will be instructed to take care while walking through the ship as the ships contain many low hanging ceilings and doors (approx 1.7m tall - above child height). | Educators and children. RPD to warn educators. | Prior to excursion, during visit on ship | Moderate |
| Maritime Museum | Claustrophobia - tight spaces | Moderate | Many of the ships especially the HMAS Onslow (Submarine) have tight corridors and spaces to maneuver. Children will be told prior to excursion that if they feel claustrophobic and do not wish to board the ships, there will be adequate supervision outside of the ships. Educators will have to communicate with each other to ensure children who do not want to board ships do not have to, whilst working within ratio limitations. | Educators | Prior to excursion, during visit on ship | Low |

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| Maritime Museum | Ladder Climb - HMAS Onslow | High | To enter the HMAS Onslow submarine there is a minimum height requirement of 90cm. All participants will have to climb a short ladder down from on top of the submarine, into the inside. Maritime staff instruct all participants to climb down facing the ladder. Educators will wait at the bottom of the ladder ensuring they can assist any children that are not confident climbing the ladder. | Maritime staff, educators | During visit to HMAS onslow (submarine) | Moderate |
| 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 | * Learning and understanding of Sydney's maritime history |
| *Drowning from water in harbour | * Emerging interest in Australian history, boats, the Navy, Submarines and war |
| * Tripping injury from objects inside boats. | * Break from school routine - Fun day out with friends |
| | * Visiting famous Sydney landmark, connection to community and country. |
| | |

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 |

