

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	16/04/2020	Excursion destination:	In Centre
Departure and Arrival Times	N/A incursion		
Proposed Activities	Paul Grierson is visiting with his Scientifix incursion to show the children some science experiments.	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Method of transport, including proposed route	N/A		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 75 Actual:	Number of educators/parents/volunteers	Estimated: 6 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 - normal in centre 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:	Jake Marsden	Date Prepared:	4/03/2020
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.			

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 (*21 phonenum number #)
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
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Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Science Show	Children being burned/exposed to possible dangerous chemicals	High	Presenters and educators ensure the space is safe to perform experiments and children's safety is ensured at all times. Children will be seated during the show with a safe distance marked on the floor to sit behind. Eg. Line of tape. Children must not stand up or touch any equipment unless instructed to do so by staff, if they are participating. Children will not be handling any chemicals.	Science staff and educators	During the show	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Science Show	Trip and fall hazard from wires	Moderate	Children will be instructed to stay seated during the show unless otherwise instructed. Electrical equipment with wires will be kept out of the children's way and leads taped down and covered with electrical tape.	Paul and educators	During the show	Low
Science Show	Child Protection Issues	Extreme	All Science show staff hold a valid WWCC. Children will be supervised at all times by educators, ensuring no children are left alone 1 on 1 with another adult.	Science staff and educators	At all times	Low

Risk Benefit Analysis

Risk	Benefit
* Child Protection issues with members of the public	* Educational - learning about science, chemical reactions
* Possible burns/exposure to dangerous chemicals	* Fun! Seeing cool and exciting ways science can be presented. Gets rid of myth that science is boring.
* Children frightened by fire/loud noises or chemicals.	* Build on experiments at the centre, eg. Making slime that children love.
* Children becoming agitated by sitting for long periods of times	* More ideas of experiments that we can do at the centre
	* Break up of normal routine - programmed activities. Rare that we do a lot of complex science experiments at the centre

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