

# Epping North OSHCP

## Excursion Risk Assessment

Excursion Details			
Dates of excursion	16th July 2020	Excursion destination:	N/A - in centre
Departure and Arrival Times	N/A - Centre incursion		
Proposed Activities	Australian Reptile Park is visiting with reptiles to show the children	Water Hazards? If yes, detail in risk assessment below	Yes/ <b>No</b>
Method of transport, including proposed route	N/A - Centre incursion		
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:	2/06/2020
Additional Venue Information:	Yes-attached/ <b>No</b>		
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"/> <b>Pack</b> First Aid Kits incl tissues, hand sanitiser, sick bags              | <input type="checkbox"/> <b>PRIOR</b> Excursion hats worn by each child  |
| <input type="checkbox"/> <b>Pack</b> Roll of Children attending excursion and contact numbers            | <input type="checkbox"/> <b>PRIOR</b> All children checked for food applicable and full water bottle                     |
| <input type="checkbox"/> <b>Pack</b> List of Medical information for each child attending excursion      | <input type="checkbox"/> <b>PRIOR</b> Wristbands to be worn by all children  |
| <input type="checkbox"/> <b>Pack</b> Camera  | <input type="checkbox"/> <b>PRIOR</b> Conduct Roll call prior to excursion and give instructions                         |
| <input type="checkbox"/> <b>Pack</b> Mobile Phone with Battery   | <input type="checkbox"/> <b>PRIOR</b> check permission notes are signed  |
| <input type="checkbox"/> <b>Pack</b> Sunscreen   | <input type="checkbox"/> <b>PRIOR</b> Put children into groups if necessary  |
| <input type="checkbox"/> <b>Pack</b> walkie talkies (1 per educator)                                     | <input type="checkbox"/> <b>PRIOR</b> Centre Phone on divert to RPD mobile (*21 $_{phonenum}$ #)<br><b>undivert #21#</b> |
| <input type="checkbox"/> <b>Pack</b> 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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Handling Animals	Being scratched or bitten by animals	Moderate	Children will be instructed on proper way to handle and care for animals by the keepers. Children will be told that they do not have to pat, hold the animals if they don't want to, and instructed how to correctly and safely hold them if so. Keepers will show many animals to the children and not let them touch animals that may pose a risk to themselves.	Keepers and children	Prior to activity and during activity	Low
COVID-19	Spread of infectious diseases such as COVID-19	High	Children are to wash their hands with soap before and after touching animals to ensure the animals, keepers and other children have a reduced risk of contracting infectious diseases.	Children	Before commencing activity	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Learning about Australian reptiles from a local company
* Injury from animals	* Learning empathy about caring for others, sustainability and animal conservation
* Children being scared from reptiles	* Promote emerging interest in animals

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