Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Incursion	Gaint Games	**Excursion destination:** Staying at the centre EN OOSH	
Departure and Arrival Times	n/a		
Proposed Activities	The children will be participating in giant games that are hired extenterly from a company.	**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: Actual:	**Number of educators/parents/volunteers**	Estimated: Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 normal incursion 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:	Kareena Pearce	**Date Prepared:**	2.6.2020
Additional Venue Information:	Yes-attached/**No**		

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant change occurs.

Excursion Checklist

- [ ] Pack First Aid Kits incl tissues, hand sanitiser, sick bags
- [ ] Pack Roll of Children attending excursion and contact numbers
- [ ] Pack List of Medical information for each child attending excursion
- [ ] Pack Camera
- [ ] Pack Mobile Phone with Battery
- [ ] Pack Sunscreen
- [ ] Pack walkie talkies (1 per educator)

- [ ] PRIOR Excursion hats worn by each child
- [ ] PRIOR All children checked for food applicable and full water bottle
- [ ] PRIOR Wristbands to be worn by all children
- [ ] PRIOR Conduct Roll call prior to excursion and give instructions
- [ ] PRIOR check permission notes are signed
- [ ] PRIOR Put children into groups if necessary
- [ ] PRIOR Centre Phone on divert to RPD mobile (*21*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
Gaint Games	Checking all equipment has been cleaned prior to drop off to Epping North OOSH> due to COVID 19	Extreme	RPD to contact company and attach their risk assessment to the back of our one for educators to read. RPD to inspect all the giant games to prior dropping meet the standard of the cleaniness of the product.	RPD to check with company prior. Emailed to ask for a risk assessment and process they are using to clean the surfaces.	RPD to contact Prior to incursion. / RPD to make all educators aware of the cleaning process prior to children playing the gaint games.	High
Gaint Games	Children touching the game pieces on rotation.	High	Children must wash their hands between activities and prior to beginning each rotation.	Children	prior to each children having a turn.	Medium

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Gaint Games	Risk of it falling on children	High	when educators are setting up the games ensure all the games are on a steardy surface therefore it wont fall over. If not confident check with another educator to be sure.	Educators	when setting up the gaint games	Medium
Spray and wipe	Educators are to keep the spray and wipe out of reach of children.	Extreme	Educators are to keep the spray and wipe out of reach of the children. They are to be holding and not leaving it on the ground.	Educators only	at all times whilst supervsiing the game area	High

Risk	Benefit
* Tripping/falling injury	playing fun gaint games
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	playing outdoors
gaint game falling on the children	* Relaxation and Recreation
	* Peer bonding

Risk Matrix

Consequence

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
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