

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	Thursday 6th July 2023	Excursion destination:	Moving bodies Mount Ku-ring-gai
Departure and Arrival Times	Arriving approx 8:45am, leaving approx 1:45pm		
Proposed Activities	Moving bodies Mount Ku-ring-gai to participate in ninja warrior / parkour course	Water Hazards?	Yes/ No
		If yes, detail in risk assessment below	
Method of transport, including proposed route and seatbelts (if applicable)	Private bus hired, seat belts to be worn where fitted. Route map attached.		Estimated Duration of Trip: 45 minutes
Name of RPD	Jake Marsden	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 75 Actual:	Number of educators/parents/volunteers	Estimated: Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
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 Simpson	25.05.2023	Date Visited 24.5.2023 Kareena Simpson
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 + Mobile phone with battery	<input type="checkbox"/> PRIOR Conduct Roll call prior to excursion and give instructions
<input type="checkbox"/> Pack Medication and Action Plans for each child with a Medical Condition	<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 (*21phonenumber #) undivert #21#

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>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>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</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>	

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			Sunscreen will be applied to each child, where permission has been given & UV 3 or above.	Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
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>
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

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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Riding on Bus	Boarding and Disembarking off bus	Extreme	Educators will count children on and off the bus to ensure the headcount is correct and matches the total head count of the children on the excursion. Responsible Person on Duty to ensure head count is correct. Number of educators will also be accounted for to ensure all educators are present and ratios are being met. An educator will perform a sweep check of the bus to ensure no children, or belongings are left on the bus.	Educators	As children and educators embark and disembark from the bus.	High
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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<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>			
Swimming pool	Drowning	Extreme	<p>Moving bodies has a swimming pool located within the building. There is an access through a hallway near the bathrooms of the Ninja course, which has a very high door handle which will be out of reach for most children. An educator must accompany children to the bathroom to supervise to ensure that children are not opening this door and going into the swimming pool area. This door will be locked on days where there is no swimming lessons. If there are swimming lessons there is an extra life guard that is working around the pool area if they see children entre they will tell the children to go back through the other way.</p>	Educators, centre staff to lock door if no swimming lessons are on	During bathroom runs	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Warped wall	Falling injury	High	The warped wall will be supervised by staff at all times. Children will be wearing shoes and socks to ensure proper grip when running up the wall. Children will only be allowed to stay within their limits, using the smallest wall or the medium wall if they have climbed the smallest wall, to the discretion of the centre staff.	Educators and centre staff	During activity	Moderate
Rock Climbing Wall	Falling injury	High	Large soft fall mat below rock climbing wall ensures children will fall safely. Children will be instructed to ensure the area below them is clear before climbing the wall so they are avoiding falling onto another child.	Educators and activity staff instructing children	Prior to commencing activity	Moderate
Parkour	Children performing movement/stunts beyond their ability - resulting in high risk of injury	High	Instructors will speak to all children prior to activity about the importance of performing moves within their ability and the possible dangers of not adhering to this. Children who attempt to perform moves above their ability will sit out of activities as it is a high risk of serious injury. Instructors will talk about rules, centre boundaries and other important information such as toilet locations prior to any activity.	Centre staff	prior to activity	High
Parkour	Slips/falls	High	Children must wear appropriate footwear (enclosed shoes) during the activity as open ended shoes have less grip and are more prone to slipping, causing injury. Runners or sandals are the best choice of footwear for the excursion.	children parents added in description on vacation care program	at all times at the venue	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Supervision	Children falling off ropes	High	Educators will be given supervision spots to stand and supervise children as there are some blind spots and a lot of rope courses.	educators on the excursion	prior to excursion make eeuctaors away they will br put in an area they need to supervise.	Moderate
Children injuries	at excursion	Moderate	Prior to excursion in roll call we will speak to the children about letting us know if they hurt themselves so the educators can provide appropriate first aid treatment. whilst on the excursion. Before leaving	Educators	prior and after excursion	Low
General		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
* Tripping/falling injury from Parkour activities	Bonding with peers and educators
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	Independence travelling alone without parents
* Lost Child	Fun and enjoyment playing games with friends
* Child Protection issues with members of the public	Learning new skills / abilities
* Drowning from swimming pool at centre	Break from school routine - fun day out with friends
* Traffic injury/bus breakdown	Risk taking activity - promotes adventure and adrenaline sports
* High risk activity for children, potential for injury as children are still developing physically	Challenging activities - Completing obstacle courses and Warped Wall.
	Learning how to safely climb/jump from objects, can transfer skills to everyday life in play

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

Pick Up Location: Boundary Rd, Outside Epping North OSHCP
Drop Off Location: Outside venue on Marina Cl, children then will walk down the stairs to venue

