

Epping North OSHCP

Excursion Risk Assessment

Excursion Details		
Dates of excursion	18th January 2021	Excursion destination:
Departure and Arrival Times	N/A In centre	
Proposed Activities	Iconic Nerd incursion for Virtual Reality games and Water Battle Arena	Water Hazards? If yes, detail in risk
Method of transport, including proposed route and seatbelts (if applicable)	N/A in centre	
Name of RPD	Kareena Pearce	Contact Number of RPD
Number of children attending excursion	Estimated: 50 Actual:	Number of educators/parents/volunteers
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 Ratio as per normal in centre ratio- no higher staffing requirements needed.	
Educators on excursion (Names):	Educator Training:	Educators Contact Details (to be completed on staff copy of RA only):
* TBC * TBC * TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC * TBC * TBC	* * * * * *
Plan Prepared By:	Jake Marsden	Date Prepared/Visited:
Additional Venue Information:	Yes-attached/ No	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident 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 allergies |
| <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 |
| <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
undivert #21# |

N/A In Centre
Yes/ No x assessment below
Estimated Duration of Trip: N/A
02 9868 5690
Estimated: 5 Actual:
Educators to Sign once they have read & understood the Risk Management Plan: * * * * * *
20/11/2020
ident or signifcant change occurs.

ild
 applicable and full water bottle
 ildren
 sion and give instructions
 ned
 ssary
 mobile (*21phonenumber #)

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
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>	

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<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>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators</p> <p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p> <p>Educators</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> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	
Virtual Reality	Motion Sickness	Moderate	Children will be reminded about potential motion sickness whilst playing virtual reality games. Children will need to stop playing if they are feeling sick and tell an educator. Educators will have sick bags at the ready.		Prior to activity	Low
Virtual Reality	Tripping/Falling injuries	High	While children have the VR headset on, children who are not playing will move away from the child(ren) playing to avoid risk of collisions and trips.	Educators	During activity	Moderate
Covid	Covid Safe	Extreme	All visitors to the centre will sign in as per COVID regulations. Masks and controlelrs will be wiped down before each use.	Children and Educators	Prior to excursion and departing from excursion.	High
General	Child Protection Issues	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	* Exerise and physical activity
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Fun and interesting ways to learn through games.
* Lost Child	* Relaxation and Recreation
* Child Protection issues with members of the public	* Peer bonding
* Motion sickness	* Emerging interests
	* Exposure to emerging technology

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: Boundary Rd, Outside Steamroller Park, walk through laneway to playground.