

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	20/04/2022	Excursion destination:	Steamroller Park North Epping
Departure and Arrival Times	Arriving approx 10am, leaving approx 3pm		
Proposed Activities	Children will walk to Steamroller park for free time on the Equipment, scavenger hunt, time challenges and riddles and BBQ lunch.	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route and seatbelts (if applicable)	Walk, route attached. Seat beats not applicable/Seatbelts not required in NSW on buses Estimated Duration of Trip: N/A		
Name of RPD	Jake Marsden	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 50 Actual:	Number of educators/parents/volunteers	Estimated: 6 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 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	* * * * *	* * * * *
Plan Prepared By:	Kareena Simpson	Date Prepared/ Visited	11.3.22 visited:
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.			

- | | |
|--|--|
| <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 #)
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
Walking to and from Venue - multiple Educators on excursion	Being injured by traffic while crossing road or walking	Extreme	<p>Staff: child ratio will be a minimum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>The lead Educator will cross to the middle of the side street prior to children beginning to cross the road. The Educator in the middle of the group will take over from the lead Educator in the middle of the road as the children cross, allowing the lead Educator to continue with the front of the group. The last Educator will cross at the end of the group, ensuring no children are crossing the road behind them. This formation will allow the educators to block oncoming traffic turning into, or out of, the side streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	Children will be advised of instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk to the venue. Educators will remain in this format for entire walk from leaving the centre to the venue and on the return trip.	Moderate

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 will regularly perform headcounts through the excursion to ensure no children have been lost or in the wrong area.	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	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 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.	Educators and children Children-directed by Educators	Prior to leaving Centre / as part of daily WHS check Before departure and reminders throughout the day.	

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>	
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>

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Extreme Weather (Wind/Rain)	High	Where there is extreme weather such as heavy wind children will be moved away from tall trees where branches can fall. In events where conditions are deemed unsafe, the excursion will be cancelled/postponed until conditions are clear.	Educators	Prior to excursion, during excursion	Mod
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
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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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
Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space.	Educators	During excursion	Low
Swings	Colliding injury	High	Children are to keep a distance away from in front of the swing set while someone is swining to avoid a collision.	Children	during the activity	Moderate
Slide	Colliding injury	High	Educators to ensure child must slide feet first and one at a time. Children must ensure the previous child is completely off the slide before sliding themselves.	Educators and activity staff instructing children	Prior to commencing activity	Moderate
Covid-10	Reducing risk of contracting COVID-19 and other viruses	Extreme	Children will wash hands before leaving centre and sanitise hands on arrival/departure at Steam Roller Park.	Children and Educators	Prior to excursion and departing from excursion.	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Hot weather	heat stroke	High	The children will take their bags which will have morning tea, lunch and a drink bottle. The children will be encouraged to drink lots of water while on the excursion. The educators will be taking the children down early in the morning and bringing back before lunch depending on the weather.	Educators	during excursion	Moderate
Play equipment	Fall/Collisions	High	Children to be aware of their surroundings when playing on the equipment. Educators to be supervising children in those areas. Keeping an eye on the sea saw and the climbing frame with the younger children climbing up it might get scared or stuck. Educators ensure that children are playing responsibly and within their limits on the equipment.	Educators, children	Prior to excursion discussion in roll call and during the excursion	Moderate
Scavenger hunt	Boundaries	High	Children to be aware where the boundaries are for the scavenger hunt, educators to give clear instructions and put visual cones out to determine the boundaries. Children will be reminded of the boundaries regularly.	Educators and Children	during excursion, educator supervision prior to excursion discussion	Moderate
BBQ lunch at steamroller	Allergies to lunch	High	The educators will prepare lunch back at the centre, prior to going onto the excursion - Due to COVID 19 risks using the BBQ at the park. Children with allergies will have their own bowls prepared. An educator will drive the food and things that are needed down to the park.	Educators	prior to excursion prepare allergy board, buckets with all your essentials.	Moderate
General	Child Protection	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/collisions with equipment	* Exercise and physical activity at Park
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Development of social skills & expected behaviours when with other people of the community
* Lost Child	* Relaxation and Recreation
* Child Protection issues with members of the public	* Peer bonding
* Sports injury	* Increased connection to community - visiting local park
* allergic reaction to food	* First excursion for many younger children that have attended since COVID-19
* COVID-19 risk in public areas	*first excursion in a long time due to COVID 19, nice to get out of 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

The children will cross the road at the pedestrian crossing then walk along boundary road crossing a couple of streets along the way, the educator will stand in the middle of the road and direct children across the road.

