

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	14th July 2022	Excursion destination:	Tree Tops The Hills
Departure and Arrival Times	9:30 leave the centre, arrive back around 3:30pm		
Proposed Activities	Children travel to tree tops to complete the high ropes course.	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route and seatbelts (if applicable)	Seatbelts to be used on bus where fitted		Estimated Duration of Trip: 20 minutes
Name of RPD	Jake Marsden	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 60 Actual:	Number of educators/parents/volunteers	Estimated: 7 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): 9868 5690 * * * * * *	Educators to Sign once they have read & understood the Risk Management Plan: * * * * * * *
Plan Prepared By:	Jake Marsden	Date prepared:	14.6.2022 Date visited venue: 10/06/2022 - Anthony
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			

- 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 + Mobile phone with battery
- Pack Medication and Action Plans for each child with a Medical Condition
- 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 (*21phonenumber #)
undivert #21#

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
COVID19	Minimise risk of infectious diseases such as COVID-19	Extreme	Children will wash hands frequently and use hand sanitizer when needed at the excursion. Children will be distant away from members of the public as we will have the whole of the course to ourselves with only the instructors the only people on the course assisting the children.	Children and Educators	Whilst on the excursion	High
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>	Low

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	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
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
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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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> <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>	Educators and Children directed by Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			Keep children safe by staying on the bus if it is safe to do so.			
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
Tree Tops - improper access to course	Falling/injury in course	Extreme	Children will be instructed not to access the course unless they are harnessed and ok to use the course. Children must follow signage on the course and listen to instructors and educators before climbing.	Children	Prior and during climbing	High
Tree Tops ropes course	Falling off course due to misuse of clips/ropes	Extreme	Instructors will demonstrate how to clip on and off the ropes prior to children commencing activity. If child gets tangled educator or instructor will get to them quickly and help them untangle. Ropes are clipped in at the beginning of the course and are not removable for the children's course. The children guide their clip to the end of the course when it will unclip and they can finish or start the course again. Children will be provided with a harness and helmet to minimise risk of injury.	Educators instructors	whilst climbing	High
Crossing the pedestrian crossing walking up to where the activity is.	Getting hit by a car	Extreme	Educators will spread out whilst the children are crossing the pedestrian crossing. Standing in the middle of the road while crossing. Encouraging the children to walk and look when crossing. There are two pedestrian crossings when walking up to tree tops. Its about a 5 min walk up there.	Educators	At al times when crossing the pedestrian crossing	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Tree Tops - bathrooms	Children being lost while going to bathrooms	High	Children will be asked to go to the toilet prior to the activity as the activity goes for 2 hours and the bathrooms are back at reception. Children are able to walk back down with an educator although this is discouraged for ratio reasons and it will minimise activity time.	Educators	Prior to excursion. Prior to walking up to where the children will be climbing.	Moderate
Tree Tops - waiting area	Injury while playing sports, games	High	In the waiting area, educators will bring activities for the children to play whilst they are waiting for their turn on the ropes. Educators will explain and mark out an appropriate boundary for children to play in and ensure they are not involved in dangerous play whilst in the waiting area. They will be a variety of games to play including drawing, craft, cards and some limited sports equipment	Educators	During waiting time	Moderate
Tree Tops - Bushland	Allergies to plants and animals	Extreme	Children will be instructed to stay on the course when walking to the ropes and should not touch any plants or animals. Children will talk to educators if they have a rash or are bitten by an insect. Educators will have first aid kits as normal.	Educators and children	Prior to excursion.	High
Tree tops - course	Falling/slipping on deck due to wet weather and running.	Extreme	Children will be told not to run or play games on the decking at the course as it can be slippery. Children must listen and follow instructions from educators and instructors.	Educators and instructors	Prior to climbing	High
Tree Tops - Jewellery	Injury, getting caught while climbing Cuts, abrasions, strangulation, amputation	High	Prior to roll call will ask children if they are wearing any jewelry. If they can take it off or get an educator to tape it to ensure they are not wearing jewellery whilst climbing.	Educators	Prior to excursion.	Moderate

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviors when with other people of the community
* Child Protection issues with members of the public	* Continue to develop relationships with key Educators whilst on the excursion
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Choking / food allergy issues when consuming food brought from home	* Partaking in risky place in a safe environment
* Hurting themselves on the rope climbs and surrounding area.	* Peer bonding
* Being frightened by the height of the rope climb	* Children overcoming fears of heights
	* Children challenging themselves

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: Nursery Link Road, car park between Café and Cabana

