

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	30th January 2024	Excursion destination:	Entermission, Kent St
Departure and Arrival Times	Arriving approx 11am, leaving approx 2:30pm		
Proposed Activities	Children to engage in a virtual reality experience and complete an escape room activity	Water Hazards?	Yes/ No
	If yes, detail in risk assessment below		
Method of transport, including proposed route and seatbelts (if applicable)	Private bus, route attached. Seat belts to be worn where fitted		Estimated Duration of Trip: 40 mins
Name of RPD	Kareena Simpson	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 4 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:	Megan Brook	Date Prepared: 28/11/2023	Date Visited: 25/8/22 (Jake Marsden)
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 |

Pack walkie talkies (1 per educator)

Pack Incident Reports

PRIOR Centre Phone on divert to RPD mobile (*72mobilenumber#)
***720298685690#**

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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Lost Child	Extreme	All children will wear yellow excursion hat for visibility and wristband whilst on the excursion. Wristbands have centre name and phone number on them in case child gets lost, an adult can call the RPD to find them.	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>	
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
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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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
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>			
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
Virtual Reality	Children getting hurt as a result of other children using the virtual reality goggles	Moderate	Children will be instructed to wait behind a rope to ensure the children playing the game have adequate space.	Educators and children	During Excursion	Low
Virtual Reality	Children getting hurt as a result using the virtual reality goggles	Moderate	Children will be instructed to remain seating whilst playing the game so they do not trip or run into an obstacle whilst they have the goggles on.	Educators and children	During Excursion	Low
Virtual Reality	Children becoming sick as a result of the virtual reality goggels	Low	Children will be instructed to take the goggles off as soon as they begin to feel sick and alert an educator straight away. If nausea doesn't pass within a few minutes children will be removed from the activity and redirected to play with the nintendo switch games instead	Educators and children	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Tripping/falling injury	* 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

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: Enterrmission, Kent st

