



Excursion details: Movie Excursion to Event Cinemas at Hornsby			
Date(s) of Excursion	Tuesday 9 th July 2019	Excursion destination	Level 4 Westfield Shopping Centre. Cnr Pacific Hwy & George Street, Hornsby. 2077
Departure and arrival times	These are approximate times due to train timetabling during school holiday period. Depart Centre: 10.00am Arrive Cinemas: 10.14am Depart Cinemas: 1.45pm Arrive back at NOOSH: 2.30pm		
Proposed activities	Morning Tea in Cinemas Foyer. Toileting Watch Movie (Rated G) Lunch under cover in Westfield Hornsby Mall, lower ground. Sheltered area, near steps.	Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk from NOOSH Centre to Normanhurst Station. Travelling by Train from Normanhurst Station, depart station approx. at 10.00am. Station (approx. 5 mins walk). Arrive at Hornsby Station approx. 10.05am. Walk from Hornsby Station through Westfield Mall to Hornsby Events Cinemas, Level 4. At approx. 1.45pm - Depart Westfield Mall, walk approx. 5mins to Hornsby Train Station. Board Train from Hornsby Station approx. 2.00pm to Normanhurst Station. Arrive back at Normanhurst OSHC by approx. 2.30pm.		
Name of excursion co-ordinator	Kerri Wickenden		
Contact number of excursion co-ordinator	(BH) 0409457758	(M) 0437 712 178	
Number of children attending excursion	Intended: 60	Number of educators/parents/volunteers	7 Educators in total
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator due to children with disability/special needs)		

Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walk from Normanhurst Centre To Train Station	Crossing roads Slips, trips, falls Car may hit a child Child may wander/ abscond	High Moderate Extreme Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups Buddy older chn with younger chn Constant stopping and waiting for children Constant head counts, and checking on children Educators to communicate with one another and the children	All Educators All Educators Children All educators All educators	On travel to the Movies
Waiting on Train Station	Child may fall onto train track	Extreme	Maintain children close in groups.	All educators	Whilst on train platforms

	<p>Train may hit child</p> <p>Child may wander / abscond</p> <p>People in public</p>	<p>Extreme</p> <p>Moderate</p> <p>Moderate</p>	<p>Close supervision</p> <p>Holding of hands of younger children</p> <p>Head counts</p>	<p>All Children</p>	
<p>Boarding train & Disembarking from train</p>	<p>Child may fall on track</p> <p>Child may fall, slip, trip, harm self</p> <p>Child may get left behind</p> <p>People in public</p>	<p>Extreme</p> <p>Extreme</p> <p>Extreme</p> <p>Moderate</p>	<p>As above</p>	<p>All Educators</p> <p>All children</p>	<p>Travelling by train throughout the day</p>
<p>Getting out of train station</p>	<p>Public / crowds at Hornsby station</p> <p>Using Opal cards at gates</p> <p>Children getting lost/ wandering</p>	<p>High</p> <p>Moderate</p> <p>High</p>	<p>Walk closely in 2 lines in groups.</p> <p>Communicate with children</p> <p>Hold hands where necessary</p>	<p>All Educators</p> <p>All Children</p>	<p>At Hornsby Train Stations</p> <p>At Normanhurst Train Station</p>
<p>Walk to movie cinemas</p>	<p>Children getting lost</p> <p>People in the public</p> <p>Using escalators</p> <p>Near Water fountain</p>	<p>High</p> <p>Moderate</p> <p>Moderate</p> <p>High</p>	<p>As above</p> <p>Keep children close in 2 lines in groups.</p> <p>Buddying children</p> <p>Hold hands where necessary</p>	<p>All Educators</p> <p>All Children</p> <p>All Children</p>	<p>Travel to movie cinemas</p>
<p>Watching the movie</p>	<p>Children may become scared upset (emotional/ well-being impacted)</p> <p>Sitting close to other members of the public</p>	<p>Moderate</p> <p>Moderate</p>	<p>Seat children close to adults</p> <p>Give opportunity for children to exit movie screening when necessary</p>	<p>All educators</p> <p>All children</p>	<p>Whilst watching the movie</p>

	Others eating foods nearby that may contain nuts / other products that may cause allergic reactions	High	Conform to Child Protection practices Have Asthma medication and anaphylactic pens accessible to children with reactions		
Using the toilets	Children using public toilets Hygiene	High	Children to go in small groups of same gender Regular head counts and roll calls	All educators All children	Whilst using toilets
Eating food/ snacks	Children at risk of allergies /anaphylaxis Hygiene	High	Have asthma and anaphylactic medications accessible to all children with reactions	All educators All children	Whenever eating food /snacks

Plan prepared by	Kerri Wickenden		
Prepared in consultation with:	Tiyani Fernando & Rachel Warner		
Communicated to:	Tiyani Fernando, Rachel Warner, Alexander Whipp and all educators on the day		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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