

Excursion Risk Management Plan

Excursion details			
Date(s) of Excursion	Thursday 11 th July 2019	Location of Excursion	Magpies Waitara 11-37 Alexandria Parade, Waitara NSW 2077
Proposed activities	<ul style="list-style-type: none"> - Viewing a magic show - Eating a lunch of chicken nuggets and chips and viewing Paddington 2 		Water hazards? Yes/ No If yes, detail in risk assessment below. There is no specific mass of water at the location, but the instance of any form of puddle or flood or spillage.
Name of Responsible Person	Tiyani Fernando	Contact number of Responsible Person: 0437 712 178	9489 0178
Number of educators/parents/volunteers	6 Educators		
Number of children attending incursion	Approx 60 Children	Educator to child ratio, including whether this excursion warrants a higher ratio?	1:10 (including educator to care for children with disability/special needs)
First Aid Trained Educators (Names):	Tiyani Fernando		
Excursion checklist			
<input type="checkbox"/> First aid kits (one per educator)		<input type="checkbox"/> List of adults participating in the excursion & contact details	
<input type="checkbox"/> List of children attending the excursion		<input type="checkbox"/> Phone – Centre phone on divert to RPD mobile phone	
<input type="checkbox"/> Contact information for each child (hard and soft copies)		<input type="checkbox"/> Medication for each child with a medication condition	
<input type="checkbox"/> Medical information for each child downloaded to phone		<input type="checkbox"/> Excursion T-shirts for each child and educators to wear uniform and name tag	
<input type="checkbox"/> Walkie Talkies (one for each educator)		<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)	
Risk assessment			

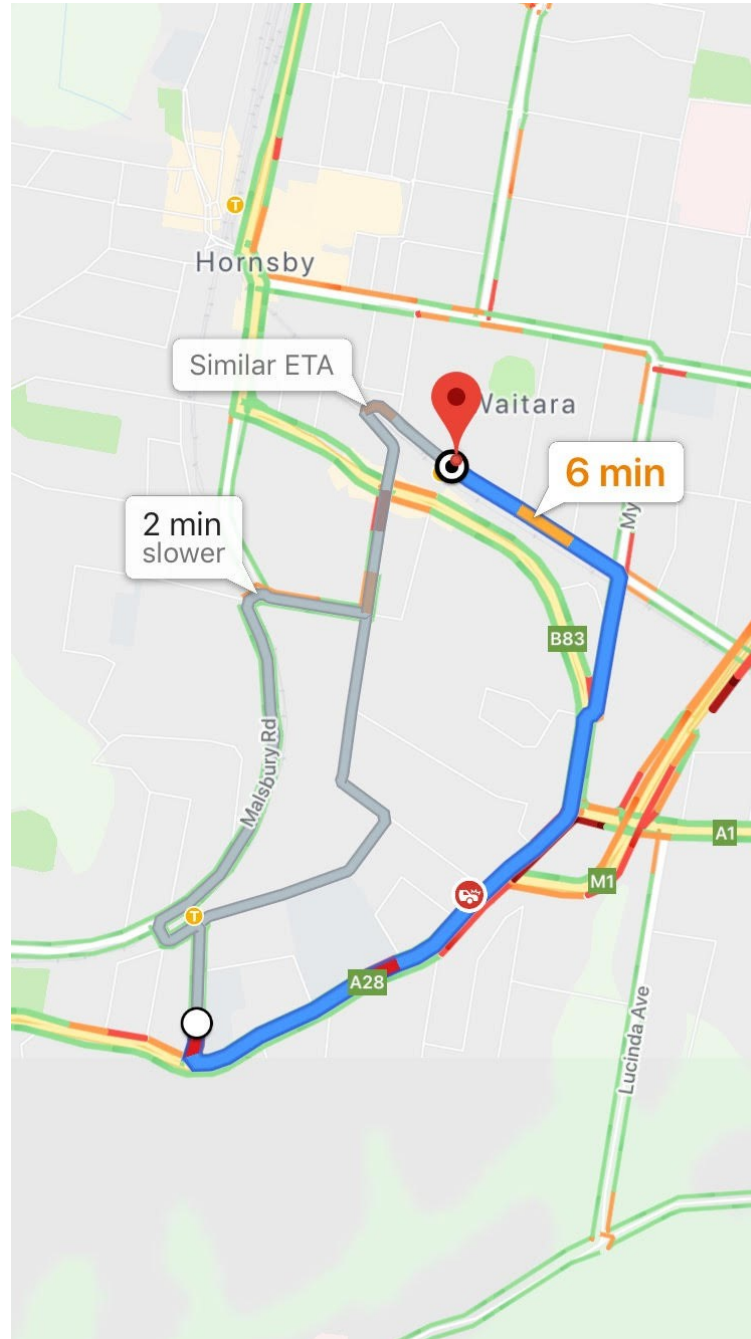
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Arrival at the Powerhouse Museum	<ul style="list-style-type: none"> Supervising children while alighting from buses and crossing roads 	Moderate	Children will be supervised and escorted by staff through using traffic light pedestrian crossing if crossing the road is needed.	Educators and children	When we arrive at the venue	Low
	<ul style="list-style-type: none"> Busy road nearby 	Moderate	Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times	Educators and children	On the day	Low
Inside Magpies	<ul style="list-style-type: none"> Alcohol is served at the bar, which children have to walk past. 	Moderate	Supervise children to ensure that they do not pick up unfinished drinks, usher them quickly into the function room	Educators	On the day	Low
	<ul style="list-style-type: none"> Children may be attracted by the light and sounds of the poker machines 	Moderate	Supervise children to ensure that they do not enter the area and usher them quickly into the function room.	Educators	On the day	Low
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion which have the Centre's name and phone number.</p> <p>Educators to wear the service uniform and their name tags at all times</p> <p>Educators will conduct roll calls and headcounts UV rating will be checked prior to excursion commencing.</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> Sun Burn, Heatstroke, 	Extreme		Educators and	Children directed by	Low

	<p>dehydration etc.</p> <ul style="list-style-type: none"> Toilet Supervision 	Moderate	<p>Children and staff will be expected to wear hats at all times. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <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. Water will also be available at the venue.</p> <p>Educators will ensure shaded play areas and indoor alternatives are available to children.</p> <p>Sunscreen will be applied to each child, where permission has been given.</p> <p>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.</p>	<p>children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>Children directed by Educators.</p> <p>Educators</p>	<p>Educators, Whilst walking to and from venue/transport.</p> <p>Before departure and reminders throughout the day.</p> <p>On arrival at the venue.</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p> <p>On arrival at the venue and then throughout the day before group use by children.</p>	Low
Eating & Drinking	<ul style="list-style-type: none"> Choking whilst drinking and/or eating 	High	Children will be provided space to sit during meal times. They will be	Educators	During excursion	Low

during excursion time	<ul style="list-style-type: none"> Food Allergies 	Extreme	<p>reminded to sit whilst drinking and eating.</p> <p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children's will be asked about their morning tea & lunches during the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>During Excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>

Risk	Benefit
<ul style="list-style-type: none"> Lost children at venue or during movement to and from the venue Heat stroke, dehydration, sun stroke etc. Sharing food with children with allergies Injury from museum props and objects Injury from tripping on gravel surfaces at entrance of museum 	<ul style="list-style-type: none"> Development of social skills & expected behaviours when with other people of the community Development of negotiating skills when sharing turns on equipment Development of skills in operation new equipment Knowledge of animals and how to interact with them. Children develop navigation skills

<ul style="list-style-type: none"> • Injury or bites from wildlife in areas adjacent to open field 	<ul style="list-style-type: none"> • Children develop problem solving skills • Interacting with new people • For children to have fun!! 	
Plan Prepared by:	Rachel Warner	Original: 8 th July 2018
Plan Reviewed by:	Tiyani Fernando	
Communicated to:	Tiyani Fernando (Responsible Person)	
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