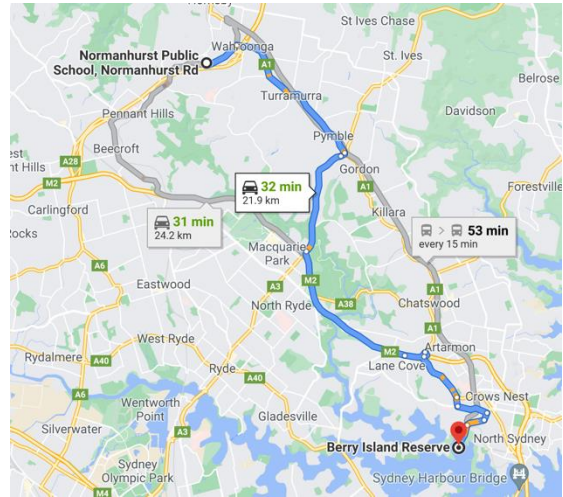


Excursion details: Berry Island Reserve, Wollstonecraft			
Date(s) of Excursion	1/7/2021	Excursion destination	10 Shirley Rd, Wollstonecraft NSW 2065
Departure and arrival times	<b>Depart Centre: 9:00am      Arrive at venue : 10:30am      Depart venue: 2:00pm      Arrive back at NOOSH: 3:00pm</b>		
Proposed activities	Travel by hired bus Participating in bushwalking and learning about indigenous culture	Water hazards? <b>Yes/No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Catch a hired bus from NOOSH Centre to Berry Island Reserve  <b>Normanhurst Public School, Normanhurst Rd</b> Normanhurst NSW 2076  Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 29 s (97 m)  <b>Take A1, A3 and M2 to Pacific Hwy in Artarmon. Take the exit from M2</b> 21 min (17.0 km)  <b>Follow Pacific Hwy and River Rd to Shirley Rd in Wollstonecraft</b>  <u>Travel time on bus approx. 1 hour</u>		
Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	(BH) (02) 9489 0178	(M) 0437 712 178	

Number of children attending excursion	Intended: 40	Number of educators/parents/volunteers	4
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)		
Procedures for: <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> Including accounting for children at all times.	<ul style="list-style-type: none"> <li>- Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator)</li> <li>- A roll call is conducted prior to the children leaving the NOOSH building. The excursion coordinator is to ensure they know the number of children who are in our care.</li> <li>- Each educator accompanies their group to the bathroom area, with educator waiting outside. The educator ensures all the children in their group are in their care before walking them to the bus.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- We then walk to our destination, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</li> <li>- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.</li> <li>- Educators are to ensure that they have knowledge of where the children in their group are at all times.</li> <li>- Prior to exiting the venue another roll call &amp; headcount is conducted.</li> <li>- We then walk to our bus, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.</li> </ul>		

	- We then walk to NOOSH, where a roll call & headcount is conducted.
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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
Travel on bus from Normanhurst Centre to Berry Island Reserve	Slips, trips, falls, collisions	Moderate	Walk children, 2 lines in close groups	All Educators	On travel & arrival to the venue
Disembarking from Bus into carpark areas	Child may wander/ abscond	Moderate	Educators positioned at front, middle and ends of groups Constant head counts, and checking on children Educators to communicate with one another and the children	All Educators All Educators & Children	
Entering Berry Island Reserve	Trips, slips, falls, Medical emergency,	Moderate	Maintain children close in groups. Close supervision	All Educators All Children	Whilst entering Berry Island Reserve

	First aid required		Educators encourage children to listen and implement appropriate behaviours		
Walking around the venue of Berry Island Reserve	Trips, slips, falls, injuries, illness	Moderate	An educator to lead each group as per child:educator ratio  Ensure each member of the group walks, not runs, and stays within sight of an educator	All educators  All children	Whilst walking around  On the day
	- Risk of collision while walking	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	All educators	On the day
	Risk of children running/walking into the water	Moderate	Ensure children do not leave the group, keep children away from the water	All educators	On the day
	Children passing one other	Moderate	Children to be aware of their surroundings and to 'give way' to others	All educators and children	On the day
		Moderate	Children to be aware of branches 'snapping' back towards them as they are held by others	All educators and children	
	Getting hands/feet caught in and under materials	Moderate	Ensure children walk carefully and avoid obstacles	All educators and children	

	Risk of needing to evacuate the area due to fire etc. and children not knowing where to go	High	Let the staff know of the best ways to safely evacuate the children	Educators and Treetops staff	On the day
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	Educators and Treetops staff	On the day
	First aid required		Educators will carry small first aid kits on them	Educators and Treetops staff	
	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	Responsible person on the day	On the day
			Educators will have a walkie talkie to communicate to other staff whilst at the venue		On the day
			Educators will supervise tracks to ensure children do not leave the area	The Coordinator & educators	
			Educators will ensure children will not interact with the general public. They will check the bathrooms before the children enter, and will wait outside until the children are done.	All educators	On the day
				All educators	
Participating in Koori Kinnections activities	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly	Educators & Children	On the day

	Handling of equipment	Low	Children are instructed how to handle equipment appropriately and with respect	Educators & Children	
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	Follow Archie Bros Emergency Action Plan Seek shade/shelter where appropriate Give time for children to be calm, safe and secure	Educators & Children Kingpin personnel	Preparation before Excursion & During excursion
Using the toilets & hand washing	Children using toilets at the venue  Missing child	Moderate  Moderate  High  Moderate	An Educator to check toilet areas for any hazards before children enter  If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area  Children to go in small groups of same gender Regular head counts and roll calls Educators to walk children in groups at a time and remain near toilet block area until children have finished  Children to always communicate with educators about going to and from the toilets.	All educators All children	Whilst using toilets and hand washing areas

	Health & Hygiene		Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.		
Eating & drinking	<p>Allergy &amp; Food intolerances</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	Moderate – High	<p>Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy</p> <p>Ensure families are regularly provided with information about food and nutrition</p> <p>Ensure children are seated down whilst eating or drinking</p> <p>Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</p> <p>Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</p> <p>Staff are trained in First aid, anaphylaxis and allergy awareness.</p> <p>Ensure all staff are appropriately supervising children when eating and drinking.</p> <p>Medication for children with allergies /asthma is available on excursion.</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p> <p>The Coordinator &amp; educators</p>	Before the excursion, during the excursion & after the excursion

	No fresh drinking water available at Treetops	High	Staff to ensure that children have filled water bottles. Staff to bring bottled water to Treetops to ensure children do not get dehydrated		
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Moderate	<p>Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy Ensure families pack hats for their children each day Ensure children wear hats as necessary or stay under the shade if UV is over 3 Provide shelter where necessary Regularly ensure children have opportunity to get a drink of water Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this)</p> <p>Sunscreen will be applied throughout the day</p> <p>Fresh drinking water is not available at Treetops</p> <ul style="list-style-type: none"> <li>- Ensure children have brought their water bottles</li> <li>- NOOSH educators to bring additional water</li> </ul>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p> <p>Educators</p>	Before leaving the centre & during the excursion



Covid-19	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	Moderate - High	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; families are updated with any new information / updates on Covid-19</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Kingpin personel</p>	Throughout the whole day
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			<p>be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</p> <p>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by	Rachel Warner	Date	24/15/21
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Prepared in consultation with:	Kerri Wickenden
Communicated to:	All staff prior to excursion
Venue and safety information reviewed and attached	Yes / No Comment if needed:
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

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