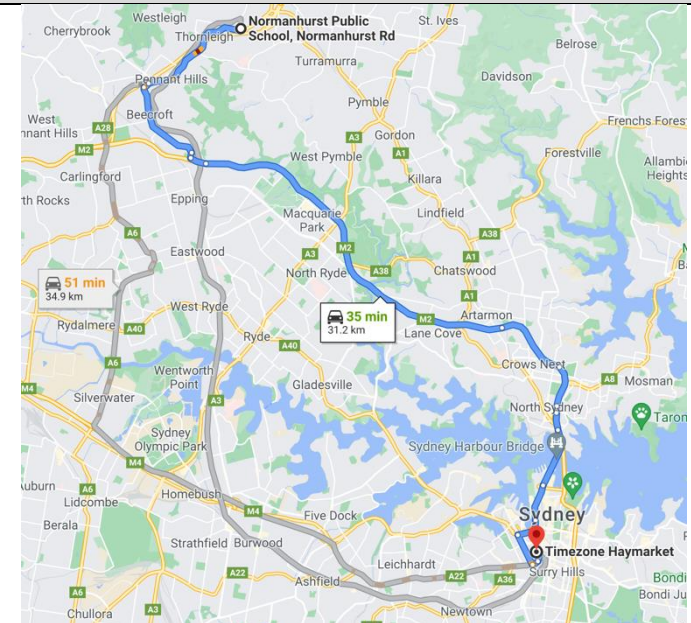


Excursion details: Timezone Haymarket			
Date(s) of Excursion	7/7/2021	Excursion destination	9-13 Hay St, Haymarket NSW 2000
Departure and arrival times	Depart Centre: 8:45am Arrive at venue : 10:45am Depart venue: 1:30pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by hired bus Participating in Arcade Games	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Catch a hired bus from NOOSH Centre to Timezone Haymarket</p> <p>Get on M2 from Cumberland Hwy/Pennant Hills Rd/A28 and Beecroft Rd 11 min (8.0 km)</p> <p>Continue on M2 to North Sydney. Take the exit from M1 12 min (16.7 km)</p> <p>Take Bradfield Hwy, Western Distributor and Harris St to Ultimo Rd in Haymarket</p> <p><u>Travel time on bus approx. 1 hour</u></p> <p>NSW does not require seat belts on the bus but seatbelts will be used if available on the bus.</p>		
Name of excursion co-ordinator	Kerri Wickenden		



Contact number of Excursion	(BH) (02) 9489 0178	(M) 0437 712 178	
Co-ordinator			
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)		
<p>Procedures for:</p> <ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator) - 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. - 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. - The educator counts the children in their group onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - 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. - On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children. - Educators are to ensure that they have knowledge of where the children in their group are at all times. - Prior to exiting the venue another roll call & headcount is conducted. - 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. - The educator counts the children in their group onto the bus. - A roll call & headcount is conducted before the bus departs. 		

	<ul style="list-style-type: none"> - When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to NOOSH, where a roll call & headcount is conducted.
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 Timezone	Slips, trips, falls, collisions	Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups	All Educators All Educators	On travel & arrival to the venue
Disembarking from Bus into carpark areas	Child may wander/ abscond	Moderate	Constant head counts, and checking on children Educators to communicate with one another and the children Ensure that children do not wander off in the shopping centre	All Educators All Educators & Children All Educators	

			and that they are not approached by others		
Entering Timezone	Trips, slips, falls, Medical emergency, First aid required	Moderate	Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours	All Educators All Children	Whilst entering Archie Bros
Walking around the venue of Timezone and engaging in the arcade games	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
	- Children man get hit with a stray basketball	Moderate	Supervise children carefully while using basketballs	All educators	On the day
	Children may trip and fall while running to get to a game	Moderate	Ensure that children do not run	All educators	On the day
	Risk of needing to evacuate the premises due to fire etc. and children not knowing where to go	Moderate	Encourage children not to run, use laser tag area safely	All educators	On the day
	Medical emergencies	High	Let the staff know of the emergency exits in the building so the children can evacuate safely	Responsible person on the day	

	First aid required	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions Educators will carry small first aid kits on them	The Coordinator & educators	On the day
	Missing child		Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator Educators will have a walkie talkie to communicate to other staff whilst at the venue Educators will supervise exits to ensure children do not leave the venue 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 All educators	On the day On the day
Participating in arcade game activities	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly Children are instructed how to handle equipment appropriately and with respect	Educators & Children	On the day
	Handling of equipment	Low		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 Timezone personnel	Preparation before Excursion & During excursion
Using the toilets & hand washing	Children using toilets at the venue Missing child Health & Hygiene	Moderate Moderate High Moderate	An Educator is to escort the children to the bathroom 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. Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions	All educators All children	Whilst using toilets and hand washing areas

			and provided to children at times of washing hands.		
Eating & drinking	<p>Allergy & Food intolerances</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	Moderate - High	<p>Ensure educators, children & families are aware of our Food & 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 & educators</p>	Before the excursion, during the excursion & after the excursion
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness</p> <p>Sun stroke, dehydration</p>	Moderate	<p>Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p>	<p>The Coordinator</p> <p>Educators</p>	Before leaving the centre & during the excursion

			<p>Ensure that Educators, volunteers & families are aware of our Sun Safety Policy</p> <p>Ensure families pack hats for their children each day</p> <p>Ensure children wear hats as necessary or stay under the shade if UV is over 3</p> <p>Provide shelter where necessary</p> <p>Regularly ensure children have opportunity to get a drink of water</p> <p>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>Parents/families Children Volunteers</p> <p>Educators</p>	
Covid-19	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	Moderate - High	<p>Ensure Educators & Families are aware of our Covid-19 Policy & 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 & /or displayed for educators /parents /families and visitors to view</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Kingpin personel</p>	Throughout the whole day

			<p>Educators & 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 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</p>		
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			<p>including gloves & 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	20/5/21
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:		
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