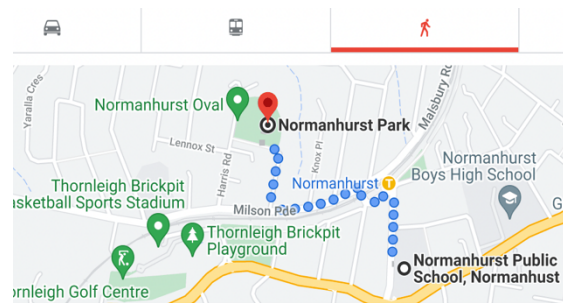


Excursion details: Local Bush walk - Normanhurst			
Date(s) of Excursion	22/09/2021	Excursion destination	Normanhurst Park & Waitara Creek Trail. Bryan Avenue to Caroola Avenue, Normanhurst. NSW 2076
Departure and arrival times	Depart Centre: 10.00am* Arrive at Park: 10:30am Depart Park: 1.30pm Arrive back at NOOSH: 2.00pm *Children must be at NOOSH before 9:30am to ensure we can all leave on time		
Proposed activities	Travel by foot, walking Participating in bushwalk, navigating local area, scavenger hunt, lunch at park, outdoor games.	Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk from NOOSH Centre to Bryan Avenue, Normanhurst. Then enter bush reserve: Normanhurst Park – Waitara Creek Trail Head north on Normanhurst Rd towards Fraser Rd, 240 m At the roundabout, take the 1st exit onto Denman Parade, 110 m Turn right onto Buckingham Ave, 53 m Turn left onto Milson Pde, 300 m Turn right onto Bryan Ave, 80 m Travel Time: Approx: 15minutes		
			
Name of Excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	0409 457 758 (Personal Mobile)	Centre Mobile #1: 0437 712 178 Centre Mobile #2: 0466 464 198	

Number of children attending excursion	Intended: 30	Number of educators/parents/volunteers	3 (including educator for children with additional needs)
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"> - Leaving the centre - Entering the park/bush trail - Leaving the park/bush trail - Returning to the centre Including accounting for children at all times.	<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 out of the school premises. - The educator counts the children in their group as they leave the premises and checks them according to their group list. - 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. - Educator at the rear of the group to use walkie talkies to radio to the leading educator to stop/slow down if slower children have gotten separated from the main group - Once the Educators and children have reached the beginning of the bushwalking trail 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. - Headcounts regularly conducted as we make our way through the trail - Prior to departing the trail another roll call & headcount is conducted. - Each educator then checks the names of the children on their group list along with the headcount of their group. - We then walk towards the centre, 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. 		

	<ul style="list-style-type: none"> - The educator counts the children in their group prior to entering the school premises - A roll call & headcount is conducted again at the centre.
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: Map(s) of trail for each educator, Salt for leeches, rain gear, navigation app, large water bottle/jug)

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel on foot from Normanhurst Centre to Normanhurst Park/Waitara Creek	Slips, trips, falls, hit by car, broken bones/limbs, injuries	Moderate - High	Walk children, 2 lines in close groups 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 Educators and children to cross at designated pedestrian crossings.	All Educators All Educators All Educators All Educators & Children	On travel & arrival to the Park

Walking via the school carpark areas	Child may wander/ abscond	Moderate	Warn children before and during crossing roads. Educators to ensure children walk close in their groups, following the educator in front, and an educator positioned at back of group. Educators to remind children not to run and keep to the safest area away from the carpark	Educators & children	
Entering the Normanhurst Park/Waitara Creek trail	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 the park
Walking through the bush trail	Trips, slips, falls, injuries, illness Risk of injury from falling onto hard surfaces (bark chips, stairs, stones, rock) Physical exercise / exertion – Risk of dehydration, fatigue, dizziness, fainting, asthma, medical conditions	Moderate Moderate 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 Ensure children will not attempt things beyond their abilities/ health conditions Encourage children to take regular breaks to rest and drink water	All educators All children All educators & children All educators & children	Whilst walking around, through the bush On the day On the day On the day

	Children passing one another and other people on the track	Moderate	<p>Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions</p> <p>Supervise children carefully, ensuring that they leave adequate space between themselves, and other people</p> <p>Children to be aware of their surroundings and to 'give way' to others – maintain social distancing</p>	All educators & children	On the day
	Falling into water/creek- risk of being submerged, drowning, broken limbs/bones, fractures, bruising, abrasions, illness	High	<p>Educators will verbally discuss the boundaries with children and to keep away from creeks / waterways.</p> <p>Educators will maintain close proximity to children (in arms reach when near waterways)</p> <p>Educators will role-model appropriate behaviours whilst walking, especially when near water/creek beds, waterfall area</p> <p>Educators will carry small first aid kits on them</p>	All educators & children	On the day
	Wildlife/animals/bugs/ Insects/small creatures/ snakes/reptiles – risk of bites, stings, poisoning, injury, illness, medical conditions, anaphylaxis,	Moderate	<p>Educators and children will walk along the trail, sticking only to the designated trail/pathways.</p>	All Educators & children	On the day

	<p>allergic reactions, asthma</p> <p>Flora/native plants/ bush plants</p> <p>Risk of needing to evacuate the premises due to fire etc.</p> <p>Medical emergencies</p>	<p>Moderate</p> <p>Moderate</p> <p>Moderate – High</p>	<p>Educators and children will keep an eye out for wildlife and animals.</p> <p>Educators will give verbal instructions and prepare children with warning of when/if wildlife and animals may be present or a threat.</p> <p>If wildlife/animals are found, educators and children will not interfere with them.</p> <p>Educators and children will leave nature and for a as they are in the bush.</p> <p>A list of children with allergies anaphylaxis, asthma and other medical conditions will be available to each educator.</p> <p>Children’s own medication will be available to them.</p> <p>The responsible person will check on the weather/UV index and air quality along with any other climate/environmental updates before going on the excursion</p> <p>Each educator will have map with the proposed route and emergency exits highlighted.</p> <p>The coordinator will check that the first aid kit is fully stocked with instant ice packs tissues, and</p>	<p>Educators</p> <p>Educators & children</p> <p>Educators</p> <p>The Responsible Person</p> <p>Educators</p> <p>The Coordinator</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p> <p>Prior to the excursion and on the day</p> <p>Prior to the Excursion</p> <p>Prior to the excursion and on the day</p> <p>Prior to the excursion and on the day</p>
--	---	--	---	---	--

	<p>First aid required</p> <p>Missing child</p>	<p>Moderate – High</p> <p>High</p>	<p>take an empty 1litre bottle of water to fill up at the park</p> <p>At least 1 other educator is fully trained in first aid and trained in dealing with anaphylaxis, and management of asthma.</p> <p>Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator</p> <p>Educators will have a walkie talkie to communicate to other staff whilst on the walk</p> <p>Educators will supervise the trails and exits to ensure children do not leave the park/area</p> <p>Educators will ensure children will not interact with the general public. They will check toilet facilities before the children enter, and will wait outside until the children are done.</p>	<p>The Educators</p> <p>All Educators</p>	<p>Prior to the excursion and on the day</p> <p>On the day</p>
<p>Environmental Impacts & Emergency Evacuation</p>	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation</p>	<p>Moderate</p>	<p>Refer to the Hornsby Shire council Emergency Bushfire Plan</p> <p>Seek shade/shelter where appropriate</p> <p>Give time for children to be calm, safe and secure</p> <p>Exit the bush/trail as soon as practicable and as safe as possible</p>	<p>Educators & Children</p>	<p>Preparation before Excursion & During excursion</p>

			Contact State emergency services: 132 500 Or the RFS: 1800 679 737		
Using the toilets & hand washing	Children using toilets at the park Health & Hygiene	Moderate Moderate 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 Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.	All educators All children	Whilst using toilets and hand washing areas
Eating & drinking	Allergy & Food intolerances Choking, illness, vomiting Anaphylactic reactions	Moderate – High	Ensure educators, children & families are aware of our Food & Nutrition Policy Ensure families are regularly provided with information about food and nutrition Ensure children are seated down whilst eating or drinking Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.	The Coordinator Educators Parents/families Children Volunteers Educators	Before the excursion, during the excursion & after the excursion

			<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>	The Coordinator & educators	
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Moderate	<p>Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <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</p>	<p>The Responsible Person</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Educators</p>	Before leaving the centre & during the excursion

			<p>exposure for Vitamin D levels (UV rating checked with this)</p> <p>Sunscreen will be applied throughout the day</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>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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Venue Personnel</p>	Throughout the whole day

			<p>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 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>		
--	--	--	--	--	--

Plan prepared by	Kerri Wickenden	Date	12/08/21
Prepared in consultation with:	Rachel Warner		
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