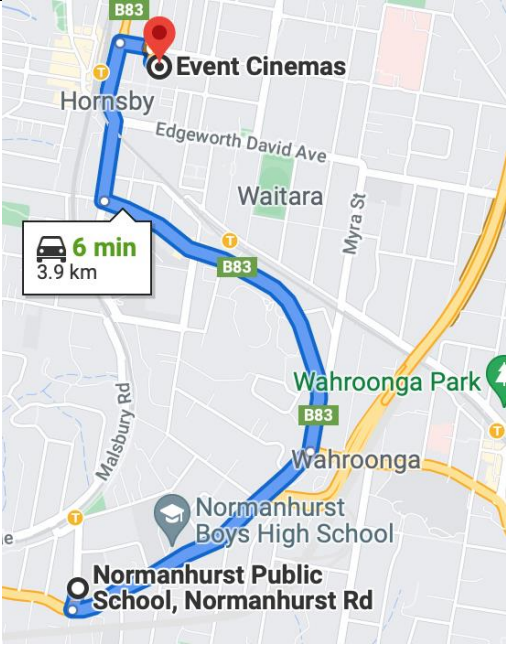


| Excursion details: Event Cinemas Hornsby | | | |
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| Date(s) of Excursion | 24/1/2022 | Excursion destination | 236 Pacific Hwy, Hornsby NSW 2077 |
| Departure and arrival times | Depart Centre: 9:30am Arrive at venue : 10:00am Depart venue: 2:00pm Arrive back at NOOSH: 3:00pm | | |
| Proposed activities | Travel by bus View a movie at Event Cinemas Hornsby | Water hazards? Yes/ No If yes, detail in risk assessment below. | |
| Method of transport, including proposed route | Catch a hired bus from NOOSH Centre to Hornsby Cinemas Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 Turn left onto Cumberland Hwy/Pennant Hills Rd/A28 Continue straight onto B83 Use the right 2 lanes to turn right to stay on B83 Turn right onto Burdett St Turn right onto Hunter St <u>Travel time approx. 30 mins</u> NSW does not require seat belts on the bus but seatbelts will be used if available on the bus. | |  |
| Name of excursion co-ordinator | Kerri Wickenden | | |

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| Contact number of Excursion Co-ordinator | (BH) (02) 9489 0178 | (M) 0437 712 178 |
| Number of children attending excursion | Intended: 30 | 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. | |

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| | <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 OOSH to Hornsby Wetfield | Children injured on bus | Moderate | Educators to initiate conversation with bus driver to ensure bus driver is not intoxicated or otherwise incapacitated from driving a bus. | All Educators | On travel & arrival to the venue |
| | | Moderate | If the condition of the bus itself is considered dangerous we will not go ahead with the excursion | All Educators All Educators & Children | |
| | | Moderate | Ensure children are sitting in their seats at all times, and are not distracting to the bus driver. | Educators | |

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| | | | <p>Nobody is to move around the bus while the bus is in motion</p> <p>Road accident en route to venue:</p> <p>If the accident is not serious: On regular road keep children safe by staying on the bus if it is safe to do so. If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. Contact centre and Manager as soon as possible.</p> <p>If the accident is serious: Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. Assess casualties and administer first aid as best you can until emergency help arrives. Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents</p> | | |
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| | | | <p>Mechanical Breakdown Low } Keep children safe by staying on the bus if it is safe to do so. } } If not move children to a safe location protected from oncoming traffic, sun and heat. } Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives</p> | | |
| | <p>Child may wander/abscond</p> | | <p>Walk children, 2 lines in close groups</p> <p>Educators positioned at front, middle and ends of groups</p> <p>Constant head counts, and checking on children</p> <p>Educators to communicate with one another and the children</p> | | |
| | <p>Risk of being hit by a vehicle</p> | | <p>Request bus driver drop us in a safe out of the way place in the carpark. Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. Educators to usher children to the nearest safe area for headcounts to ensure children are safe.</p> | | |

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| Entering Westfield Hornsby | Trips, slips, falls, Medical emergency, First aid required Educators will ensure children will not interact with the general public | Moderate Moderate | Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours Educators will ensure children will not interact with the general public | All Educators All Children Educators | Whilst entering Westfield Hornsby |
| | | | | | |
| At Event Cinemas Hornsby | Trips, slips, falls, injuries, illness Risk of emotional harm due to child being scared of the film Risk of needing to evacuate the premises due to fire etc. and children not knowing where to go Medical emergencies | Moderate Mild 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 Reassure and comfort children, remind that this is make believe Educator to ensure they know where the fire exits are | All educators All children Educators All Educators | Whilst walking around On the day On the day On the day |

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| | First aid required | Moderate | Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions Educators will carry small first aid kits on them | All educators | On the day |
| | Missing child | Moderate | Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator | All educators | |
| | | Moderate | 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 | All Educators | On the day |
| | | High | 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. | Educators | On the day |
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| Walking to Waitara Oval | Proximity to busy roads | | We are taking children on a route which is further away from busy roads most of the time. Walk children, 2 lines in close groups | | |

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| | <p>Potential for lost children</p> <p>Crossing the road</p> <p>Risk of Slipping, tripping and falling over</p> <p>Risk of collision between children</p> | | <p>Educators positioned at front, middle and ends of groups</p> <p>Constant head counts, and checking on children</p> <p>Educators to communicate with one another and the children</p> <p>Children will be supervised and escorted by staff through using traffic light pedestrian crossing when crossing the road is needed.</p> <p>Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times</p> <p>Educators to lead each group as per child:educator ratio</p> <p>Ensure each member of the group walks, not runs, and stays within sight of an educator</p> <p>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves</p> <p>Supervise children carefully, ensuring that they leave adequate space between them and other children</p> | | |
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| | Risk of being hit by vehicles | | Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. Educators to usher children to the nearest safe area for headcounts to ensure children are safe. | | |
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| Playing at the playground at Waitara Oval | Risk of injury while playing on equipment | Moderate | Escort children to age appropriate areas of the playground so they are not playing on equipment beyond their ability Ensure children know how to use equipment properly through explaining how to use unknown equipment to children Ensure children are being sensible on the equipment and are using it in an appropriate way through careful supervision. Ensure children do not walk/jump on walls/rocks nearby and are playing on the equipment the way it was designed to be played with | | |
| | | | | | |
| Environmental Impacts & Emergency Evacuation | Extreme Weather conditions (including heat stress, sun burn, storms, high winds), | Moderate | Follow Emergency Action Plan Seek shade/shelter where appropriate | Educators & Children Venue personnel | Preparation before Excursion & During excursion |

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| | Fire / floods, emergency crisis/situation | | Give time for children to be calm, safe and secure | | |
| Using the toilets & hand washing | Children using toilets at the venue Missing child Health & Hygiene | 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. 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 | Moderate – High | Ensure educators, children & families are aware of our Food & Nutrition Policy | The Coordinator Educators Parents/families Children | Before the excursion, during the excursion & after the excursion |

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| | <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</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>Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p> | |
| 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> | <p>Before leaving the centre & during the excursion</p> |

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| | | | <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</p> <p>Children</p> <p>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</p> | <p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Venue personnel</p> | Throughout the whole day |

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| | | | <p>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 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> | | |
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| | | | <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> | | |
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| Plan prepared by | Rachel Warner | Date | 14/11/21 |
| 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 |