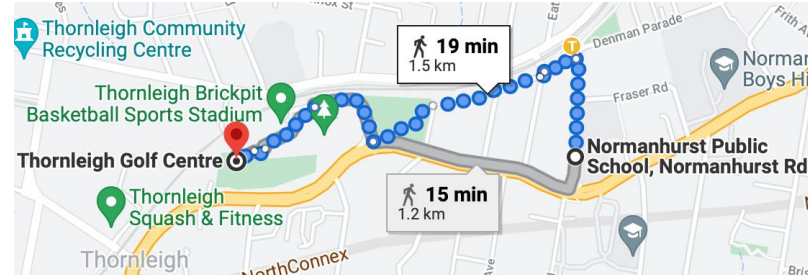


Excursion details: Thornleigh Golf Centre			
Date(s) of Excursion	21/12/21	Excursion destination	142-178 Pennant Hills Rd, Thornleigh NSW 2120
Departure and arrival times	Depart Centre: 9:00am Arrive at venue : 9:30am Depart venue: 11:30pm Arrive back at NOOSH: 12:00pm		
Proposed activities	Travel by hired bus Participating in mini golf	Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Walk from Normanhurst OOSH to Thornleigh Golf Centre</p> <p>Walk north on Normanhurst Rd towards Fraser Rd</p> <p>At the roundabout, take the 1st exit onto Denman Parade</p> <p>Turn left onto Buckingham Ave</p> <p>Turn right onto Denman Parade</p> <p>Turn right at Kenley Rd</p> <p>Turn right onto Dartford Rd</p> <p>Follow road along until you reach the golf centre</p> <p><u>Travel time on foot approx. 20mins</u></p>		



Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	(M) 0409 457 578	(M) 0437 712 178	
Number of children attending excursion	Intended: 30	Number of educators/parents/volunteers	6
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 - Walking to the venue - Entering the venue - Leaving the venue - Walking back to the centre - 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 venue. - 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 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. - At NOOSH a roll call & headcount will be 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
Walking to Mini Golf	Proximity to busy roads Potential for lost children	Moderate	We are taking children on a route which is further away from busy roads most of the time.	Educators	Travelling to the venue
		Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups Constant head counts, and checking on children	Educators	
		Moderate	Educators to communicate with one another and the children Children will be supervised and escorted by staff through using	All Educators	

	<p>Crossing the road</p> <p>Risk of Slipping, tripping and falling over</p> <p>Risk of collision between children</p> <p>Walking into the driveway of the brickpit area.</p>	<p>Moderate</p> <p>Moderate</p>	<p>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> <p>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>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	
Entering Thornleigh Golf Centre	Trips, slips, falls, Medical emergency,	Moderate	Maintain children close in groups. Close supervision	All Educators All Children	Whilst entering Clontarf Reserve

	First aid required		Educators encourage children to listen and implement appropriate behaviours		
Walking around Thornleigh Golf Centre	Trips, slips, falls, injuries, illness	Moderate	An educator to lead each group as per child:educator ratio	All educators	Whilst walking around
			Ensure each member of the group walks, not runs, and stays within sight of an educator	All children, educators	On the day
	Moderate	Ensure children walk carefully and avoid obstacles	All educators		
	Moderate	Let the staff know of the best ways to safely evacuate the children	All educators		
	Risk of needing to evacuate the area due to fire etc. and children not knowing where to go				On the day
	Medical emergencies	Moderate	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	All educators and children	
	First aid required	Moderate	Educators will carry small first aid kits on them	All educators and children	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 and children	On the day
		High			

		High	<p>Educators will have a walkie talkie to communicate to other staff whilst at the venue</p> <p>Educators will supervise to ensure children do not leave the area</p> <p>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.</p>	<p>Educators</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p>
Participating in mini golf activities	<p>Social/emotional well-being</p> <p>Handling of equipment</p> <p>Playing mini golf</p> <ul style="list-style-type: none"> Water hazards – many of the holes have a nearby water hazard that is not completely roped off Uneven ground – 	<p>Low</p> <p>Low</p> <p>Moderate</p>	<p>Children to listen to instructions and follow accordingly</p> <p>Children are instructed how to handle equipment appropriately and with respect</p> <p>Supervise children to ensure that they do not go/slip into the water. Warn them of the danger and request that if their ball goes into the water that an educator retrieves it.</p> <p>Warn children about the surfaces and supervise them carefully to ensure they do not trip over</p>	<p>Educators & Children</p> <p>Educators & Children</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p>

	<p>trip hazards</p> <ul style="list-style-type: none"> Slippery surfaces <p>Getting lost – the layout of the holes are confusing and children may get lost</p>		<p>Warn children about the surfaces and supervise them carefully to ensure they do not slip over</p> <p>Have every group with an educator. Request that children do not go to the next hole without an educator.</p> <p>If children do get lost instruct them to look for the orange t-shirts and join another group if need be.</p>		
Eating recess	<p>Risk of sunburn</p> <p>Risk of allergies</p>	<p>Moderate</p> <p>Moderate</p>	<p>Children to be seated in the shade while eating to reduce risk of sunburn. Sunscreen to be regularly reapplied.</p> <p>Ensure that no people nearby are eating foods the child is allergic to, and ensure that any child with allergies is not given food that they are allergic to.</p>	<p>Educators</p> <p>Educators</p>	
Environmental Impacts & Emergency Evacuation	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods,</p>	<p>Moderate</p>	<p>Seek shade/shelter where appropriate</p> <p>Give time for children to be calm, safe and secure</p>	<p>Educators & Children</p>	<p>Preparation before Excursion & During excursion</p>

	emergency crisis/situation				
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

	<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>Staff to ensure that children have filled water bottles. Staff to ensure children continue to top up/re-fill their water bottles throughout the day.</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>

			<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>Ensure children have brought their water bottles</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>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<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 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>		
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			<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>		
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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