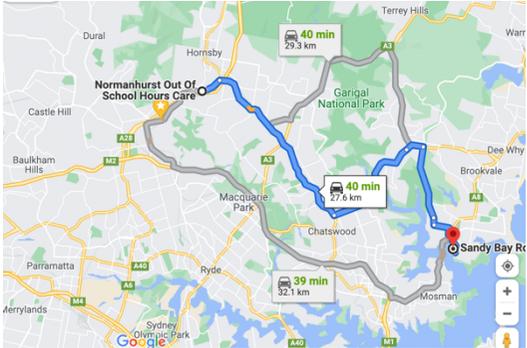


Excursion details: Clontarf Reserve		
Date(s) of Excursion	Thursday 12 th January 2023	Excursion destination
		Sandy Bay Road, Clontarf. 2093
Departure and arrival times	Depart Centre: 9:00am Arrive at venue : 10:00am Depart venue: 2.00pm Arrive back at NOOSH: 3.00pm	
Proposed activities	Travel by hired bus Participating in swimming, beach activities and playing on the playground	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 Clontarf Reserve.</p> <p>Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28</p> <p>Take A1 to Powell St in Killara</p> <p>Take Eastern Arterial Rd, Archbold Rd and Park Aveto Babbage Rd/A38 in Roseville</p> <p>Follow A38 to Wakehurst Pkwy in Frenchs Forest</p> <p>Continue on Wakehurst Pkwy. Take Frenchs Forest Rd to Sandy Bay Rd in Clontarf</p> <p><u>Travel time on bus approx. 50 minutes</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 Co-ordinator	(M) 0409 457 578	(M) 0437 712 178	
Number of children attending excursion	Intended: 35	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:5 (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 centre. 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 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 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. 		

	<ul style="list-style-type: none"> - The educator counts the children in their group onto the bus. - A roll call & headcount is conducted before the bus departs. - When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items. - We walk to the NOOSH centre, 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 Clontarf 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 All Educators & Children	

Entering Clontarf Reserve	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 Clontarf Reserve
Walking around the vicinity of Clontarf 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 Children to be aware of their surroundings and to 'give way' to others	All educators	On the day
	Children passing one other	Moderate	Children to be aware of branches 'snapping' back towards them as they are held by others	All educators and children	On the day
	Getting hands/feet caught in and under materials	Moderate	Ensure children walk carefully and avoid obstacles	All educators and children	On the day

	Risk of needing to evacuate the area due to fire etc. and children not knowing where to go	Moderate	Let the staff know of the best ways to safely evacuate the children	All educators and children	
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	Educators	On the day
	First aid required		Educators will carry small first aid kits on them	Educators	On the day
	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator		On the day
		High	Educators will have a walkie talkie to communicate to other staff whilst at the venue	Responsible person on the day	
			Educators will supervise tracks to ensure children do not leave the area		On the day
			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.	The Coordinator & educators	
				All educators	
				All educators	
Participating in sand/beach 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	
Participating in water activities/ swimming or using paddleboard/ floating devices	Drowning Submerging under water	High Moderate - High	<p>Communications with families that the child can tread ion water/swim or be competent in water</p> <p>Permission Forms attained as per National Regulation: 101</p> <p>Educators strictly adhere to 1:5 ratio</p> <p>Educators spread in water closely supervising, verbally instructing and assisting children.</p> <p>An educator to stand on shoreline, near water to oversee all others and be available as necessary to further instruct and assist.</p> <p>Educators stay within arms' reach of their children – particularly smaller children or those that require further assistance.</p> <p>Educators have First Aid qualifications including CPR anaphylaxis asthma training.</p> <p>It is highly recommended that at least one educator is present and has participated in a Bronze medallion course or similar aqua/water safety/beach safety course</p>	<p>Responsible Person, Educators & Families</p> <p>Families</p> <p>Responsible Person</p> <p>Educators</p> <p>Roster Person/ Responsible Person & Educators</p>	<p>Prior to the Excursion</p> <p>Prior to the Excursion</p> <p>On the Day</p> <p>On the Day</p> <p>Prior to the Excursion & On the day</p>

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 feel secure.	Educators & Children	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 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	<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>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>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p> <p>All Educators</p> <p>Educators & children</p>	Before the excursion, during the excursion & after the excursion
-------------------	--	-----------------	--	--	--

	Birds swooping – causing injury/incident/ social/emotional well-being of child/adult	Low	Encourage children & educators to sit under shelter. Look out for nearby birds. Verbally instruct children not to walk around with food, and not to raise food in the air. Encourage hats to be worn when throwing rubbish in bins, walking around or if not under shelter.	Educators & children	On the day
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Moderate	Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. Ensure that Educators, volunteers & 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) Sunscreen will be applied throughout the day Ensure children have brought their water bottles	The Coordinator Educators Parents/families Children Volunteers Educators	Before leaving the centre & during the excursion
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult	Moderate - High	Ensure Educators & Families are aware of our Covid-19 Policy & procedure	Coordinator	Throughout the whole day

	Community surroundings		<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 the health, safety and well-being of all children, educators or adults that enter the premises is upheld.</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>	Educators Families and children	
--	------------------------	--	--	--	--

			<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	17.11.22
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