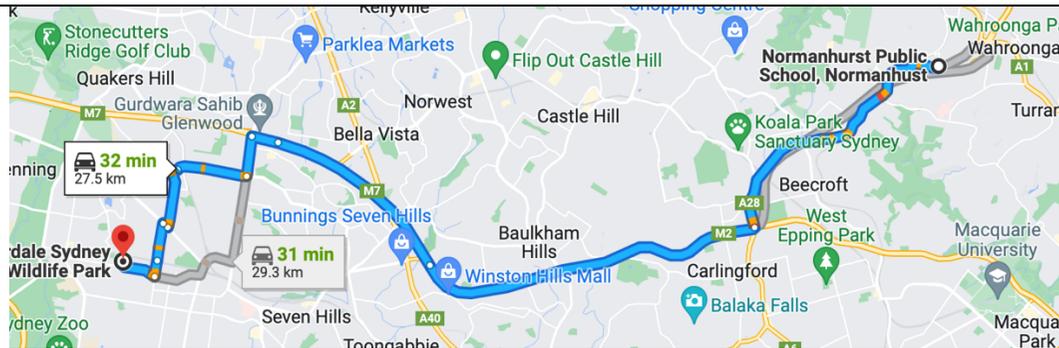




Excursion details:			
Date(s) of Excursion	20th December 2022	Excursion destination:	Featherdale Wildlife Park 217 Kildare Rd, Doonside NSW 2767
Departure and arrival times	Depart Centre: Arrive at venue : Depart venue: Arrive back at NOOSH:		
Proposed activities	Travel by hired bus Walk around the proposed location, Eat	Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Travel by private bus to venue: Normanhurst Public School, Normanhurst 2 Normanhurst Rd, Normanhurst NSW 2076 Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 23 sec (61 m) Follow Cumberland Hwy/Pennant Hills Rd/A28, M2and M7 to Sunnyholt Rd in Kings Langley. Take the Sunnyholt Rd exit from M7 19 min (20.9 km) Continue on Sunnyholt Rd. Take Vardys Rd, Davis Rd and Lyton St to Kildare Rd 11 min (6.5 km) Featherdale Sydney Wildlife Park 217 Kildare Rd, Doonside NSW 2767		



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		
Contact number of Excursion Co-ordinator	(M) 0437 712 178		
Number of children attending excursion	Intended:	Number of educators/parents/volunteers	
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 and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre 	<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. 		

<p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - 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. - 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.
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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
<p>Travel on bus from Normanhurst Centre to Featherdale Wildlife Park</p>	<p>Children injured during bus travel</p>	<p>Moderate</p>	<p>Educators to initiate conversation with bus driver to ensure bus driver is not intoxicated or otherwise incapacitated from driving a bus.</p>	<p>First Educator on bus</p>	<p>On travel & arrival to the venue</p>
		<p>Moderate</p>	<p>If the condition of the bus itself is considered dangerous we will not go ahead with the excursion</p>	<p>First Educator on scene</p>	
		<p>Moderate</p>	<p>Ensure children are sitting in their seats at all times, and are not distracting to the bus driver. Nobody is to move around the bus while the bus is in motion</p>	<p>All Educators</p>	
		<p>Moderate</p>	<p>Road accident en route to venue: 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. If the accident is serious: Move those able to walk away from the scene of the accident to a</p>		

Disembarking from Bus into carpark areas	Mechanical Breakdown	Moderate	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	
		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	
	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 All Educators & Children
	Child may wander/abscond	Moderate	Constant head counts, and checking on children Educators to communicate with one another and the children	

	Child may be struck by vehicles	Moderate	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 (grass) area for headcounts to ensure children are safe.	Educators	
Paying Location	Overcrowded	Low	Move student and educators to an open/larger area to wait whilst one educator pays for excursion	Educators & Children	On the day
Walking around the park	Open Fenced areas	Moderate	Remind students to be careful when feeding/petting the animals, caution for biting. Do Not place hands directly through the gap	Educator and Children	On the day
		Moderate	Kangaroos, Koalas & Birds are capable of leaving their areas due to the size of the fence, climbing and open play areas, students stick with staff members and to be warned prior to entry. Listen to park staff members and signs available.	Educator and Children	On the day
	Shaded Areas	Low	Open and large area at the park with some shade, children and staff to be wearing hats and sunscreen at all times	Educator and Children	On the day
	Open and Large Area	Moderate	Due to size of location, chance of getting lost, children to stick with		

	Allergens	Moderate	staff members at all times, follow signs, maps available. Only let responsible students to be left alone for brief moments	Educators and Children	On the day
	Uneven footpaths/tripping and falling	Moderate	Staff to have necessary asthma, anaphylaxis and allergies medication to respond to each child who might be affected.	Educators	On the day
			Staff to inform the children of no running throughout the park, have a map for guidance for when walking around the park	Educators and Children	On the day
Carpark	Cars, Open Large Area	Low	Children to be in safe locations away from the road and moving cars at all times. Staff to move children to an appropriate and safe spot.	Educators and Children	On the day
Animals	Children getting too close, annoying them, behaving irresponsibly	Moderate	Children to be warned by NOOSH staff and Park Staff of how be respectful, guidelines, rules, procedures and any warnings.	Educators, Staff and Children	On the day
Eating lunch and recess	Risk of sunburn	Moderate	Children to be seated in the shade while eating to reduce risk of sunburn. Sunscreen to be regularly reapplied. Children encouraged to wear hats & sun protection.	Educators & Children	On the day

	Risk of allergies	Moderate	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.	Educators	On the day
Water play area	Risk of slipping and falling on the wet surfaces Risk of overcrowding due to school holiday traffic	Moderate Moderate	Ensure children are being sensible while in the water play area and do not run Ensure there are not too many people in the area at the time by breaking up into smaller groups and only allowing a few groups on a time.	Educators & Children	On the day
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	Seek shade/shelter where appropriate Give time for children to be safe and secure	Educators & Children	Preparation before Excursion & During excursion
Using the toilets & hand washing	Children using toilets at the venue	Moderate Moderate High	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	All educators All children	Whilst using toilets and hand washing areas

	<p>Missing child</p> <p>Health & Hygiene</p>	Moderate	<p>educator waits right outside of toilet area</p> <p>Children to go in small groups of same gender</p> <p>Regular head counts and roll calls</p> <p>Educators to walk children in groups at a time and remain near toilet block area until children have finished</p> <p>Children to always communicate with educators about going to and from the toilets.</p> <p>Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.</p>		
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>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p>	<p>Before the excursion, during the excursion & after the excursion</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>		
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 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</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</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> <p>Ensure children have brought their water bottles</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>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<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 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</p>		
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			information in relation to our Covid-19 practices		
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Plan prepared by:	Alex Murray-Jones (MJ)	Date	10/11/2022
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
L i k e l i h o o d	Alm ost cert ain	Moderate	High	High	Extreme	Extreme
	Likel y	Moderate	Moderate	High	Extreme	Extreme
	Poss ible	Low	Moderate	High	High	Extreme
	Unli kely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High