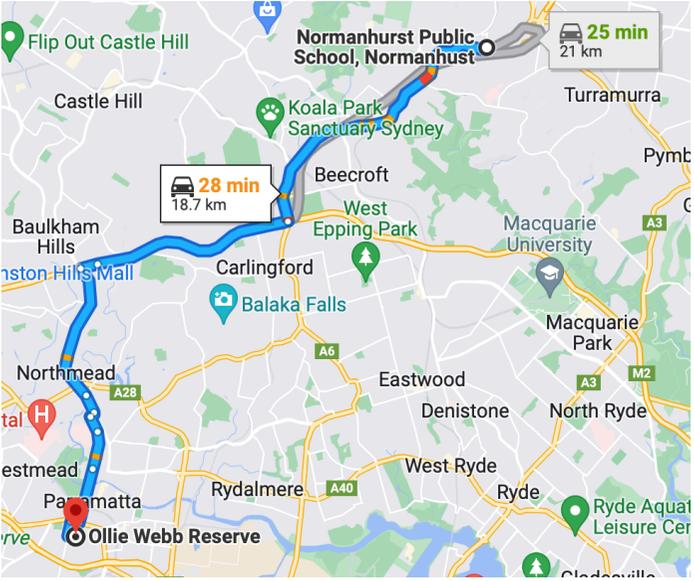


Excursion details:			
<b>Date(s) of Excursion</b>	Monday 23 <sup>rd</sup> January 2023	<b>Excursion destination</b>	Ollie Webb Reserve Ollie Webb Reserve, 37A Glebe St, Parramatta NSW 2150
<b>Departure and arrival times</b>	<b>Depart Centre: 9.00      Arrive at venue : 9.30      Depart venue: 1.30      Arrive back at NOOSH: 2.00</b>		
<b>Proposed activities</b>	Travel by hired bus Participating in sport, playing on the play equipment Using water play area	<b>Water hazards? Yes/No</b> If yes, detail in risk assessment below.	
<b>Method of transport, including proposed route</b>	<p>Travel via bus</p> <p>Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 Continue on Cumberland Hwy/Pennant Hills Rd/A28. Take M2 to Windsor Rd in Baulkham Hills. Take the exit for Windsor Rd from M2 Follow Windsor Rd and O'Connell St to Great Western Hwy/A44 in Parramatta Use the left lane to turn right onto Great Western Hwy/A44 Turn left onto Pitt St Arrive at Ollie Webb Reserve 37A Glebe St, Parramatta NSW 2150</p> <p>NSW does not require seat belts on the bus but seatbelts will be used if available on the bus.</p>		
			

<b>Name of Excursion Co-ordinator</b>	Alex Whipp		
<b>Contact number of Excursion Co-ordinator</b>		(M) 0437 712 178	
<b>Number of children attending excursion</b>	<b>Intended: 45</b>	<b>Number of educators/parents/volunteers</b>	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"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator)</li> <li>- 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.</li> <li>- 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.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- 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.</li> <li>- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.</li> <li>- Educators are to ensure that they have knowledge of where the children in their group are at all times.</li> <li>- Prior to exiting the venue another roll call &amp; headcount is conducted.</li> <li>- 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</li> </ul>		

	<p>another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</p> <ul style="list-style-type: none"> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- We then walk to NOOSH, where a roll call &amp; headcount is conducted.</li> </ul>
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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
Travel on bus from Normanhurst Centre to Ollie Webb Reserve	Children injured during bus travel	Moderate	Educators to initiate conversation with bus driver to ensure bus driver is not intoxicated or otherwise incapacitated from driving a bus.	First Educator on bus	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	First Educator on scene	

		Moderate	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	All Educators	
		Moderate	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.		
		Moderate	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		

Disembarking from Bus into carpark areas	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		
	Slips, trips, falls, collisions	Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups	All Educators	
	Child may wander/abscond	Moderate	Constant head counts, and checking on children Educators to communicate with one another and the children	All Educators All Educators & 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	
Use of play equipment	Uneven surfaces causing injury	Moderate	Children reminded to walk between equipment	Children and Educators	Throughout the day

	Temperature of play equipment including metal slides causing burns	Moderate	Slide will be checked by an educator prior to use, water may be applied to cool down the slide if necessary or the slide may be closed	Educators	
	Foreign materials being present and causing punctures/contamination	Moderate	Site will be checked by an educator prior to use, debris will be removed, children reminded to tell a staff if they find something that shouldn't be there, i.e. glass, cigarettes, etc	Children and Educators	
	Submerged items and uneven ledges in the sandpit causing injuries	Moderate	Sandpit area to be monitored, children not to jump in the area, children reminded of the concrete ledges being partially submerged and to step carefully	Children and Educators	
	Altercations with members of public or other Noosh children	Low	Staff to monitor children's interactions and step in and assist where necessary in ceasing an argument or altercation. Children reminded they represent Noosh and Noosh rules apply on excursions	Children and Educators	
Use of oval	Trips due to uneven surface or cricket pitch	Moderate	Children to utilise the most level area as instructed by staff.	Children and Educators	All 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	Educators & Children	On the day

	Risk of allergies	Moderate	<p>encouraged to wear hats &amp; sun protection.</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>	Educators	On the day
Water play area	<p>Risk of slipping and falling on the wet surfaces</p> <p>Risk of overcrowding due to school holiday traffic</p> <p>Collision with metal structure</p> <p>Unexpected water shooting to face/eyes</p>	<p>Moderate</p> <p>Moderate</p> <p>Moderate</p> <p>Low</p>	<p>Ensure children are being sensible while in the water play area and do not run</p> <p>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.</p> <p>Children reminded to walk and not run as well as be aware of slippery surfaces</p> <p>Children reminded water will shoot out in a pattern and to keep their faces clear of water sprout points</p>	Educators & Children	On the day
Environmental Impacts & Emergency Evacuation	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation</p>	Moderate	<p>Seek shade/shelter where appropriate</p> <p>Give time for children to be safe and secure</p>	Educators & Children	Preparation before Excursion & During excursion

Using the toilets & hand washing	Children using toilets at the venue	Moderate	An Educator to check toilet areas for any hazards before children enter	All educators All children	Whilst using toilets and hand washing areas
	Missing child	Moderate	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		
		High	Children to go in small groups of same gender		
		Moderate	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.		
Health & Hygiene	low	Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.			
	Toilets locking mechanism failing	moderate	An educator to stand near the toilets when in use for toileting or changing clothes		
Eating & drinking	Allergy & Food intolerances	Moderate – High	Ensure educators, children & families are aware of our Food & Nutrition Policy	The Coordinator Educators Parents/families	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>Children Volunteers</p> <p>Educators</p> <p>The Coordinator &amp; educators</p>	
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness</p> <p>Sun stroke, dehydration</p>	Moderate	<p>Check temperature &amp; 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 &amp; during the excursion</p>

			<p>Ensure that Educators, volunteers &amp; 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 &amp; Families are aware of our Covid-19 Policy &amp; 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 &amp; /or displayed for</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<p>educators /parents /families and visitors to view</p> <p>Educators &amp; 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 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> <p>Educators are strongly recommended to wear PPE</p>		
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			<p>including gloves &amp; 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	Alex Whipp	Date	15/11/2022
Prepared in consultation with:			
Communicated to:	All staff prior to excursion		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

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