


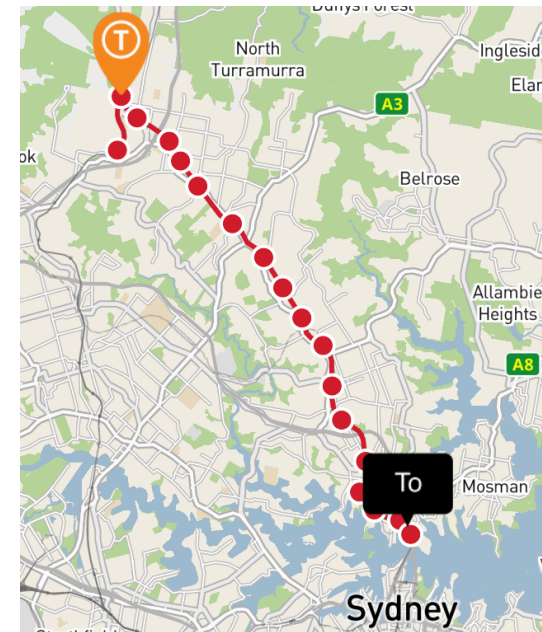


Excursion details: Luna Park Sydney		
Date(s) of Excursion	Tuesday, 4 <sup>th</sup> October 2022	Excursion destination 1 Olympic Dr, Milsons Point NSW 2061
Departure and arrival times	<b>Depart Centre: 8.55am    Arrive at venue : 10:00am    Depart venue: 2:00pm    Arrive back at NOOSH: 3:00pm</b>	
Proposed activities	Travel by train, walk to Luna Park	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.
Method of transport, including proposed route	<p>Walk to Normanhurst Station and catch a train to Hornsby Station, change platforms to catch a train to Milsons Point. Walk from Milson's Point Station to Luna Park.</p> <p><b>Normanhurst Public School, Normanhurst Rd</b> Normanhurst NSW 2076</p> <p> Walk About 5 min, 400 m</p> <p>Normanhurst Station *9.03am Train = Normanhurst Station, Platform 2, Normanhurst Normanhurst (Stop ID 2076232)  Hornsby</p> <p>North Shore to Hornsby via City Arrive Hornsby Station, Platform 4, Hornsby Walk 2min (81m) Depart Hornsby Station, Platform 1, Hornsby Hornsby (Stop ID 2077301) </p>	



	<p>Central via Gordon</p> <p>This is an accessible stop Hornsby to North Shore via City</p> <p>Opal and contactless is available for this trip <u>\$3.79</u></p> <p>*9.48am Arrive Milsons Point Station, Platform 1, Milsons Point Walk 8min (455m) Luna Park Sydney</p> <p><b><u>Travel time approx. 60 mins</u></b></p>		
<b>Name of excursion co-ordinator</b>	Kerri Wickenden		
<b>Contact number of Excursion Co-ordinator</b>	0437 712 178	(M) 0437 712 178	
<b>Number of children attending excursion</b>	<b>Intended: 30</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 train</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the train</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 train station. Children to wait together in a safe area for the train.</li> <li>- The educator counts the children in their group onto the train.</li> <li>- Educators to conduct a headcount of children on the train.</li> <li>- As we alight from the train a headcount is conducted. The train 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</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>- 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 train, 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>- The educator counts the children in their group onto the train.</li> <li>- A headcount is conducted before the train departs.</li> <li>- When the train stops to let us off a headcount is conducted. The train 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 by walking to the train station from Normanhurst OOSH,	Walking children to/from train stations	Moderate	Walk children, 2 lines in close groups	All Educators	On travel & arrival to the venue

travelling on the train to Hornsby Station, then walking to platform 1 and catching a North Shore line train to Milsons Point, disembarking and walking to Luna Park	Crossing pedestrian crossings	Moderate	<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>All Educators</p> <p>All Educators</p> <p>All Educators &amp; Children</p>	On travel to the venue
		Moderate	<p>Children will be supervised and escorted by staff through using 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</p>	
	Child may wander/abscond		<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>		
	Risk of trips/falls		<p>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves</p>		
	Risk of collision between children		<p>Supervise children carefully, ensuring that they leave adequate space between them and other children</p>		

	<p>Risk of being hit by a vehicle</p> <p>Travelling on train</p> <p>Building work near Luna Park</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>Ensure children are sitting in their seats at all times, nobody is to move around the train while the train is in motion</p> <p>Builders may leave tools/debris on the footpath – warn children and ask them to be aware.</p> <p>Trucks turning in to Olympic pool near Luna Park to carry out construction work – ensure Educators know of the ongoing work and to not lead children past the construction zone when trucks are turning</p>		
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Entering Luna Park, walking around Luna Park	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 Luna Park entry gates
At Luna Park Sydney	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 the venue  On the day

	Risk of emotional harm due to child not being able to do every activity at Luna Park	Mild	Reassure and comfort children, let them know beforehand that there will be things they can't go on – explain safety rules/height rules etc	Educators	On the day
	Risk of needing to evacuate the premises due to fire etc. and children not knowing where to go	Moderate	Educator to ensure they know where the fire exits are	All Educators	On the day
	Medical emergencies	Moderate	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions		Before leaving the NOOSH centre & On the day
	First aid required	Moderate	Educators will carry small first aid kits on them		
	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	All educators	On the day
Educators will have a walkie talkie & a mobile phone to communicate to other staff whilst at the venue			All educators	On the day	
Educators will supervise exits to ensure children do not leave the venue			All Educators	On the day	
Educators will ensure children will not interact with the general public. They will check the			All Educators	On the day	

			bathrooms before the children enter, and will wait outside until the children are done.		
Going on rides at Luna Park	Risk of injury /incident while going on rides	Moderate	<p>Escort children to age appropriate &amp; height appropriate rides so they are not lining up for rides beyond their ability or beyond the park's safety rules</p> <p>Ensure children know how to use ride equipment properly through explaining how to use unknown equipment to children</p> <p>Ensure children are being sensible on the rides and are using it in an appropriate way through careful supervision.</p> <p>Ensure children are locked in tightly on the rides and are not at risk of falling from the ride</p> <p>Ensure ride has not malfunctioned – that it is safe to go on the ride by speaking to ride official/ride coordinator</p> <p>Ensure children do not walk/jump on walls/rocks nearby.</p>	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	Follow Emergency Action Plan Seek shade/shelter where appropriate Give time for children to be <a href="#">calm</a> , safe and secure	Educators & Children Venue personnel	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	All educators All children	Whilst using toilets and hand washing areas

			and provided to children at times of washing hands.		
Eating & drinking	<p>Allergy &amp; Food intolerances</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	Moderate – High	<p>Ensure educators, children &amp; families are aware of our Food &amp; 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>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p> <p>The Coordinator &amp; educators</p>	Before the excursion, during the excursion & after the excursion

Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	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>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>-</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p>	Before leaving the centre & during the excursion
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>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<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 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 <a href="#">COVID-19</a> 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</p>	Venue personnel	
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			<p>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 &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	Rachel Warner	Date	22/8/22
Prepared in consultation with:	Kerri Wickenden. 23/8/22		
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
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