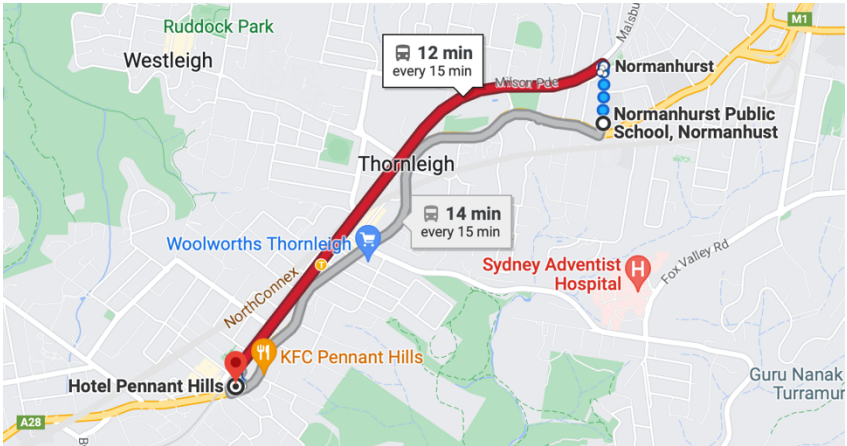


Excursion details: Hotel Pennant Hills			
Date(s) of Excursion	24/4/23	Excursion destination	352 Pennant Hills Rd, Pennant Hills NSW 2120
Departure and arrival times	Depart Centre: 11:30am	Arrive at venue : 12:00pm	Depart venue: 2:00pm Arrive back at NOOSH: 2:30pm
Proposed activities	Travel by train Eat lunch, play on the play equipment	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Walk to Normanhurst Station and catch a train to Pennant Hills Station. Walk from Pennant Hills Station to Hotel Pennant Hills.</p> <p>Normanhurst Public School, Normanhurst 2 Normanhurst Rd, Normanhurst NSW 2076</p> <p>Walk from Normanhurst Public School to Normanhurst Station via Normanhurst Rd About 5 min, 400 m</p> <p>Arrive Normanhurst Station</p> <p>Catch train from Normanhurst Station to Pennant Hills Station</p> <p>T9 Gordon Via Strathfield 5 min (2 stops) · Platform 1 · Stop ID: 2076231</p> <p>Arrive Pennant Hills Station Walk to Hotel Pennant Hills via Railway St.</p>		



	About 2 min, 140 m		
	Hotel Pennant Hills 352 Pennant Hills Rd, Pennant Hills NSW 2120 <u>Travel time approx. 30 mins</u>		
Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	(BH) (02) 9489 0178	(M) 0437 712 178	
Number of children attending excursion	Intended: 30	Number of educators/parents/volunteers	3
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 train - Entering the venue - Leaving the venue - Entering and exiting the train - Returning to the centre Including accounting for children at all times.	<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 train station. Children to wait together in a safe area for the train. Headcounts are conducted to ensure all children are present. - The educator counts the children in their group onto the train. - Educators to conduct a headcount of children on the train. - As we alight from the train a headcount is conducted. The train is checked for any remaining children and items. A roll call is conducted after we alight from the train. - 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. 		

	<ul style="list-style-type: none"> - 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 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. - The educator counts the children in their group onto the train. - A headcount is conducted before the train departs. - When the train stops to let us off a headcount is conducted. The train is checked for any remaining children and items. - We then walk to NOOSH, 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 by walking to the train station from Normanhurst OOSH, travelling on the train to Pennant Hills Station, walking to Hotel Pennant Hills	Walking children to/from train stations	Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups Constant head counts, and checking on children	All Educators	On travel & arrival to the venue

			Educators to communicate with one another and the children		
	Crossing pedestrian crossings	Moderate	Children will be supervised and escorted by staff through using pedestrian crossing when crossing the road is needed.	All Educators	
	Child may wander/abscond	Moderate	Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times	All Educators & Children	
	Risk of trips/falls	Moderate	Educators 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	Educators	
	Risk of collision between children	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	All Educators	
	Risk of being hit by a vehicle	High	Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. Educators to usher children to the	All Educators	

	Travelling on train	Moderate	<p>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>	All Educators	
Entering Hotel Pennant Hills	<p>Trips, slips, falls, Medical emergency, First aid required</p> <p>Educators will ensure children will not interact with the general public</p>	<p>Moderate</p> <p>Moderate</p>	<p>Maintain children close in groups. Close supervision</p> <p>Educators encourage children to listen and implement appropriate behaviours</p> <p>Educators will ensure children will not interact with the general public</p>	<p>All Educators</p> <p>All Children</p> <p>Educators</p>	On the day
At Hotel Pennant Hills	<p>Trips, slips, falls, injuries, illness</p> <p>Risk of harm through not knowing how to use cutlery, or being burned by hot food/plates</p>	<p>Moderate</p> <p>Moderate</p>	<p>An educator 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>Warn children about hot/food plates, supervise when using cutlery, assist if needed</p>	<p>All educators</p> <p>All children</p> <p>Educators</p> <p>All Educators</p>	<p>Whilst walking around</p> <p>On the day</p> <p>On the day</p>

	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		On the day
	Medical emergencies				On the day
	First aid required		Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	All educators	On the day
		Moderate	Educators will carry small first aid kits on them		
	Missing child			All educators	
		Moderate	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator		
		Moderate	Educators will have a walkie talkie 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		
		High	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.	Educators	On the day

Playing at the playground	Risk of injury while playing on equipment	Moderate	<p>Escort children to age appropriate areas of the playground so they are not playing on equipment beyond their ability</p> <p>Ensure children know how to use equipment properly through explaining how to use unknown equipment to children</p> <p>Ensure children are being sensible on the equipment and are using it in an appropriate way through careful supervision.</p> <p>Ensure children are playing on the equipment the way it was designed to be played with</p>		
Environmental Impacts & Emergency Evacuation	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds),</p> <p>Fire / floods, emergency crisis/situation</p>	Moderate	<p>Follow Emergency Action Plan</p> <p>Seek shade/shelter where appropriate</p> <p>Give time for children to be <u>calm</u>, safe and secure</p>	Educators & Children Venue personnel	Preparation before Excursion & During excursion

Using the toilets & hand washing	<p>Children using toilets at the venue</p> <p>Missing child</p> <p>Health & Hygiene</p>	<p>Moderate</p> <p>Moderate</p> <p>High</p> <p>Moderate</p>	<p>An Educator to check toilet areas for any hazards before children enter</p> <p>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</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>	<p>All educators</p> <p>All children</p>	<p>Whilst using toilets and hand washing areas</p>
Eating & drinking	<p>Allergy & Food intolerances</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	<p>Moderate – High</p>	<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>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	<p>Before the excursion, during the excursion & after the excursion</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>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>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>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p>	<p>Before leaving the centre & during the excursion</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>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>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Venue personnel</p>	Throughout the whole day

			<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 <u>COVID-19</u> 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 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	Rachel Warner	Date	8/3/23
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