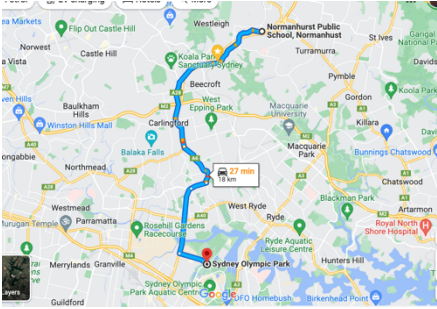


Excursion details: Sydney Easter Show			
<b>Date(s) of Excursion</b>	Monday 17th April 2023	<b>Excursion destination</b>	1 Showground Road, Sydney Olympic Park. NSW 2127 PH: 02 9704 1000
<b>Departure and arrival times</b>	<b>Depart Centre:</b> 8.45am	<b>Arrive at venue :</b> 9.20am	<b>Depart venue:</b> 3.45pm <b>Arrive back at NOOSH:</b> 4.20pm
<b>Proposed activities</b>	Travel by Hired bus/coach.	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
<b>Method of transport, including proposed route</b>	Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 (for 6.1kms) Turn right onto Cumberland Hwy/Pennant Hills Rd/A28 (for 9.4kms) Slight left onto Marsden Rd/A6 (for 2.6kms) Use the right 2 lanes to turn right onto Stewart St/A6 (for 900m) Slight left onto Silverwater Rd/A6 (for 3.6kms) Turn left onto Holker St (for 1.6kms) Arrive at Sydney Olympic Park  Approx 30mins travel.		
<b>Name of excursion co-ordinator</b>	Kerri Wickenden		
<b>Contact number of Excursion Co-ordinator</b>	0437 712 178	(M) 0409 457 758	
<b>Number of children attending excursion</b>	<b>Intended:</b> 35	<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>- Embarking &amp; disembarking from the bus</li> <li>- Entering the venue</li> <li>- Whilst at the venue</li> <li>- Leaving the venue</li> <li>- Embarking &amp; disembarking from 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 out of the school premises. Children to wait together in a safe area to board the bus.</li> <li>- Each educator counts the children in their group onto the bus.</li> <li>- Educators to conduct a headcount of children once on the bus.</li> <li>- As the bus has arrived, a headcount is conducted as children disembark the bus. A nominated educator is responsible for visually checking the bus for any remaining children and/or items.</li> <li>- All children sit for a roll call &amp; head count in a safe area.</li> <li>- A nominated educator is responsible for completing the “Safe Transport Disembarking checklist &amp; form.</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 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 bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus arrives at NOOSH, each child is counted as they disembark the bus. A nominated educator is responsible for visually checking the bus for any remaining children and/or other belongings.</li> <li>- The nominated educator is responsible for completing the “Safe Transport Disembarking checklist &amp; form”.</li> <li>- At the most convenient &amp; safe area of the school, a final roll call and head count is conducted before we signal to the bus driver to leave.</li> <li>- Children are then escorted by their educators up to the NOOSH building.</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

Medical information for each child

 Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel by catching a hired bus from Normanhurst OSHC, travelling to Sydney Olympic Park.	Walking children to/from the bus	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 All Educators	On travel & arrival to the venue
	Crossing pedestrian crossings	Moderate	Educators to communicate with one another and the children  Children will be supervised and escorted by staff through using pedestrian crossings&/or when crossing the road as needed.  Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times	All Educators All Educators & Children Educators	
	Child may wander/abscond	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		

	<p>Risk of trips/falls</p> <p>Risk of collision between children</p> <p>Risk of being hit by a vehicle</p>		<p>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves</p> <p>Supervise children carefully, ensuring that they leave adequate space between them and other children</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>		On travel to the venue
Entering the Sydney Easter Show grounds & walking around the show grounds	<p>Trips, slips, falls, horse/cow/animal poo</p> <p>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.</p> <p>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>	Whilst entering Sydney Easter Show entry gates
At Sydney Easter Show	Trips, slips, falls, injuries, illness	Moderate	An educator to lead each group as per child:educator ratio	All educators	Whilst walking around the venue

			Ensure each member of the group walks, not runs, and stays within sight of an educator	All children	On the day
	Risk of emotional harm due to child not being able to do every activity at Sydney Easter Show	Mild	Reassure and comfort children, let them know beforehand that there will be things they can't go on – explain safety rules/height rules time frames 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 bathrooms before the children enter, and will wait outside until the children are done.	All Educators	On the day
Going on rides at Sydney Easter Show	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>	Educators & Children	On the day

			<p>Ensure children do not walk/jump on walls/rocks nearby.</p> <p>Ensure children do not go in “out of bounds” areas.</p>	Educators & children	On the day
Purchasing Showbags	<p>Risk of emotional harm due to child not being able to do every activity at Sydney Easter Show</p> <p>Missing Child</p>	<p>Moderate</p> <p>High</p>	<p>Ensure children keep close in their allocated groups with their educator.</p> <p>Have a plan before going into the Showbag pavilion and verbally communicate with the group.</p> <p>Have a “Meet up” area if a child can not see everyone in the group. Go to the main show bag pavilions, assist children to purchase their bag &amp; wait turns</p> <p>Swiftly exit pavilion and ensure headcount is conducted before moving on.</p>	Educators & Children	At the time of event/activity
Spectating Shows/participation in Shows	<p>Educators will ensure children will not interact with the general public – unless it’s part of the show/activity</p> <p>Missing Child</p> <p>Illness/ viruses/diseases that can be spread by animals</p>	<p>Mild</p> <p>High</p> <p>Moderate</p>	<p>Try to find a spot for group of children to sit together.</p> <p>Ensure head count when children sitting.</p> <p>Swiftly leave area once the show / event has finished.</p> <p>Conduct further roll call &amp; head count once everyone is assembled outside of the showcase area.</p> <p>Keep children away from animals unless it is a “petting” station/area. Ensure children thoroughly wash hands</p>	Educators & Children	At the time of event/activity

			afterwards and use sanitiser as provided.		
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 calm, 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	<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>	Before leaving the centre & during the excursion

			<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>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> <p>Venue personnel</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 <b>COVID-19</b> 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	Rachel Warner	Date	9/3/23
Prepared in consultation with:	Kerri Wickenden 9/3/23		
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
<b>Consequence</b>

	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