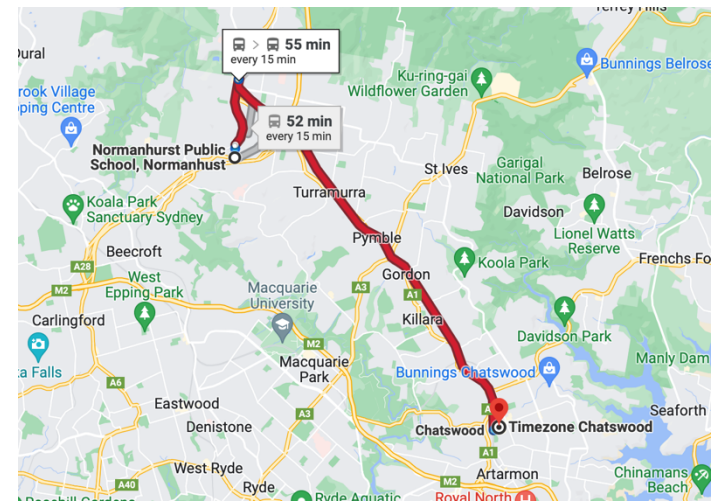


Excursion details: Timezone Chatswood			
Date(s) of Excursion	13 th April 2023	Excursion destination	1 Anderson St, Chatswood NSW 2067
Departure and arrival times	Depart Centre: 9:30am Arrive at venue : 10:30am Depart venue: 1:30pm Arrive back at NOOSH: 2:30pm		
Proposed activities	Travel by train Participating in Arcade Games	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Travel by train Normanhurst Public School, Normanhurst 2 Normanhurst Rd, Normanhurst NSW 2076 Walk to Normanhurst Station via Normanhurst Rd About 6 min, 450 m Catch train from Normanhurst Station to Hornsby Station T9 Arrive Hornsby Station 2 min (non-stop) · Platform 2 · Stop ID: 2076232 Walk from platform 4 to platform 1 About 2 min Catch train from Hornsby Station to Chatswood Station T9 Central Via Gordon 23 min (10 stops) · Platform 1 · Stop ID: 2077301 Arrive Chatswood Station		



	<p>Walk from Chatswood Station to Timezone Chatswood via the concourse About 4 min, 300 m</p> <p>Timezone Chatswood 1 Anderson St, Chatswood NSW 2067</p>		
Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	(M) 0409 457 578	(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)		
<p>Procedures for:</p> <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 <p>Including accounting for children at all times.</p>	<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. We then walk to Platform 1 to catch our next 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. - Educators are to ensure that they have knowledge of where the children in their group are at all times. 		

	<ul style="list-style-type: none"> - 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. <p>We then walk to NOOSH, where a roll call & headcount is conducted.</p>
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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, travelling on the train to Hornsby Station, changing trains to Chatswood, walking to Westfield Chatswood	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	Educators and children	On the day

			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. Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times	Educators	On the day
	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	Educators	On the day
	Risk of trips/falls	Moderate	Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves	Educators and children	On the day
	Risk of collision between children	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	Educators and children	On the day
	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	Educators	On the day

	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>	Educators and children	On the day
Entering Timezone	<p>Trips, slips, falls, Medical emergency, First aid required</p> <p>Walking through Westfield Chatswood</p>	Moderate	<p>Maintain children close in groups. Close supervision</p> <p>Educators encourage children to listen and implement appropriate behaviours</p> <p>Timezone is on a high level – we will need to navigate a busy area to get up the escalators – please keep children together and be aware of other shoppers</p>	<p>All Educators All Children</p>	Whilst entering the venue
Walking around Timezone	Trips, slips, falls, injuries, illness	Moderate	<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>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as steps, uneven ground</p>	<p>All educators All children, educators</p>	<p>Whilst walking around On the day</p>

	- Risk of collision while walking	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	All educators	On the day
	Children passing one other	Moderate	Children to be aware of their surroundings and to 'give way' to others	All educators	On the day
	Getting hands/feet caught in and under materials	Moderate	Ensure children walk carefully and avoid obstacles	All educators and children	On the day
	Risk of needing to evacuate the area due to fire etc. and children not knowing where to go	Moderate	Let the staff know of the best ways to safely evacuate the children	All educators and children	
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	Educators	On the day
	First aid required		Educators will carry small first aid kits on them	Educators	

	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	Responsible person on the day	On the day
		High	Educators will have a walkie talkie to communicate to other staff whilst at the venue		On the day
			Educators will supervise tracks to ensure children do not leave the area		The Coordinator & educators
			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	
				All educators	On the day
Participating in arcade activities	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly	Educators & Children	On the day
	- Children may get hit with a stray basketball/skee ball	Moderate	Supervise children carefully while using basketballs/skee ball	Educators & Children	On the day
	Children may trip and fall while running to get to a game	Moderate	Ensure children do not run inside Timezone	Educators	On the day

	<p>There may be long queues for some games due to it being a holiday period</p> <p>Children may be disappointed that they don't get to use all of the games</p> <p>Risk of injury from not using equipment correctly</p>	<p>Moderate</p> <p>Moderate</p> <p>Moderate</p>	<p>Encourage children to find a different game</p> <p>Let children know before they go that there will be some games that they cannot play</p> <p>Supervise children to ensure that they are using the equipment correctly</p>	<p>Educators</p> <p>Educators</p> <p>Educators and children</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p>
Eating lunch and recess	<p>Risk of sunburn</p> <p>Risk of allergies</p>	<p>Moderate</p> <p>Moderate</p>	<p>Children to be seated in the shade while eating to reduce risk of sunburn. Sunscreen to be regularly reapplied.</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>	<p>Educators</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p>
Environmental Impacts & Emergency Evacuation	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods,</p>	<p>Moderate</p>	<p>Seek shade/shelter where appropriate</p> <p>Give time for children to be <u>calm</u>, safe and secure</p>	<p>Educators & Children</p>	<p>Preparation before Excursion & During excursion</p>

	emergency crisis/situation				
Using the toilets & hand washing	Children using toilets at the venue	Moderate	In order to access the bathrooms, an educator will have to walk them outside the shopping centre, down the stairs and back into the shopping centre. Staff to ensure that they accompany every child to the bathroom when they need it	All educators All children	Whilst using toilets and hand washing areas
	Missing child	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		
	Health & Hygiene		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 and provided to children at times of washing hands.		
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>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.</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>	Before the excursion, during the excursion & after the excursion

			Staff to ensure children continue to top up/re-fill their water bottles throughout the day.		
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</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>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 & 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>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 & /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>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</p>		
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			<p>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>		
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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