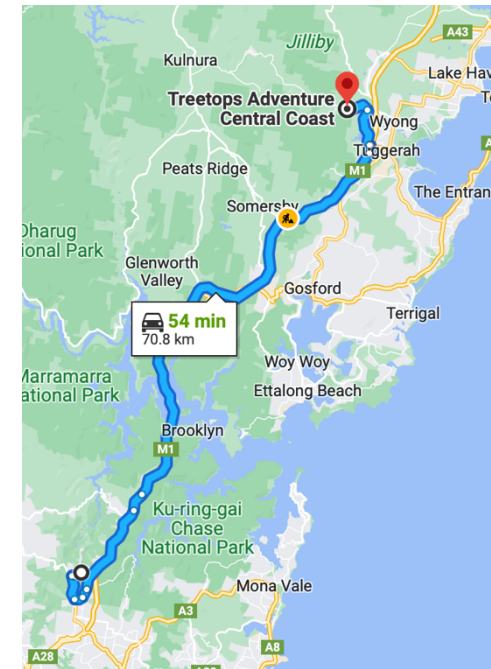


Excursion details:			
Date(s) of Excursion	11/4/23	Excursion destination	Treetops Network State Forest, Ourimbah, 1 Red Hill Rd, Wyong Creek NSW 2259
Departure and arrival times	Depart Centre: 9.00am Arrive at venue : 9.50am Depart venue: 1.30pm Arrive back at NOOSH: 2.20pm		
Proposed activities	Travel by hired bus Playing on the play equipment Bouncing, Climbing, lifting, etc on the equipment	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Travel via private bus hire. Proposed route below Follow Cumberland Hwy/Pennant Hills Rd/A28 to M1 in Wahroonga 2 min (1.1 km) Follow M1 to Mardi. Take the exit for Wyong Rd/B74 from M1 38 min (63.3 km) Follow Old Maitland Rd and Yarramalong Rd to your destination in Ourimbah.		



Name of Excursion Co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	0437 712 178	(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 bus - Entering the venue - Leaving the venue - Entering and exiting the bus - 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 bus. - The educator counts the children in their group onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - We conduct another roll call once departed from the bus. - 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. - Prior to exiting the venue another roll call & headcount is conducted. 		

	<ul style="list-style-type: none"> - 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. - The educator counts the children in their group onto the bus. - A roll call & headcount is conducted before the bus departs. - When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to NOOSH, where a roll call & headcount is conducted.
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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	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		First Educator on scene	

		Moderate	If the condition of the bus itself is considered dangerous we will not go ahead with the excursion	All Educators	
		Moderate	<p>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</p> <p>Road accident en route to venue:</p> <p>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.</p>		
		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		

Disembarking from Bus into carpark areas and walking to networld	Mechanical Breakdown	Low	<p>parents arrive. Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents</p> <p>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</p>		
	Slips, trips, falls, collisions	Moderate	<p>Walk children, 2 lines in close groups</p> <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>	All Educators	
	Child may wander/ abscond	Moderate		All Educators All Educators & Children	
	Child may be struck by vehicles	Moderate	<p>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.</p>	Educators	

Access to water	Lack of ability to refill drink bottles and provide extra water	High	Educators to check all children have full water bottles before disembarking Noosh.	Educators	Before leaving
			Bring a small water container to top up as necessary	Educators	Before leaving
Lost items	Items falling through the nets and into the bushes below	Low	Children and staff to have nothing in their pockets or any jewelry on their person, leave small items in their bags	Educators and children	During nets play
Children experiencing anxiety	Fear of heights	Moderate	Educators to be available in the nets and on the ground to assist children who are feeling anxious, educators to provide on the ground watch as an option if child feels too anxious to participate	Educators	During nets play session
Natural wildlife hazards	Tics, Leaches Mosquitoes and bug bites	Moderate	Educators and children to check themselves and those in their groups for tics and leaches and apply appropriate first aid as needed.	Children and educators	All day
	Lost child on bushwalk paths	High	Children to remain in the area for recess and lunch, children to be in sight of group leader at all times, children reminded not to leave area or wander.	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	encouraged to wear hats & sun protection. 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.	Educators	On the day
Walking on site	Uneven footing	Moderate	Children minded to look where they are walking, educators to lead groups and identify any Hazards to the group.	Educators & Children	All day
	Proximity to cars	High	Children and staff to avoid areas of high vehicle activity where possible, when walking on the road, walk to one side and educators lead the group.	Educators & Children	All day
	Construction work	Moderate	Avoid work sites, do not enter the area with work under construction.	Educators & Children	All day
Use of equipment	Injuries resulting from falls, impacts from soft projectiles, collisions with other people	Moderate	Children to be instructed in the rules of the equipment and staff to position themselves in the higher risk areas when possible	All educators and children	during equipment use
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods,	Moderate	Seek shade/shelter where appropriate Give time for children to be safe and secure	Educators & Children	Preparation before Excursion & During excursion

	emergency crisis/situation				
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
		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		
	Missing child	High	Children to go in small groups of same gender		
	Health & Hygiene	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. Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands. Educators to check the state of the porta potties before use by the kids and identify if any of them are unusable		

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. Staff to ensure children continue to top up/re-fill their water bottles throughout the day.</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p>	Before the excursion, during the excursion & after the excursion
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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 Ensure families pack hats for their children each day Ensure children wear hats as necessary or stay under the shade if UV is over 3 Provide shelter where necessary Regularly ensure children have opportunity to get a drink of water 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 Ensure children have brought their water bottles</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children 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>Ensure information of Covid-19 and any practices are updated as</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<p>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 <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>		
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			<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	
Prepared in consultation with:			
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
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