

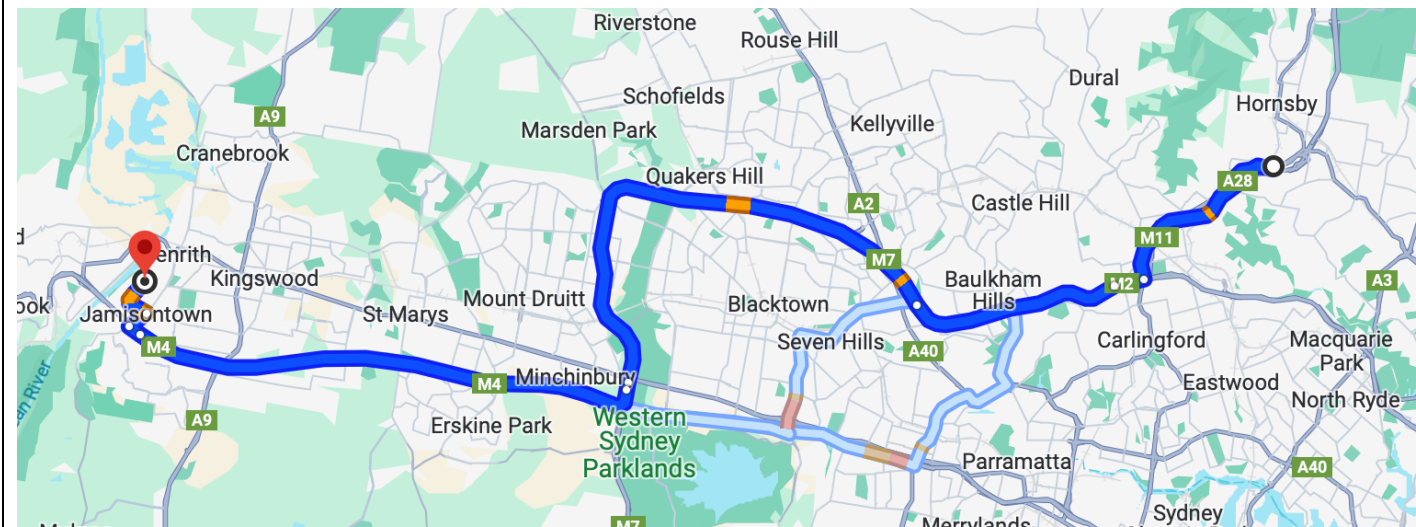


Excursion details: Cables Water Park			
<b>Date(s) of Excursion</b>	30/1/24	<b>Excursion destination</b>	Cables Wake Park & Aqua Park, 405 Jamison Rd, Penrith NSW 2750
<b>Departure and arrival times</b>	<b>Depart Centre: 9:00am      Arrive at venue : 10am      Depart venue: 2:00pm      Arrive back at NOOSH: 3:00pm</b>		
<b>Proposed activities</b>	Travel by hired bus Participating in sport, playing on the play equipment	Water hazards? <b>Yes</b> /No If yes, detail in risk assessment below.	
<b>Method of transport, including proposed route</b>	Private bus will transport us following the below route  <b>Normanhurst Public School, Normanhurst Rd</b>  Normanhurst NSW 2076  Get on M2 in Carlingford  <b>Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28</b>  Turn right onto Cumberland Hwy/Pennant Hills Rd/A28  Use the right 2 lanes to turn right to merge onto M2  Take M7 and M4 to Mulgoa Rd in Regentville. Take the exit for Mulgoa Rd from M4		

Merge onto M2  
 Continue onto M7  
 At the Light Horse junction, Use the left lane to follow signs for M4 towards Sydney/Penrith/Blue Mtns  
 Keep right at the fork and merge onto M4  
 Take the Mulgoa Rd exit towards Penrith/Richmond  
 Use any lane to turn right onto Mulgoa Rd  
 Turn left onto Blaikie Rd  
 Turn right onto Jamison Rd  
 Destination will be on the left

### Cables Wake Park & Aqua Park

405 Jamison Rd, Penrith NSW 2750



<b>Name of excursion co-ordinator</b>	Kerri Wickenden		
<b>Contact number of Excursion Co-ordinator</b>	(M) 0409 457 578	(M) 0437 712 178	
<b>Number of children attending excursion</b>	Intended: 30	<b>Number of educators/parents/volunteers</b>	6

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:5</p>
<p>Procedures for:</p> <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting 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 centre. The excursion coordinator is to ensure they know the number of children who are in their care.</li> <li>- Each educator accompanies their group to the bathroom area, with an educator waiting outside. The educator ensures all the children in their group are in their care before walking them to the bus.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- An educator is responsible for completing the “Safe Transportation Checklist” Form</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- The Safe Transportation Checklist is completed again</li> <li>- We 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 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>- The Safe Transportation Checklist is completed by the responsible person</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- The Safe Transportation Checklist is completed for a final time.</li> </ul>

	- We walk to the NOOSH centre, 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 Cables wake park	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	If the condition of the bus itself is considered dangerous we will not go ahead with the excursion	First Educator on scene	
		Moderate	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	All Educators	

		Moderate	<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	<p>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 parents arrive. Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents</p>		
	Mechanical Breakdown	Low	<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</p>		

Disembarking from Bus into carpark areas	Slips, trips, falls, collisions	Moderate	oncoming traffic, sun and heat. Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives  Walk children, 2 lines in close groups  Educators positioned at front, middle and ends of groups	All Educators	
	Child may wander/ abscond	Moderate	Constant head counts, and checking on children  Educators to communicate with one another and the children	All Educators All Educators & Children	
	Child may be struck by vehicles	Moderate	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.	Educators	
Inflatable water park	Drowning	High	<ul style="list-style-type: none"> <li>•All Lifeguards are trained in rescue and hold current Bronze Medallion</li> <li>• First Aid Officer available at all times</li> <li>• Flotation devices located close to water areas</li> </ul>	All Staff on premises  Staff at venue  All staff aware All children and staff	All day  All day  All day During equipment use

			<ul style="list-style-type: none"> <li>• All users are to wear a life jacket</li> <li>• All users are required to attend a safety briefing</li> </ul>	All children and staff	Prior to use
Inflatable water park	personal injury eg fractures, breaks, cuts and abrasion	High	<ul style="list-style-type: none"> <li>• All users are to wear a life jacket</li> <li>• All users are to attend safety briefing prior to commencing session.</li> <li>• Park rules are enforced by staff (one strike policy)</li> <li>• One Lifeguard is assigned to each 25 persons ratio, and 1 to 5 noosh staff to kids</li> <li>• All Lifeguards are trained in rescue and hold current Bronze Medallion</li> <li>• First Aid Officer available at all times</li> <li>• Head Lifeguard will carry a walkie talkie to raise any alarms</li> <li>• Children will be reminded of the rules and follow them including a limit per section of number of children</li> </ul>	<p>All children and staff</p> <p>All children and staff</p> <p>Staff (noosh and cables)</p> <p>Staff (noosh and cables)</p> <p>Cables staff</p> <p>Cables and noosh staff</p> <p>Cables staff</p> <p>Children and noosh staff</p>	<p>Whilst using equipment</p> <p>Prior to equipment use</p> <p>All day</p> <p>During inflatables use</p> <p>All day</p> <p>All day</p> <p>All day</p>
Pond usage	Ingestion of unclean water including bacteria and algae	Moderate	<ul style="list-style-type: none"> <li>• Children will be reminded not to swallow water from the pond</li> <li>• Children will be shown where to fill up drink bottles</li> </ul>	<p>All staff and children</p> <p>All staff and children</p>	<p>All day</p> <p>All day</p>

			•Water will be tested weekly	Cables staff	All day
Use of play equipment	Falls, abrasions and scrapes	Moderate	<ul style="list-style-type: none"> <li>•Children will be monitored whilst using the equipment</li> <li>•Children will be reminded how to properly use the equipment</li> </ul>	Children and staff	All day
				Children and staff	All day
Eating lunch and recess	Risk of sunburn	Moderate	<p>Children to be seated in the shade while eating to reduce risk of sunburn. Sunscreen to be regularly reapplied. Children encouraged to wear hats &amp; sun protection.</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>	Educators & Children	On the day
	Risk of allergies	Moderate		Educators	On the day
Water play area	Risk of slipping and falling on the wet surfaces	Moderate	Ensure children are being sensible while in the water play area and do not run	Educators & Children	On the day
	Risk of overcrowding due to school holiday traffic	Moderate	Ensure there are not too many people in the area at the time by breaking up into smaller groups and only allowing a few groups on a time.		
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods,	Moderate	<p>Seek shade/shelter where appropriate</p> <p>Give time for children to be calm safe and secure</p>	Educators & Children	Preparation before Excursion & During excursion



	emergency crisis/situation				
Using the toilets & hand washing	<p>Children using toilets at the venue</p> <p>Missing child</p> <p>Health &amp; 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 &amp; Food intolerances</p> <p>Choking, illness, vomiting</p>	<p>Moderate – High</p>	<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>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	<p>Before the excursion, during the excursion &amp; after the excursion</p>

	Anaphylactic reactions		<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>Educators</p> <p>The Coordinator &amp; educators</p>	
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>The Coordinator</p> <p>Educators</p>	Before leaving the centre & during the excursion

			<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>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 educators /parents /families and visitors to view</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<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 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 &amp; face masks where necessary</p>		
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			<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	Alex Whipp	Date	8/11/23
Prepared in consultation with:			
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
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