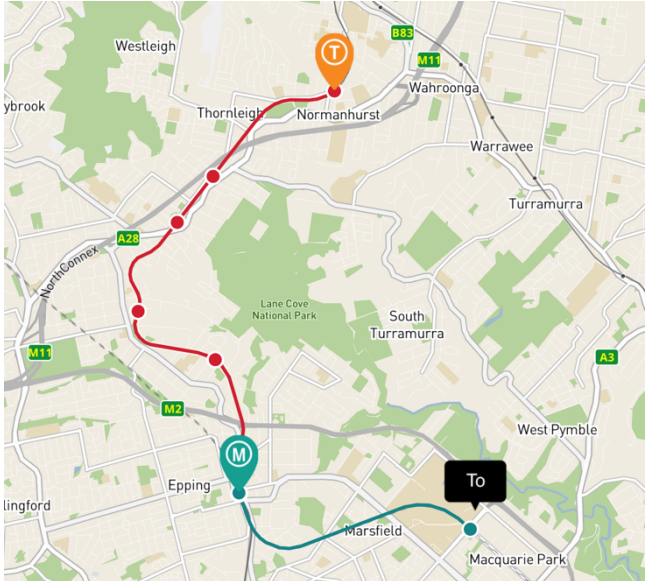


Excursion details: Macquarie Shopping Centre and Event Cinemas			
Date(s) of Excursion	10/1/24	Excursion destination	236 Pacific Hwy, Hornsby NSW 2077
Departure and arrival times	Depart Centre: 9:00am Arrive at venue : 10:00am Depart venue: 2:00pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by train View a movie at Event Cinemas Hornsby, shopping	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 Macquarie. Walk from Macquarie Station to Cinemas.</p> <p>Normanhurst Station, Platform 1 Normanhurst (Stop ID 2076231) T9 Gordon via Strathfield</p> <p>This is an accessible stop Hornsby to North Shore via City</p> <p>Later departures 4 stops arrival stop arrival time 09:46 Epping Station, Platform 1, Epping</p> <p>Walk 2min (18m)</p> <p>Metro departure time 09:54 Epping Station, Platform 5</p>		
			

	<p>Epping (Stop ID 2121225) M Chatswood</p> <p>This is an accessible stop Tallawong to Chatswood</p> <p>Later departures Opal and contactless is available for this trip \$4.97 arrival time 09:58 Macquarie University Station, Platform 1, Macquarie Park Walk 4min (239m) arrival time 10:03 arrival stop name Macquarie Centre</p> <p>Travel time approx. 30 mins</p>		
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	4
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 	<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 centre. The excursion coordinator is to ensure they know the number of children who are in their care. - 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 out the gate. - The educator walks the counts the children in their group down to the train station. - A roll call is conducted at the train station. After we have boarded the train, an educator conducts a headcount of all children. 		

<ul style="list-style-type: none"> - Entering and exiting the train - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - An educator is responsible for completing the “Safe Transportation Checklist” Form. - As we alight from the train a headcount is conducted. The train is checked for any remaining children and items. - The Safe Transportation Checklist is completed again - 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. - 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. - We walk to the train station, 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. - A roll call is conducted at the train station. - The educator counts the children in their group onto the train, where a total headcount is conducted. - The Safe Transportation Checklist is completed by the responsible person - When the train stops to let us off a headcount is conducted. The train is checked for any remaining children and items. - The Safe Transportation Checklist is completed for a final time. - 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 by walking to the train station from Normanhurst OOSH, travelling on the train to Macquarie Park Station, walking to Macquarie Centre	Walking children to/from train stations	Moderate	Walk children, 2 lines in close groups	All Educators	On travel & arrival to the venue
	Crossing pedestrian crossings	Moderate	Educators positioned at front, middle and ends of groups	All Educators	
			Constant head counts, and checking on children	All Educators	
			Educators to communicate with one another and the children	All Educators & Children	
Child may wander/abscond	Moderate	Children will be supervised and escorted by staff through using pedestrian crossing when crossing the road is needed.	Educators		
Risk of trips/falls		Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times			
			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 to choose flat surfaces to walk across and to warn		

	<p>Risk of collision between children</p> <p>Risk of being hit by a vehicle</p> <p>Travelling on train</p>		<p>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> <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>		
Entering Macquarie Centre	<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.</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 venue

At Event Cinemas Hornsby	Trips, slips, falls, injuries, illness	Moderate	An educator 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	All educators All children	Whilst walking around On the day
	Risk of emotional harm due to child being scared of the film	Mild	Reassure and comfort children, remind that this is make believe	Educators	
	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				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		Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	All educators	
		Moderate	Educators will have a walkie talkie to communicate to other staff whilst at the venue	All Educators	On the day

		High	<p>Educators will supervise exits to ensure children do not leave the venue</p> <p>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.</p>	Educators	On the day
Walking around Macquarie Centre	<p>Walking around Macquarie Centre</p> <p>Potential for lost children</p>		<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> <p>Children will be supervised and escorted by staff with consistent head counts</p> <p>Educators 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>Risk of Slipping, tripping and falling over</p> <p>Risk of collision between children</p> <p>Educators not knowing where lifts are for disabled access</p>		<p>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards</p> <p>Supervise children carefully, ensuring that they leave adequate space between them and other children</p> <p>Educators to be given a map of the centre</p>		
Environmental Impacts & Emergency Evacuation	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), 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 calm safe and secure</p>	<p>Educators & Children</p> <p>Venue personnel</p>	<p>Preparation before Excursion & During excursion</p>
Using the toilets & hand washing	Children using toilets at the venue	<p>Moderate</p> <p>Moderate</p> <p>High</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</p>	<p>All educators</p> <p>All children</p>	<p>Whilst using toilets and hand washing areas</p>

	<p>Missing child</p> <p>Health & Hygiene</p>	Moderate	<p>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>		
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>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p>	<p>Before the excursion, during the excursion & after the excursion</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>		
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>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

			Sunscreen will be applied throughout the day		
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>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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Venue personnel</p>	Throughout the whole day

			<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</p>		
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			information in relation to our Covid-19 practices		
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Plan prepared by	Rachel Warner	Date	11/11/23
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