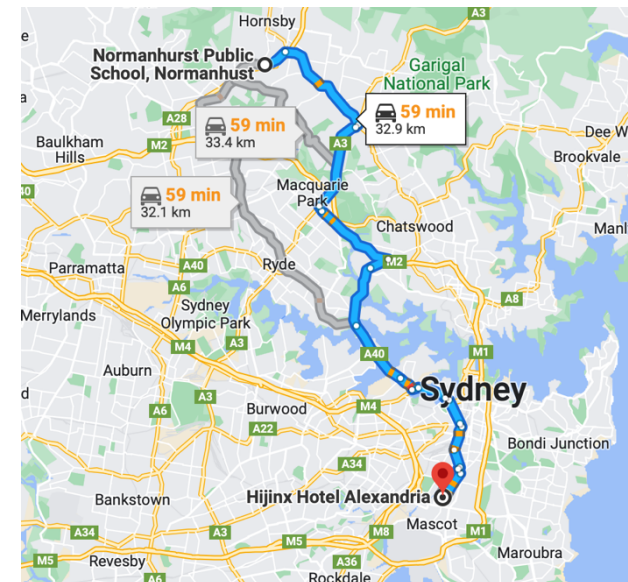


Excursion details: Hijinx Hotel and Archie Bros.			
Date(s) of Excursion	15/4/24	Excursion destination	75 O’Riordan St, Alexandria NSW 2015
Departure and arrival times	Depart Centre: 9:15am Arrive at venue : 10:15am Depart venue: 2:00pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by hired bus Participating in puzzle rooms, dodgem cars, virtual reality and	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Catch a hired bus from NOOSH Centre to Hijinx Hotel/Hijinx Hotel Alexandria Normanhurst Public School, Normanhurst 2 Normanhurst Rd, Normanhurst NSW 2076 Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 (61 m) Drive from A1 and A3 to Macquarie Park 18 min (11.7 km) Take Epping Rd and Burns Bay Rd to Gladesville Bridge/Victoria Rd/A40 in Huntleys Point 13 min (8.8 km) Follow Victoria Rd and Western Distributor to Allen St in Pyrmont. Take the exit from Western Distributor 9 min (6.3 km)		



	<p>Take Harris St, Regent St, Botany Rd and O'Riordan St to your destination in Alexandria 17 min (6.0 km)</p> <p>Hijinx Hotel Alexandria 75 O'Riordan St, Alexandria NSW 2015</p> <p><u>Travel time on bus approx. 1 hr.</u></p> <p>NSW does not require seat belts on the bus but seatbelts will be used if available on the bus.</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)		
Procedures for: <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 Including accounting for children at all times.	<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. 		

	<ul style="list-style-type: none"> - 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. - 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

<p>Travel on bus from Normanhurst Centre to venue</p>	<p>Children injured during bus travel</p>	<p>Moderate</p>	<p>Educators to initiate conversation with bus driver to ensure bus driver is not intoxicated or otherwise incapacitated from driving a bus.</p>	<p>First Educator on bus</p>	<p>On travel & arrival to the venue</p>
		<p>Moderate</p>	<p>If the condition of the bus itself is considered dangerous we will not go ahead with the excursion</p>	<p>First Educator on scene</p>	
		<p>Moderate</p>	<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>All Educators</p>	
		<p>Moderate</p>	<p>Road accident en route to venue: 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. 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</p>		

Disembarking from Bus into carpark areas	Slips, trips, falls, collisions	Moderate	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	All Educators	
		Low	Mechanical Breakdown 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		
		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 to communicate with one another and the children		
	Child may wander/abscond	Moderate		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	
Entering venue	Trips, slips, falls, Medical emergency, First aid required	Moderate	Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours	All Educators All Children	Whilst entering the venue
Walking around venue	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 Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves	All educators All children, educators	Whilst walking around On the day
	- 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		
	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator Educators will have a walkie talkie to communicate to other staff whilst at the venue	Educators	On the day

		High	<p>Educators will supervise tracks to ensure children do not leave the area</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>	<p>Responsible person on the day</p> <p>The Coordinator & educators</p> <p>All educators</p> <p>All educators</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p>
Participating in puzzle rooms at Hijinx Hotel	<p>Social/emotional well-being – Children may be unable to solve the puzzles</p> <p>Risk of collision while trying to solve puzzles</p> <p>Risk of injury from falling equipment</p> <p>Children passing one other</p> <p>Getting hands/feet caught in and under materials</p>	<p>Low</p> <p>Moderate</p> <p>Moderate</p> <p>Moderate</p> <p>Moderate</p>	<p>Children to listen to instructions and follow accordingly. Encourage children to find alternative play in the room</p> <p>Supervise children carefully, ensuring that they leave adequate space between them and other children</p> <p>Ensure children will not attempt things beyond their abilities</p> <p>Children to be aware of their surroundings and to 'give way' to others</p>	<p>Educators & Children</p> <p>Educators & Children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p>

	Risk of injury due to colliding with materials	Moderate	Ensure children are careful when using equipment in the rooms and solving puzzles	Educators and children	On the day
			Ensure children are acting sensibly in the room	Educators and children	On the day
	Risk of injury from the equipment	Moderate			
		Moderate	Ensure children know how to use equipment properly through explaining how to use unknown equipment to children	Educators	On the day
		Moderate	Ensure children are being sensible using the equipment and are using it in an appropriate way through careful supervision.	Educators	On the day
			Ensure children are playing with the equipment the way it was designed to be played with	Educators	
Participating in Archie Bros	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly	Educators & Children	On the day

	<p>Handling of equipment</p> <p>Hazards – many of the areas have moving parts – ensuring children don’t put their hands in unsafe places</p> <ul style="list-style-type: none"> • Uneven ground – trip hazards • Slippery surfaces <p>Getting lost – the layout of the centre are confusing and children may get lost</p>	<p>Moderate</p>	<p>Children are instructed how to handle equipment appropriately and with respect</p> <p>Supervise children to ensure that they do not put their hands in unsafe places</p> <p>Warn children about the surfaces and supervise them carefully to ensure they do not trip over</p> <p>Warn children about the surfaces and supervise them carefully to ensure they do not slip over</p> <p>Have every group with an educator.</p> <p>If children do get lost instruct them to look for the orange t-shirts and join another group if need be.</p>	<p>Educators & Children</p> <p>Educators</p>	<p>On the day</p>
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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.	Educators	
	Risk of allergies	Moderate	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	
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	Seek shade/shelter where appropriate Give time for children to be <u>calm</u> , safe and secure	Educators & Children	Preparation before Excursion & During excursion
Using the toilets & hand washing	Children using toilets at the venue Missing child	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	All educators All children	Whilst using toilets and hand washing areas

	Health & Hygiene		<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>Staff are trained in First aid, anaphylaxis and allergy awareness.</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

			<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>		
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</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p> <p>Educators</p>	Before leaving the centre & during the excursion

			Ensure children have brought their water bottles		
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>If children or adults present during the day as unwell, they will be set aside from others. For a</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<p>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 information in relation to our Covid-19 practices</p>		
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Plan prepared by	Rachel Warner	Date	13/3/24
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