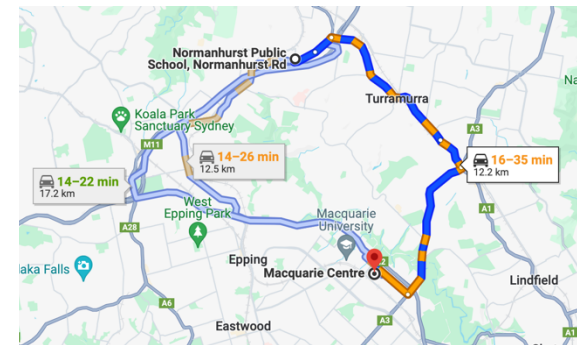




Excursion details: Ice Skating - Macquarie Ice Rink			
Date(s) of Excursion	9/7/24	Excursion destination	236 Pacific Hwy, Hornsby NSW 2077
Departure and arrival times	Depart Centre: 9:00am Arrive at venue : 10:00am Depart venue: 2:00pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by train 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>Normanhurst Public School, Normanhurst Rd Normanhurst NSW 2076</p> <p>Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 28 sec (97 m)</p> <p>Take Pacific Hwy/A1 and A3 to Talavera Rd in Macquarie Park 16 min (11.0 km)</p> <p>Use the right 2 lanes to turn right onto Talavera Rd 3 min (1.1 km)</p> <p>Macquarie Centre Herring Road &, Waterloo Rd, Macquarie Park NSW</p> <p><u>Travel time approx. 30 mins</u></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 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) - 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. - 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 		

	<p>another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</p> <ul style="list-style-type: none"> - 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. <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 on bus from Normanhurst Centre to venue	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	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.		
		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		

Disembarking from Bus into carpark areas and walking to venue	Mechanical Breakdown	Low	<p>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> <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>	All Educators	
	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>	All Educators All Educators & Children	
	Child may wander/abscond	Moderate	<p>Constant head counts, and checking on children</p> <p>Educators to communicate with one another and the children</p>	Educators	
		Moderate			

	Child may be struck by vehicles		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.		
Entering Macquarie Centre	Trips, slips, falls, Medical emergency, First aid required Educators will carry out safe practices and encourage children to not interact with the general public unnecessarily	Moderate Moderate	Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours Educators will encourage children not to interact with the general public unnecessarily.	All Educators All Children Educators	Whilst entering venue
At Macquarie Ice Rink	Risk of children not knowing how to skate	Moderate Moderate	Encourage children to hold on to the wall until they become confident Children should be taught how to stop on ice skates Encourage children not to take risks and use aids such as the	All educators All children/ educators/venue Educators/children	Whilst walking around On the day

	Risk of falling on to the ice through loss of balance		wall/penguins to promote balance	Parents	Through prior communication
			Encourage parents to provide helmets, wrist guards and knee guards to prevent injuries	All Children/Educators	
			Children to not attempt moves they are not capable of		On the day
			Educators to assist and closely supervise children having trouble with balance	Educators	
		Moderate	Encourage children to be spatially aware and to actively look around them for other skaters	Educators and children	On the day
	Risk of collision with other skaters		If an Educator sees that a collision is imminent, they should warn the skaters involved		
		Moderate	Children should look where they are going, and are not going too fast		
	Risk of collision with other objects		Children to be aware that others may fall and they may need to take evasive action	All Educators	On the day
			Venue to ensure that there are no foreign objects on the ice		

	Risk of injury from ice skates	Moderate	Teach children that when they fall to make their hands into a fist so that other skaters can't skate into their hands/fingers	All educators	On the day
	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		Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	All Educators	
	First aid required	Moderate	Educators will carry small first aid kits on them	Educators	
	Missing child	Moderate	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator		
		Moderate	Educators will have a walkie talkie to communicate to other staff whilst at the venue		

		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>		
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 where possible, encouraging children to be mindful as they walk and look out for potential trip hazards such as uneven surfaces.</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	<p>Children using toilets at the venue</p>	<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