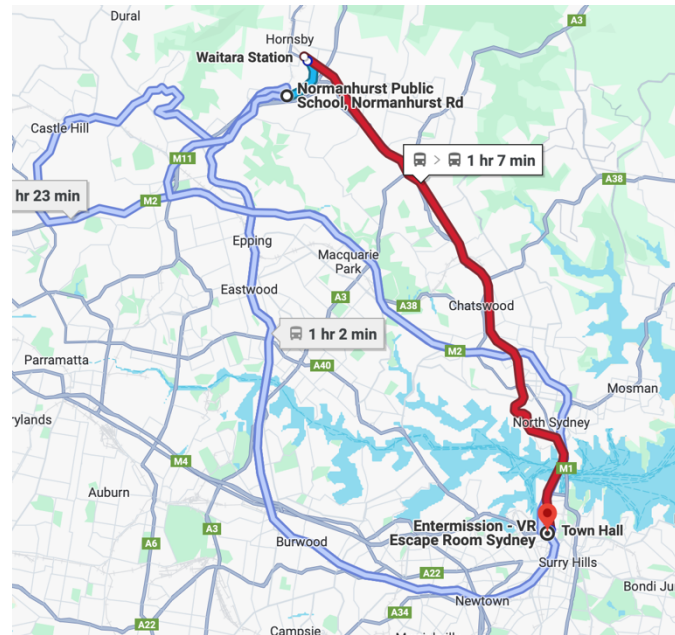


Excursion details: Virtual Reality			
Date(s) of Excursion	11/7/24	Excursion destination	1/484 Kent St, Sydney NSW 2000
Departure and arrival times	Depart Centre: 8:45am Arrive at venue : 10:00am Depart venue: 2:00pm Arrive back at NOOSH: 2:30pm		
Proposed activities	Travel by train Participating in Virtual Reality	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Catch a train from NOOSH Centre to Entermismission Sydney</p> <p>Walk to Normanhurst Station</p> <p>Board train to Hornsby</p> <p>Change train to North Shore line train (platform 1)</p> <p>Board North Shore line train</p> <p>Alight at Town Hall</p> <p>Head west on Bathurst Street for 130m</p> <p>Turn onto Kent Street</p> <p>Arrive at Entermismission</p> <p><u>Travel time on train approx. 1 hour</u></p> <p>NSW does not require seat belts on the train</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	6
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 - Entering and exiting the train - 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 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. - 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. 		

	<ul style="list-style-type: none"> - 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 Town Hall Station,	Walking children to/from train stations	Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups	All Educators All Educators	On travel & arrival to the venue

<p>walking to Entermision Sydney</p>	<p>Crossing pedestrian crossings</p> <p>Child may wander/ abscond</p> <p>Risk of trips/falls</p> <p>Risk of collision between children</p>	<p>Moderate</p> <p>Moderate</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 through using pedestrian crossing when crossing the road is needed.</p> <p>Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times</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>Educators to choose flat surfaces to walk across and to warn 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</p>	<p>All Educators</p> <p>All Educators & Children</p> <p>Educators</p>	
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	Risk of being hit by a vehicle		stop vehicles if necessary. Educators to usher children to the nearest safe area for headcounts to ensure children are safe.		
	Travelling on train		Ensure children are sitting in their seats at all times, nobody is to move around the train while the train is in motion		
Entering Virtual Reality	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 Entermission VR
	Using the lift	Low	The lift is small and is the only way up to Entermission. An Educator will go in the lift with the first group. They will wait up the top in the Entermission foyer area. The other educator down the bottom will send children into the lift and will come up with the last group of children.	Educators/children	Whilst entering Entermission VR
	Access for children with disabilities	Low	Children in wheelchairs cannot go up the stairs to the entermission entrance. They can enter a nearby		

			café, travel up the ramp and to the lift.		
Participating in Virtual Reality	Children may feel confused and bewildered after the experience of virtual reality	Moderate	When the virtual reality stops, children may not have a true sense of time having passed because they are so immersed in the experience. Educators to reassure children if this occurs.		
	Social/emotional factors	Moderate	Children may be unable to solve the escape room and feel defeated. Give them reassurance and praise.		
	Children may become impatient at waiting for their turn at VR and engage in risky activity	Moderate	Children may want to undertake the escape room again to do better – turn their ‘defeat’ into success!		
	Listening to the staff and acting appropriately	Moderate	Encourage the children to use other video games while waiting and engage in quiet play Children to listen to instructions and follow accordingly Children are instructed how to handle equipment appropriately and with respect		
Walking to playground	Trips, slips, falls, injuries, illness	Moderate	An educator to lead each group as per child:educator ratio	All educators All children, educators	Whilst walking around On the day

			<p>Ensure each member of the group walks, not runs, and stays within sight of an educator</p> <p>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves</p>		
	- 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	On the day

	<p>Medical emergencies</p> <p>First aid required</p> <p>Missing child</p>	<p>High</p> <p>High</p> <p>High</p>	<p>Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions</p> <p>Educators will carry small first aid kits on them</p> <p>Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator</p> <p>Educators will have a walkie talkie to communicate to other staff whilst at the venue</p> <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>Educators</p> <p>Educators</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> <p>On the day</p>
<p>Playing on the playground at Tumbalong Park</p>	<p>Risk of injury</p>	<p>Moderate</p>	<p>Escort children to age appropriate areas of the playground so they are not playing on equipment beyond their ability</p> <p>Ensure children know how to use equipment properly through</p>	<p>All Educators</p>	<p>On the day</p>

			<p>explaining how to use unknown equipment to children</p> <p>Ensure children are being sensible on the equipment and are using it in an appropriate way through careful supervision.</p> <p>Ensure children do not walk/jump on walls/rocks nearby and are playing on the equipment the way it was designed to be played with</p>		
Eating lunch and recess	<p>Risk of sunburn</p> <p>Risk of allergies</p>	<p>Moderate</p> <p>Moderate</p>	<p>Children to be seated in the shade while eating to reduce risk of sunburn. Sunscreen to be regularly reapplied.</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>	<p>Educators</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p>
Environmental Impacts & Emergency Evacuation	<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation</p>	<p>Moderate</p>	<p>Seek shade/shelter where appropriate</p> <p>Give time for children to be <u>calm</u>, safe and secure</p>	<p>Educators & Children</p>	<p>Preparation before Excursion & During excursion</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>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</p> <p>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	5/6/24
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
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