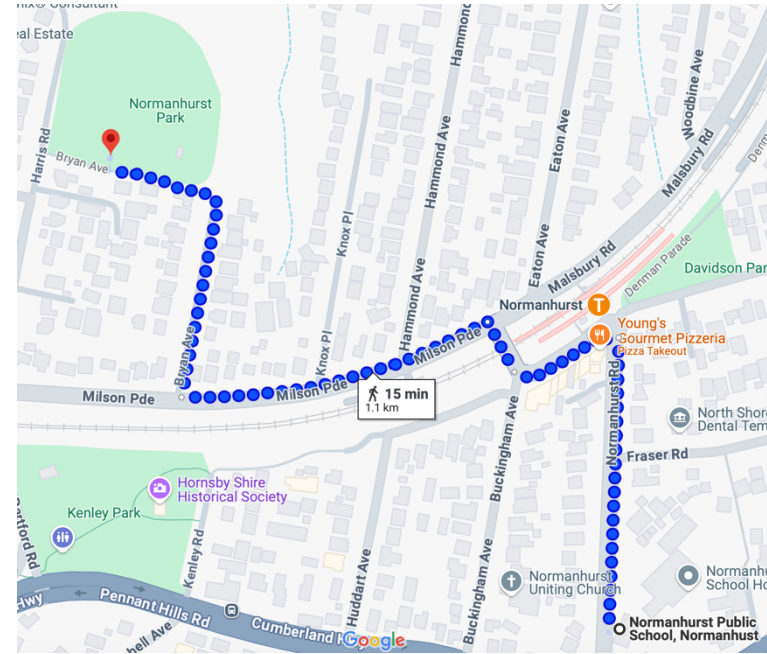


Excursion details: Normanhurst Oval Staff vs. Students Excursion			
Date(s) of Excursion	9/1/2025	Excursion destination	Normanhurst Oval Harris Rd, Normanhurst NSW 2076
Departure and arrival times	Depart Centre: 9:00am Arrive at venue : 10:00am Depart venue: 2:00pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by walking Participating in sport, playing on the play equipment	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Walk from Normanhurst OSHC to Normanhurst Oval</p> <p>Normanhurst Public School, Normanhurst 2 Normanhurst Rd, Normanhurst NSW 2076</p> <p>Head north on Normanhurst Rd towards Fraser Rd At the roundabout, take the 1st exit onto Denman Parade Turn right onto Buckingham Ave Turn left onto Milson Pde Turn right onto Bryan Ave Destination will be on the right</p> <p>Normanhurst Oval</p> <p>Travel time 20 mins</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)		
<p>Procedures for:</p> <p>Procedures for:</p> <ul style="list-style-type: none"> - Leaving the centre - Walking to the venue - Entering the venue - Leaving the venue - Walking back to the centre - Returning to the centre <p>Including accounting for children at all times.</p>	<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 venue. - 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 the centre, 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. - At NOOSH a roll call & headcount will be conducted. - 		
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
Walking to Nornanhurst Oval	Proximity to busy roads	Moderate	We are taking children on a route which is further away from busy roads most of the time.	Educators	Travelling to the venue
	Potential for lost children	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	Educators	Travelling to the venue
	Crossing the road	Moderate	Children will be supervised and escorted by staff through using traffic light pedestrian crossing when crossing the road is needed.	All Educators	Travelling to the venue
		Moderate	Children will be instructed to only cross road if supervised by a staff		

			<p>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 usher children to the nearest safe area for headcounts to ensure children are safe.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>Travelling to the venue</p> <p>Travelling to the venue</p> <p>Travelling to the venue</p> <p>Travelling to the venue</p> <p>Travelling to the venue</p>
	<p>Risk of Slipping, tripping and falling over</p> <p>Risk of collision between children</p> <p>Risk of collision with car when doing roll call/headcount</p>	Moderate			
Entering Normanhurst Oval	<p>Trips, slips, falls,</p> <p>Medical emergency,</p> <p>First aid required</p>	Moderate	<p>Maintain children close in groups.</p> <p>Close supervision</p> <p>Educators encourage children to listen and implement appropriate behaviours</p>	<p>All Educators</p> <p>All Children</p>	On the day

Walking around Normanhurst oval	Trips, slips, falls, injuries, illness	Moderate	<p>An educator 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 stairs/steps/travelators</p>	<p>All educators</p> <p>All children, educators</p>	<p>Whilst walking around</p> <p>On the day</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			All educators and children	

	to fire etc. and children not knowing where to go	Moderate	Let the staff know of the best ways to safely evacuate the children		
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	All educators and children	On the day
	First aid required	High	Educators will carry small first aid kits on them	Educators	On the day
	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	Educators	On the day
			Educators will have a walkie talkie to communicate to other staff whilst at the venue		On the day
			Educators will supervise tracks to ensure children do not leave the area	Responsible person on the day	On the day
			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.	The Coordinator & educators	On the day
				All educators	On the day

				All educators	
Participating in sport activities	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly	Educators & Children	On the day
	Handling of equipment	Low	Children are instructed how to handle equipment appropriately and with respect	Educators & Children	
	Playing sports	Moderate	Ensure children are playing sports in a sensible and responsible way.	Educators	On the day
			Ensure that there are no trip hazards and the area is safe to play on.	Educators	
			Ensure that children are playing against children who are not too much bigger than them.	Educators	On the day
Risk of getting hit by ball/bat		Ensure game is modified so that children are not injured.	Educators and children		
			Children being aware of balls coming towards them to avoid being hit, Children being aware of surroundings to avoid hitting others, children to be supervised well to ensure that they are using all equipment sensibly		

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	On the day
	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	On the day
Playing at the playground	Risk of injury	Moderate	Escort children to age appropriate areas of the playground so they are not playing on equipment beyond their ability	Educators	On the day
			Ensure children know how to use equipment properly through explaining how to use unknown equipment to children	Educators	On the day
			Ensure children are being sensible on the equipment and are using it in an appropriate way through careful supervision.	Educators	On the day
			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	Educators	On the day

			Ensure children are able to climb on structures before allowing children on there – educators to be underneath helping any children out who need it, ensuring they don't fall	Educators	On the day
			Enusre equipment is not too hot for the kids to play on before allowing them to play	Educators	On the day
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 calm , 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 Regular head counts and roll calls Educators to walk children in groups at a time and remain near	All educators All children	Whilst using toilets and hand washing areas

	Health & Hygiene		<p>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>Ensure all staff are appropriately supervising children when eating and drinking.</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>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	<p>Sunburn / burns/ infections / illness Sun stroke, dehydration</p>	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 Ensure children have brought their water bottles</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p> <p>Educators</p>	<p>Before leaving the centre & during the excursion</p>
Communicable diseases	Illness, infections, etc	Moderate		Coordinator	Throughout the whole day

			<p>Encourage the parents to not send children who are sick, especially children who are displaying 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>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 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</p> <p>Families and children</p>	
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Plan prepared by	Rachel Warner	Date	18/11/24
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