



## Excursion Risk Management Plan

Excursion details: Ryde Aquatic Centre			
<b>Date(s) of Excursion</b>	20/1/2025	<b>Excursion destination</b>	504 Victoria Road, Ryde NSW 2112
<b>Departure and arrival times</b>	<b>Depart Centre: 9:00am      Arrive at venue : 10:00am      Depart venue: 2:00pm      Arrive back at NOOSH: 3:00pm</b>		
<b>Proposed activities</b>	Travel by hired bus Swimming in the water	Water hazards? <b>Yes/No</b> If yes, detail in risk assessment below.	
<b>Method of transport, including proposed route</b>	Catch a hired bus from NOOSH Centre to Ryde Aquatic Centre Head south on Normanhurst Rd towards Cumberland Hwy/Pennant Hills Rd/A28 Take Pacific Hwy/A1 and A3 to Quarry Rd in Ryde Continue on Quarry Rd to Victoria Rd/A40 Turn right onto Victoria Rd/A40 Continue on Potts St. Drive to Margaret St Disembark from bus and walk to Ryde Aquatic Centre		
<b>Name of excursion co-ordinator</b>	Kerri Wickenden		
<b>Contact number of Excursion Co-ordinator</b>	(BH) (02) 9489 0178	(M) 0437 712 178	
<b>Number of children attending excursion</b>	<b>Intended: 40</b>	<b>Number of educators/parents/volunteers</b>	8

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:5 (1 Extra educator due to children with disability/special needs)</p>
<p>Procedures for:</p> <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator)</li> <li>- 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.</li> <li>- 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.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- 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.</li> <li>- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.</li> <li>- Educators are to ensure that they have knowledge of where the children in their group are at all times.</li> <li>- Prior to exiting the venue another roll call &amp; headcount is conducted.</li> <li>- 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.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- We then walk to NOOSH, where a roll call &amp; headcount is conducted.</li> </ul>

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 Ryde Aquatic Centre	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 the day
		Moderate	If the condition of the bus itself is considered dangerous we will not go ahead with the excursion	First Educator on scene	On the day
		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	On the day

		Moderate	<p>Road accident en route to venue:</p> <p>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.</p>	All Educators	On the day
		Moderate	<p>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 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>	All Educators	On the day
			<p>Mechanical Breakdown Keep children safe by staying on the bus if it is safe to do so. If not move children to a safe</p>		

Disembarking from Bus into carpark areas	Slips, trips, falls, collisions  Child may wander/abscond  Child may be struck by vehicles	Low	location protected from oncoming traffic, sun and heat. Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives.	All Educators	On the day
		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, children	On the day
		Moderate	Educators to communicate with one another and the children	Educators	On the day
		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	On the day
Entering Ryde Aquatic Centre	Trips, slips, falls, Medical emergency, First aid required	Moderate	Maintain children close in groups. Close supervision	All Educators All Children	Whilst entering the Zoo

			Educators encourage children to listen and implement appropriate behaviours			
Walking around the venue of Ryde Aquatic Centre	Trips, slips, falls, injuries, illness	Moderate	An educator to lead each group as per child:educator ratio	All educators All children	Whilst walking around the venue	
	Children may slip on wet floor	Moderate - High	Ensure each member of the group walks, not runs, and stays within sight of an educator.	Educators	On the day	
		Moderate – High	Children are guided in where to walk and are encouraged to look where they are going. Children are instructed to walk carefully in areas where there are water. Closely supervise children to ensure they are not rushing.	Educators	On the day	
		Moderate	Children to wear thongs/crocs when walking to the water due to risk of sharp objects near the water/hot concrete	Educators	On the day	
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	Responsible person on the day	On the day	
	First aid required	High	Educators will carry small first aid kits on them	The Coordinator & educators	On the day	
	Missing child			Educators will conduct regular roll calls and head counts of their	All educators	On the day
						On the day

			<p>individual groups &amp; communicate this to the coordinator</p> <p>Educators to watch exits to ensure children do not attempt to leave</p> <p>Ensure children do not interact with members of the public</p>	<p>All educators</p> <p>All educators</p> <p>All educators</p>	
Participating in water activities	Water Safety	Low	Children to listen to instructions and follow accordingly	Educators & Children	On the day
	Risk of drowning	High	<p>Staff to supervise children in water closely, all children should be able to stand in the water.</p> <p>Children are to signal NOOSH staff if they are having trouble in the water.</p> <p>Staff to closely supervise all children when in/near the water and all children to be within 3 metres of an educator</p>	<p>Educators</p> <p>Children</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p>
	Wave pool	High	Children who are not confident swimmers to move to shallower areas when the wave pool operates	Educators	On the day

	Inflatables	High	Ensure that children are competent swimmers before going on the inflatables Supervise closely while on it	Educators and Ryde staff	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  Health & Hygiene	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 toilet block area until children have finished  Children to always communicate with educators about going to and from the toilets.  Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions	All educators All children	Whilst using toilets and hand washing areas



			and provided to children at times of washing hands.		
Eating & drinking	<p>Allergy &amp; Food intolerances</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	Moderate - High	<p>Ensure educators, children &amp; families are aware of our Food &amp; 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 &amp; educators</p>	Before the excursion, during the excursion & after the excursion
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness</p> <p>Sun stroke, dehydration</p>	Moderate	<p>Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy</p> <p>Ensure families pack hats for their children each day</p>	<p>The Coordinator</p> <p>Educators</p>	Before leaving the centre & during the excursion

			<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>Parents/families Children Volunteers</p> <p>Educators</p>	
Communicable diseases	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	Moderate	<p>Encourage parents to not drop off sick children to NOOSH, especially those currently displaying any symptoms of illness</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>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<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>		
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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:	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

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