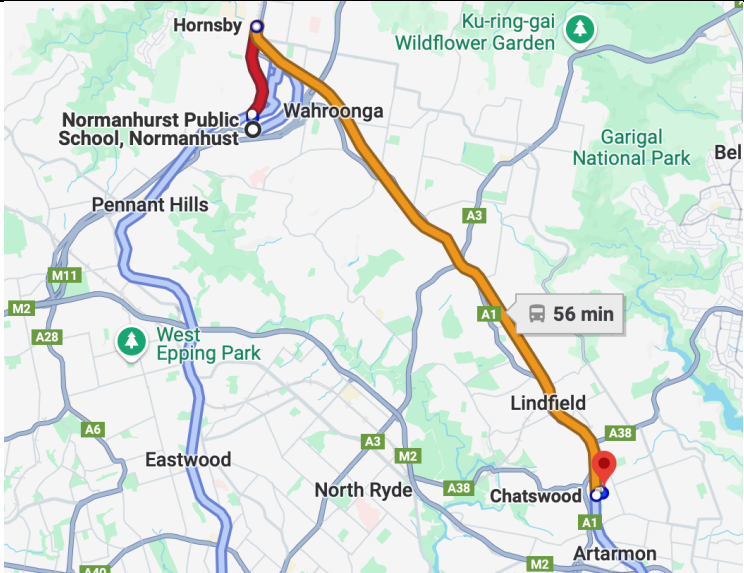


Excursion details: Timezone Chatswood			
Date(s) of Excursion	16/1/2025	Excursion destination	Westfield Chatswood, 1 Anderson St, Shop 605, Level 6 Victoria Ave, Chatswood NSW 2067
Departure and arrival times	Depart Centre: 8:45am Arrive at venue : 10:45am Depart venue: 1:30pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by hired bus Participating in Arcade Games	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 Timezone Chatswood</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 Chatswood Station</p> <p>Walk to Westfield Chatswood (ascend stairs, walk along plaza approx. 100m)</p> <p>Enter Westfield, walk towards Myer, ascend two floors via the escalators. Arrive Timezone</p> <p>Travel time on train approx. 1 hour</p>		
	 <p>The map displays a route starting at Normanhurst Public School, heading north to Hornsby, then south through Wahroonga, Lindfield, and Chatswood. A bus icon indicates a 56-minute segment of the journey. Key locations marked include Pennant Hills, West Epping Park, Eastwood, North Ryde, and Artarmon. Major roads like M11, M2, A28, A6, A3, and A38 are also shown.</p>		

	NSW does not require seat belts on the bus but seatbelts will be used if available on the bus.		
Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	M) 0437 712 178	(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> <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 <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 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	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>to Chatswood Station, walking to Timezone</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 Travelling on train		stop vehicles if necessary. Educators to usher children to the nearest safe area for headcounts to ensure children are safe. Ensure children are sitting in their seats at all times, nobody is to move around the train while the train is in motion		
Entering Timezone	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 Archie Bros
Walking around the venue of Timezone and engaging in the arcade games	Trips, slips, falls, injuries, illness - Children may get hit with a stray basketball/ball/beanbag	Moderate 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 Supervise children carefully while using balls and throwing equipment	All educators All children All educators	Whilst walking around On the day On the day

	Children may trip and fall while running to get to a game	Moderate	Ensure that children do not run	All educators	On the day
	Children may not be using games correctly	Moderate	Ensure that children are being sensible which reduces the risk of injury	All educators	On the day
	Children may not be spatially aware and may injure themselves or another person				
	Risk of needing to evacuate the premises due to fire etc. and children not knowing where to go	Moderate	Let the staff know of the emergency exits in the building so the children can evacuate safely	Responsible person on the day	On the day
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	The Coordinator & educators	On the day
	First aid required	High	Educators will carry small first aid kits on them	All educators	On the day
			Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	All educators	On the day
	Missing child		Educators will have a walkie talkie to communicate to other staff whilst at the venue		On the day

			<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>		On the day
Participating in arcade game activities	<p>Social/emotional well-being</p> <p>Handling of equipment</p>	<p>Low</p> <p>Low</p>	<p>Children to listen to instructions and follow accordingly</p> <p>Children are instructed how to handle equipment appropriately and with respect</p>	<p>Educators & Children</p> <p>Educators & Children</p>	On the day
Walking to playground	<p>Trips, slips, falls, injuries, illness</p> <p>- Risk of collision while walking</p>	<p>Moderate</p> <p>Moderate</p>	<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 tree roots, leaves</p> <p>Supervise children carefully, ensuring that they leave adequate</p>	<p>All educators</p> <p>All children, educators</p> <p>All educators</p>	<p>Whilst walking around</p> <p>On the day</p> <p>On the day</p>

	Children passing one other	Moderate	space between them and other children Children to be aware of their surroundings and to 'give way' to others	All educators	On the day
	Risk of collision with vehicle	High	Supervise children closely to ensure they do not walk onto the road and to ensure they follow road rules	All educators and children	On the day
	Getting hands/feet caught in and under materials	Moderate	Ensure children walk carefully and avoid obstacles	All educators and children	
	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	Educators	On the day
	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		

		High	<p>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>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>
Playing on the playground at Chatswood Park	Risk of injury	Moderate	<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 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</p>	All Educators	On the day

			<p>playing on the equipment the way it was designed to be played with</p> <p>Ensure children do not exit park to nearby roads/carpark areas</p>		
Using the toilets & hand washing	<p>Children using toilets at the venue</p> <p>Missing child</p> <p>Health & Hygiene</p>	<p>Moderate</p> <p>Moderate</p> <p>High</p> <p>Moderate</p>	<p>An Educator is to escort the children to the bathroom</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 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>	<p>All educators</p> <p>All children</p>	<p>Whilst using toilets and hand washing areas</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>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
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness</p> <p>Sun stroke, dehydration</p>	Moderate	Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.	<p>The Coordinator</p> <p>Educators</p>	Before leaving the centre & during the excursion

			<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>Sunscreen will be applied throughout the day</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 keep sick children at home, especially those currently displaying 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>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<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>		
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Plan prepared by	Rachel Warner	Date	18/11/24
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