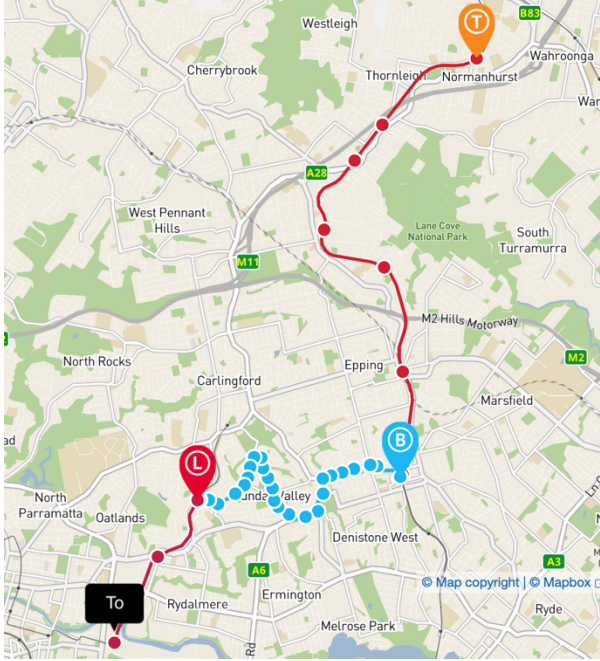


Excursion details: Laser Tag Code Red Excursion			
Date(s) of Excursion	17/7/25	Excursion destination	3/175 James Ruse Dr, Camellia NSW 2142
Departure and arrival times	Depart Centre: 9:30am Arrive at venue : 10.15am Depart venue: 1.45pm Arrive back at NOOSH: 2.20pm		
Proposed activities	Travel by train/light rail Participating in Laser tag	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Catch a train/light rail from NOOSH Centre to Code Red Laser Tag Normanhurst Public School, Normanhurst 2 Normanhurst Rd, Normanhurst NSW 2076 Normanhurst Station, Platform 1 T9 Gordon via Strathfield This is an accessible stop Hornsby to North Shore via City 5 stops arrival time 09:45 arrive Eastwood Station, Platform 2, Eastwood Walk 3min bus mode departure time 10:00 Eastwood Station, West Pde, Stand A Eastwood (Stop ID 212214)		

545

Parramatta

This is an accessible stop

Macquarie Park to Parramatta via Eastwood & Telopea (Operated by Busways R1)

23 stops

arrival time 10:17

arrive Sturt St opp Telopea Light Rail, Telopea

Walk 2min

lightrail mode

departure time 10:20

Telopea Light Rail

Telopea (Stop ID 211752)

L4

Westmead

This is an accessible stop

Carlingford to Westmead

Later departures

2 stops

arrival time 10:25

arrive Rosehill Gardens Light Rail, Camellia

Code Red Laser Tag

James Ruse Dr, Rosehill NSW 2142

Travel time approx. 1 hour

NSW does not require seat belts on the train or light rail

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: 40	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 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 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 train station. Children to wait together in a safe area for the train. - The educator counts the children in their group onto the train. - Educators to conduct a headcount of children on the train. - As we alight from the train a headcount is conducted. The train is checked for any remaining children and items. - 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 train, 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. - The educator counts the children in their group onto the train. - A headcount is conducted before the train departs. - When the train stops to let us off a headcount is conducted. The train is checked for any remaining children and items. <p>We then walk to NOOSH, where a roll call & headcount is conducted.</p> <p>There is no requirement for seatbelts on the train or light rail</p>		

<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/light rail to Rosehill	Walking children to/from train stations	Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups	Educators	On travel & arrival to the venue
		Moderate	Constant head counts, and checking on children Educators to communicate with one another and the children		
	Moderate	Children will be supervised and escorted by staff through using pedestrian crossing when crossing the road is needed.	First Educator on scene		
	Moderate	Children will be instructed to only cross road if supervised by a staff member and to keep away at all other times Educators to lead each group as per child:educator ratio	All Educators All Educators		
	Crossing pedestrian crossings				

	Child may wander/abscond	Moderate	Ensure each member of the group walks, not runs, and stays within sight of an educator	All Educators	
	Risk of trips/falls	Moderate	Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves		
	Slips, trips, falls, collisions	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	All Educators	
	Child may wander/abscond	Moderate	Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. Educators to usher children to the nearest safe area for headcounts to ensure children are safe.	Educators	
		Moderate	Ensure children are sitting in their seats at all times, nobody is to move around the train while the train is in motion	All Educators	
		Moderate		All Educators & Children	
Entering Code Red Laser Tag	Trips, slips, falls, Medical emergency,	Moderate	Maintain children close in groups. Close supervision	All Educators All Children	Whilst entering the venue

	First aid required		Educators encourage children to listen and implement appropriate behaviours		
Walking around Code Red	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 tree roots, leaves</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
		Moderate			On the day

	Getting hands/feet caught in and under materials		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	All educators and children	On the day
	Medical emergencies	High	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions Educators will carry small first aid kits on them	Educators	On the day
	First aid required				
	Missing child	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator Educators will have a walkie talkie to communicate to other staff whilst at the venue	Educators	On the day
		High	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 All educators	On the day
Participating in laser tag	Social/emotional well-being	Low	Children to listen to instructions and follow accordingly	Educators & Children	On the day
	Risk of collision while playing laser tag	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	Educators & Children	
	Risk of injury from running into walls/ other obstacles in laser tag	Moderate	Instruct children to ensure that they are not running so fast that they are unable to stop when they need to	Educators	On the day
	Children passing one other	Moderate	Children to be aware of their surroundings and to 'give way' to others	Educators	On the day
	Getting hands/feet caught in and under materials	Moderate	Ensure children will play safely on the courses and be aware of surroundings	Educators and children	On the day

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	
	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	
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	Moderate	An Educator to check toilet areas for any hazards before children enter	All educators All children	Whilst using toilets and hand washing areas
		Moderate	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		
		High	Children to go in small groups of same gender		
	Missing child	Moderate	Regular head counts and roll calls		

			<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>		
	Health & Hygiene				
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>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>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.</p> <p>Staff to ensure children continue to top up/re-fill their water bottles throughout the day.</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>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</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p>	Before leaving the centre & during the excursion

Illness/Infectious diseases	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	Moderate - High	<p>Encourage parents to not send their children to NOOSH if sick or are 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>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>Director</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day
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Plan prepared by	Kerri Wickenden	Date	19/11/2024
Prepared in consultation with:	Rachel Warner		
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