


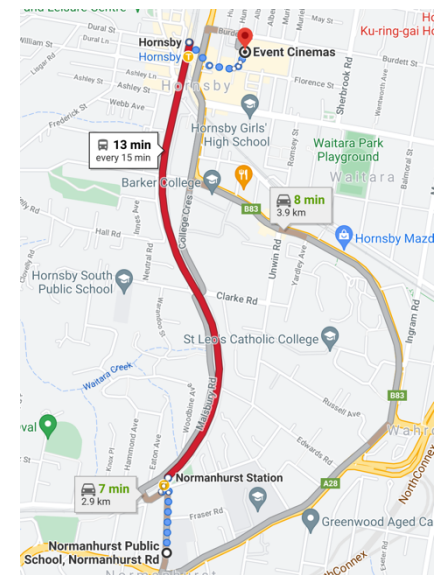


Excursion details: Shopping Excursion Hornsby			
Date(s) of Excursion	22/1/2026	Excursion destination	236 Pacific Hwy, Hornsby NSW 2077
Departure and arrival times	Depart Centre: 9:00am Arrive at venue : 10:00am Depart venue: 2:00pm Arrive back at NOOSH: 3:00pm		
Proposed activities	Travel by train Shopping at Westfield Hornsby	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Walk to Normanhurst Station and catch a train to Hornsby Station. Walk from Hornsby Station to Westfield</p> <p>Normanhurst Public School, Normanhurst Rd Normanhurst NSW 2076</p> <p> Walk About 5 min, 400 m</p> <p>Normanhurst Station  Hornsby 2 min (non-stop) on time · Platform 2 · Stop ID: 2076232</p> <p>Hornsby  Walk About 6 min, 350 m Hornsby Westfield</p> <p>Travel time approx. 30 mins</p>		



Name of excursion co-ordinator	Kerri Wickenden		
Contact number of Excursion Co-ordinator	(BH) (02) 9489 0178	(M) 0437 712 178	
Number of children attending excursion	Intended: 30	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)		
<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 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. 		

	<ul style="list-style-type: none"> - 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. - We then walk to NOOSH, where a roll call & headcount is 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
Travel by walking to the train station from Normanhurst OOSH, travelling on the train to Hornsby Station, walking to Hornsby Westfield	Walking children to/from train stations	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	All Educators All Educators All Educators All Educators & Children	On travel & arrival to the venue
	Crossing pedestrian crossings	Moderate	Children will be supervised and escorted by staff through using pedestrian crossing when crossing the road is needed.	Educators	

	<p>Child may wander/ abscond</p> <p>Risk of trips/falls</p> <p>Risk of collision between children</p> <p>Risk of being hit by a vehicle</p> <p>Travelling on train</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 stop vehicles if necessary. Educators to usher children to the nearest safe area for headcounts to ensure children are safe.</p> <p>Ensure children are sitting in their seats at all times, nobody is to</p>		
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			move around the train while the train is in motion		
Entering Westfield Hornsby	Trips, slips, falls, Medical emergency, First aid required Educators will ensure children will not interact with the general public	Moderate Moderate	Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours Educators will ensure children will not interact with the general public	All Educators All Children Educators	Whilst entering Westfield Hornsby
While shopping	Trips, slips, falls, injuries, illness Risk of needing to evacuate the premises due to fire etc. and children not knowing where to go	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 Educator to ensure they know where the fire exits are	All educators All children All Educators	Whilst walking around On the day On the day

	Medical emergencies		Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions	All educators	On the day
	First aid required	Moderate	Educators will carry small first aid kits on them		On the day
	Missing child	Moderate	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	All educators	
		Moderate	Educators will have a walkie talkie to communicate to other staff whilst at the venue	All Educators	
			Educators will supervise exits to ensure children do not leave the venue		On the day
		High	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.	Educators	On the day
Walking to Waitara Oval	Proximity to busy roads		We are taking children on a route which is further away from busy roads most of the time. Walk children, 2 lines in close groups		

	<p>Potential for lost children</p> <p>Crossing the road</p> <p>Risk of Slipping, tripping and falling over</p> <p>Risk of collision between children</p>		<p>Educators positioned at front, middle and ends of groups</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 traffic light 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>		
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	Risk of being hit by vehicles		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.		
Playing at the playground at Waitara Oval	Risk of injury while playing on equipment	Moderate	Escort children to age appropriate areas of the playground so they are not playing on equipment beyond their ability Ensure children know how to use equipment properly through explaining how to use unknown equipment to children Ensure children are being sensible on the equipment and are using it in an appropriate way through careful supervision. 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		
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds),	Moderate	Follow Emergency Action Plan Seek shade/shelter where appropriate	Educators & Children Venue personnel	Preparation before Excursion & During excursion

	Fire / floods, emergency crisis/situation		Give time for children to be calm, safe and secure		
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 and provided to children at times of washing hands.	All educators All children	Whilst using toilets and hand washing areas
Eating & drinking	Allergy & Food intolerances	Moderate – High	Ensure educators, children & families are aware of our Food & Nutrition Policy	The Coordinator Educators Parents/families Children	Before the excursion, during the excursion & after the excursion

	<p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</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>Volunteers</p> <p>Educators</p> <p>The Coordinator & educators</p>	
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness</p> <p>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>The Coordinator</p> <p>Educators</p>	<p>Before leaving the centre & during the excursion</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>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p>	
Communicable diseases	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	Moderate - High	<p>Encourage parents to not send their child to NOOSH if they are sick or are currently displaying symptoms of sickness</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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Venue personnel</p>	Throughout the whole day

			<p>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>		
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Plan prepared by	Rachel Warner	Date	19/8/25
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