




Excursion Risk Management Plan

Excursion details: GOLDEN RIDGE FARM			
Date(s) of Excursion	MONDAY 4TH JULY 2022	Excursion destination/address:	686 OLD NORTHERN RD DURAL
Departure and arrival times	Depart Centre: 10am Arrival: 11am Departure : 2:30 Arrive back at Centre: 3pm		
Proposed activities	ANIMAL EXPERIENCES – EDUCATIONAL & HANDS ON	Water hazards? Yes If yes, detail in risk assessment below.	
Method of transport, including map of proposed route	Bus		

← from Epping Heights Public School, 128 Kent St, E...
to Golden Ridge Animal Farm, sydney, 686 Old Nor...

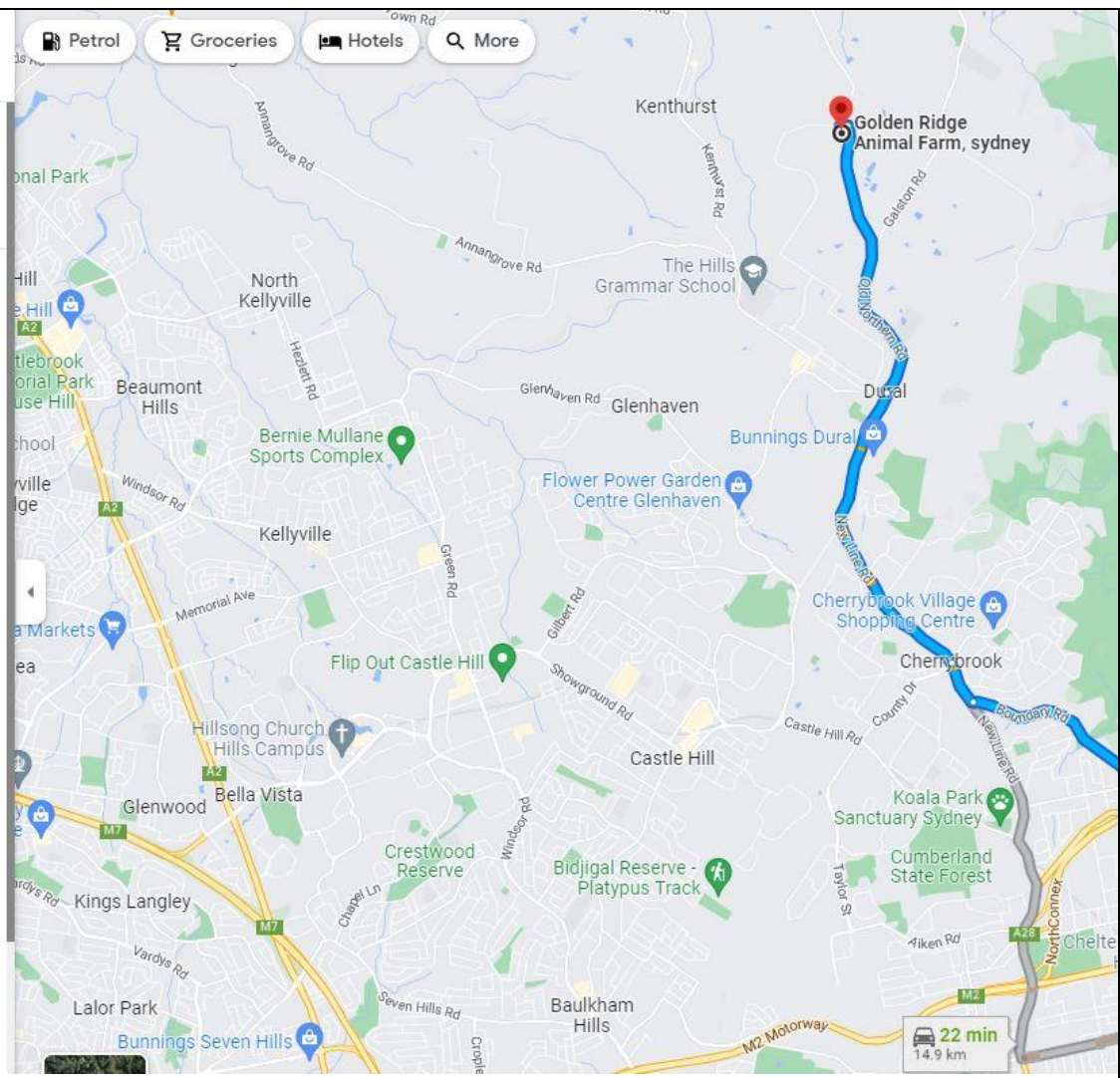
21 min (14.7 km) 
via New Line Rd
Fastest route now due to traffic conditions

Epping Heights Public School
128 Kent St, Epping NSW 2121

- > Follow Wycombe St to Midson Rd
55 s (500 m)
- > Take Beecroft Rd, Boundary Rd, New Line Rd and Old Northern Rd to Wyoming Rd in Dural
20 min (14.1 km)
- ← Turn left onto Wyoming Rd
 Destination will be on the left
9 s (99 m)

Golden Ridge Animal Farm, sydney
686 Old Northern Rd, Dural NSW 2158

These directions are for planning purposes only. You may find that construction projects, traffic, weather or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



- Two educators count the children onto the bus.
- A roll call & headcount is conducted before the bus departs.

- When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items.
- We then walk to the Centre, where a roll call & headcount is conducted.



Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 75	Number of educators/parents/volunteers	7
Educator to child ratio,	1:10 (1 Extra educator if there are children with disability/special needs)		

<p>including whether this excursion warrants a higher ratio? Please provide details.</p>	
<p>Procedures for:</p> <ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - A roll call is conducted prior to the children leaving the EHOSHC building. The responsible person is to ensure they know the number of children who are in our care. - Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished - Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group - Two educators count the children onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to our destination, with the educators working to ensure the children stay within the group at all times. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group. - On arrival at our destination a headcount is conducted. - Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted. - We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe. -

Excursion checklist

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children's medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<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

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required - Children informed to walk calmly and slowly on gravel surfaces at the farm - Farm has uneven ground as well as puddles if wet weather. - Due to regular hosing off of surfaces, much of the ground is often wet. 	All Children	Entering bus/leaving bus & Walking on gravel path at farm and during whole excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate - Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies 	All Children & Educator	While at Excursion

Missing Child/absconding	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups and 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 - Maintain staff to child ratio 1:10 - Ensure children are not near any open gates on the property (especially those near main roads) - Children briefed on safety before departure and on arrival 	All Children	<p style="text-align: center;">Leaving/entering the bus & At the Excursion/transitioning to other areas</p>
Anaphylactic reaction/ allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. - Staff are trained in First aid, anaphylaxis and allergy awareness. - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack - Children will be milking a cow and feeding baby animals, children with dairy allergy will not be allowed to participate in this activity. - The exposure to animal dander as well as dust from site and hay/animal feed etc is high. Children will also be sitting on hay bales. 	Children with Allergies	Throughout the day

Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> - 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. 	All Children	At the Excursion
Stinging or spiked plants	Low	<ul style="list-style-type: none"> - Children instructed not to touch plants, pick leaves, pick up bark or sticks 		
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> - Have sickness bags available on the bus - Ensure children do not eat or drink on the bus - Ensure children are seated down whilst eating or drinking - All staff trained in first aid 	All Children	On the Bus & While eating/drinking
Animal Biting	Low	<ul style="list-style-type: none"> - Children advised not to put their hand through or over the fence unless given permission or while feeding the animals. - Children are instructed on how to feed the animals properly. - Children are monitored while feeding the animals. 	All Children	During animal feeding or while walking past fenced animal enclosures
Insect bite/stings/venomous snakes	Moderate	<ul style="list-style-type: none"> - All staff to be equipped with first aid. - Children instructed and monitored to ensure safe distance from insects - Children instructed not to pick up rocks or stray from paths 	All Children	While waling around farm and visiting insect sites

		<ul style="list-style-type: none"> - Any children allergies not to be in the same area as insects 		
Water risk – Falling in dam or pond	Moderate	<ul style="list-style-type: none"> - Educators to be with children at all times. - All staff trained in first aid - Educators to give Clear safety instructions given before departure and on arrival - Children are not provided access to water-areas. 	All Children	While walking around the farm near bodies of water
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators & Families are aware of our Covid-19 Policy & procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p> <p>Educators & families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related 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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</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 that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves & face masks where necessary</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 are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
--	--	---	--	--

Golden Ridge Animal Farm		General Risk Assessment				
		Extreme	High	Moderate	Low	N/A
		4	3	2	1	0
Hazard	Risk Factor	Precautionary Steps Taken				
Picnic Area	Tripping over	2	<ul style="list-style-type: none"> *Children not to run in picnic area *Teachers Supervise while in this area 			
Baby Animals	Minor scratches	1	<ul style="list-style-type: none"> *Children are seated and taught correct handling of animals. *Farm staff and teacher supervise safe handling *First aid kit located in office 			
Farm Walk	Tripping over	2	<ul style="list-style-type: none"> *Children not to run *Supervised by farm staff and teachers * Children are led around by farm staff at a slow walk and stop at each paddock to talk about the animals 			
Hand Feeding	Bitten by animal	1	<ul style="list-style-type: none"> *Children are shown how to feed and are supervised by farm staff when feeding *Only feed small animals which have no upper teeth so cannot break skin 			
Cow Milking	Being kicked	1	<ul style="list-style-type: none"> *Farm staff supervise each child individually when demonstrating milking *A trained cow is used with leg tie while in milking bail 			
Bottle Feedin	No risk	0				
Lunch Time	Washing Hands	2	<ul style="list-style-type: none"> *Children are taken to wash their hands before lunch *Teachers to supervise children washing hands and eating * Antibacterial soap provided and clean running tap water 			
Outdoor Areas	Sunburn	2	*All children are to bring hats and sunscreen			
children with allergies		2	<p>Farms can contain different allergy triggers</p> <p>parents are to be questioned when notes go home about any allergys the children may have. Teachers are to decide if the child will need to bring medication. And wether full time supervision is required farm staff are to be informed if it is related to a activitey we are providing , eg egg allergy around chickens. Milk around cows.</p>			
Covid Procedures			<p>Hand sanitiser to be used throughout the day when asked</p> <p>hand washing with antibacterial handwash</p> <p>staff will keep 1.5m distanced from students and teachers</p> <p>Minimising the chance that the students and staff mix/ interact with the general public.</p> <p>students will not mix with other scools whilst at the farm</p> <p>Staff are double vaccinated</p>			
			Date 1/1/2022 Alisa Nye			

Plan prepared by: Adam Pearson

Date: 22/6/22

Communicated to: All Staff on the day & Families (via website, and printed in centre)

Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:

Yes

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

Golden Ridge Animal Farm

General Risk Assessment
 Extreme - High - Moderate - Low - N/A
 4 3 2 1 0

Hazard	Risk Factor	Risk Level	Precautionary Steps Taken
Picnic Area	Tripping over	2	*Children not to run in picnic area *Teachers Supervise while in this area
Baby Animals	Minor scratches	1	*Children are seated and taught correct handling of animals. *Farm staff and teacher supervise safe handling *First aid kit located in office
Farm Walk	Tripping over	2	*Children not to run *Supervised by farm staff and teachers * Children are led around by farm staff at a slow walk and stop at each paddock to talk about the animals
Hand Feeding	Bitten by animal	1	*Children are shown how to feed and are supervised by farm staff when feeding *Only feed small animals which have no upper teeth so cannot break skin
Cow Milking	Being kicked	1	*Farm staff supervise each child individually when demonstrating milking *A trained cow is used with leg tie while in milking bail
Bottle Feeding	No risk	0	
Lunch Time	Washing Hands	2	*Children are taken to wash their hands before lunch *Teachers to supervise children washing hands and eating * Antibacterial soap provided and clean running tap water

Outdoor Areas

2

Sunburn

*All children are to bring hats and sunscreen

children with allergies

2 Farms can contain different allergy triggers

parents are to be questioned when notes go home about any allergies the children may have. Teachers are to decide if the child will need to bring medication. And whether full time supervision is required farm staff are to be informed if it is related to an activity we are providing, eg egg allergy around chickens. Milk around cows.

Covid Procedures

Hand sanitiser to be used throughout the day when asked

hand washing with antibacterial handwash

staff will keep 1.5m distanced from students and teachers

Minimising the chance that the students and staff mix/ interact with the general public.

students will not mix with other schools whilst at the farm

Staff are double vaccinated

Date 1/1/2022 Alisa Nye

Certificate of Currency

This document certifies that the policy referred to below is currently intended to remaining force until 4:00pm on the expiry date shown and will remain in force until that date, unless the policy is cancelled, lapsed, varied or otherwise altered in accordance with the relevant policy conditions or the provisions of the 'Insurance Contracts Act 1984'.

Insurer: Certain Underwriters at Lloyd's of London (B087521Y135021, B087521Y135021, B087521Y135021)

Product Issuer: This policy is issued by ATC Insurance Solutions Pty. Ltd. (ACN 121 360 978, AFS Licence No. 305802) acting on behalf of Certain Underwriters at Lloyd's of London.

Insured: Alisa Nye / Golden Ridge Animal Farm

Policy No. ATCSL-113476

Class of Insurance: Combined Liability Insurance

Policy Wording: Combined Liability Policy Wording WRD112 v1.2

Period of Insurance: 31 Oct 2021 to 31 Oct 2022 at 4:00pm

Business Activities: Interactive farm experience including mobile farm, BBQ/Picnic area and DiggerZone.

Address/Situation: 686 Old Northern Road
DURAL NSW 2158

Limit of Liability:

Professional Indemnity	Not Included	each and every occurrence and in the aggregate
Public Liability	\$20,000,000	each and every occurrence
Products Liability	\$20,000,000	each and every occurrence and in the aggregate

Policy Territory: Worldwide excluding USA & Canada

Signature:



Tim Martin

Date: 03 November 2021

IMPORTANT: In arranging this certificate, we are acting under an authority given to us by the insurer named above to issue certificates on their behalf. It does not reflect in detail the policy terms or conditions and merely provides a very brief summary of the insurance that is, to the best of our know knowledge, in existence at the date we have issued this certificate. If you wish to obtain details of the policy terms, conditions, restrictions, exclusions or warranties, you must refer to the policy contract.

DISCLAIMER: In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the 'Insurance Contracts Act 1984'. We accept no responsibility or liability to advise any party who may be relying on this certificate of such an alteration to or cancellation of the policy of insurance.