



Excursion Risk Management Plan

Excursion details: Taronga Zoo			
Date(s) of Excursion:	14th July 2023	Excursion destination/address:	Maximum Skating, 75 Anderson Rd, Smeaton Grange NSW 2567
Departure and arrival times	Depart Centre: 8:30	Arrival: 9:30	Departure : 2 pm Arrive back at Centre: 3:00
Proposed activities	Children learn to roller-skating in an indoor skating rink. Water hazards? No If yes, detail in risk assessment below.		
Method of transport, including map of proposed route	<div> <div>Bus</div> <div> <div> <div>Epping Heights Public School, 128 Kent St</div> <div>Maximum Skating, 75 Anderson Rd</div> <div>Add destination</div> </div> <div> <div>Leave now</div> <div>Options</div> </div> <div> <div>Send directions to your phone</div> </div> <div> <div>via M7</div> <div>Fastest route now due to traffic conditions</div> <div>52 min</div> <div>62.9 km</div> <div>This route has tolls.</div> <div>Details</div> </div> <div> <div>via M7 and Hume Motorway/M31</div> <div>52 min</div> <div>72.5 km</div> </div> <div> <div>via M4 and M7</div> <div>57 min</div> <div>68.9 km</div> </div> </div> </div> <div> </div>		

Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 50	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 if there are children with disability/special needs)		

<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. • 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.
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 	All Children	Entering bus/leaving bus & During 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 & Educators	While at Excursion
Missing Child/absconding	Low	<ul style="list-style-type: none"> Walk children, 2 lines in close groups and educators positioned at front, middle and ends of groups Educators to communicate with one another and the children Maintain staff to child ratio 1:10 	All Children	Leaving/entering the bus & At the Excursion/ transitioning to other areas

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 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

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
Walking near cars	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 	All Children	Entering bus/leaving bus
Strangers	Moderate	<ul style="list-style-type: none"> • Maintain 1:10 child to staff ratio • Safety talk before departure with all children • Children to go to bathroom in groups or pairs 	All Children	At the Excursion
Injuries whilst skating	Moderate	<ul style="list-style-type: none"> • Children to be assisted by educators and staff to ensure skates are on correctly • Rules and behavioural expectations to be discussed prior to getting in the rink • Educators have first aid bags and training 	All Children & Educators	At the Excursion

<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<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>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</p>
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Plan prepared by: Jacquelynne Miller	Date: 24th March 2023
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									
Likelihood	Consequence								
	Insignificant	Minor	Moderate	Major	Catastrophic				
		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		