

## Excursion Risk Management Plan: Maranello's Concord

Excursion details			
Date(s) of excursion	Wed 15 <sup>th</sup> January 2020	Excursion destination:	Maranello's Concord – 80 Majors Bay Road, Concord, NSW, 2137
Departure and arrival times	Leave COOSH approx. 10:00am, Return to COOSH approx. 2:00pm		
Proposed activities	<ul style="list-style-type: none"> <li>- Walk from COOSH to Maranello's Concord</li> <li>- Have lunch at the restaurant</li> <li>- Walk from Maranello's Concord back to COOSH</li> </ul>	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	<ul style="list-style-type: none"> <li>- Walk from COOSH -&gt; Salisbury Street gates of school -&gt; cross Salisbury Street -&gt; turn left and walk down Crane Street -&gt; cross Broughton Street at the set of lights (Broughton Street x Crane Street) -&gt; continue to walk down Crane street -&gt; cross Patterson Street -&gt; walk up Majors Bay Road -&gt; cross Little Cormiston Avenue -&gt; continue walking up Majors Bay Road until we arrive at Maranello's Concord</li> <li>- Walk from Maranello's Concord down Majors Bay Road -&gt; cross Little Cormiston Avenue -&gt; continue walking down Majors Bay Road -&gt; cross Patterson Street -&gt; walk up Crane Street -&gt; cross Broughton Street at the set of lights (Broughton Street x Crane Street) -&gt; continue walking up Crane Street -&gt; turn right and walk up Salisbury Street to Concord Public School</li> <li>- See maps below</li> </ul>		
Name of RPD	TBC	Contact Number of RPD	02 9701 0921
Number of children attending excursion	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed		
Educators on Excursion (Names):	Educator Training:	Educator's Contact Details (to be completed on staff copy of RA only):	Educators to sign once they have read and understood the Risk Management Plan:
* TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC	* * * *	* * * *
Plan Prepared By:	Monique Celler	Date Prepared:	25 <sup>th</sup> November 2019
Additional Venue Information:	Address: 80 Majors Bay Road, Concord, NSW, 2137 Phone: 02 8765 0070		

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**

**Excursion checklist**

<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds	<input type="checkbox"/> Centre phone on divert to RPD mobile
<input type="checkbox"/> Roll of children attending the excursion & contact numbers	<input type="checkbox"/> Excursion T-shirts worn by each child
<input type="checkbox"/> List of Medical information for each child attending excursion	<input type="checkbox"/> Medication and action plans for each child with a medical condition
<input type="checkbox"/> Camera	<input type="checkbox"/> All children checked for food applicable, full water bottle and hat
<input type="checkbox"/> Mobile Phone & Spare battery with cable	<input type="checkbox"/> Permissions Checked
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Venue and Bus confirms
<input type="checkbox"/> Blank incident reports and Medication Form	<input type="checkbox"/> Cones to mark off out of bounds and in bound areas, and hazards
<input type="checkbox"/> Soap Pump for toilets	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Transportation to and from the venue	<ul style="list-style-type: none"> <li>Movement of cars whilst crossing roads and around bus stops – high traffic area</li> </ul>	Extreme	<p>Supervision will be 1 adult to 10 children. Children will walk in pairs on the left-hand side of the footpath.</p> <p>Educators will position themselves at the front, in the middle of and at the end of the line of children whilst walking.</p> <p>Educators will walk on the road side when walking to and from the venue to keep the children safe.</p> <p>Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets.</p> <p>Children will be reminded prior to the excursion to cross roads only when advised by educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators and children</p>	<p>During</p> <p>During</p> <p>During</p> <p>During</p> <p>Prior to excursion and during</p>	Low – Moderate

Restaurant	<ul style="list-style-type: none"> <li>● Tripping while walking along the footpath</li> </ul>	Moderate	Children will be reminded prior to the excursion to take it slowly while walking, to wait for those in front of them and to look at where they are walking.	Educators & Children	Children will be reminded of tripping risks prior to alighting from the bus and Educators will monitor and provide further reminders throughout the excursion	Low
	<ul style="list-style-type: none"> <li>● Other people in the community</li> </ul>	Moderate	Children will be reminded that there will be other members of the community present while on the bus, whilst walking and whilst at the bowling venue. Educators will remind children to be mindful of sharing the space and being respectful of others.	Educators and Children	During	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>● Choking whilst drinking and/or eating</li> <li>● Food Allergies</li> </ul>	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During	Low
		Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware – food will be ordered according to food allergies	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with each child/ educators throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	
Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	Low			
General	<ul style="list-style-type: none"> <li>● Lost Child</li> </ul>	Extreme	All children will wear high-visibility vests whilst on the excursion – each vest has COOSH contact details written on them	Educators and children	Vests to be worn by each child before departing the COOSH building.	Moderate
Educators will conduct several roll calls and headcounts throughout the excursion	Educators	Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular				

	<ul style="list-style-type: none"> <li>• Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.</li> </ul>	Extreme	<p>UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen every 2hrs.</p> <p>Children and staff will be expected to wear hats when walking to and from the bus and whilst on the excursion. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Educators will check that each child has a full water bottle bottles prior to leaving the COOSH room. Children will be given regular drink breaks throughout the day to ensure they remain hydrated.</p> <p>Educators will seek indoor or shaded areas for children during morning tea and lunch breaks.</p>	<p>Educators and children</p> <p>Educators and children</p> <p>Educators &amp; Children</p>	<p>headcounts will also be conducted throughout the day.</p> <p>Educator to check on open-sunscreen every 2hrs.</p> <p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	Low
	<ul style="list-style-type: none"> <li>• Toilet Supervision</li> </ul>	Moderate	<p>Staff will walk groups to and from the bathrooms and inspect the bathrooms prior to each use to ensure safety.</p> <p>Staff will recommend all children use the bathroom prior to beginning bowling games</p>	<p>Educators</p> <p>Educators</p> <p>Educators and children</p>	<p>Before departure and reminders throughout the day.</p> <p>At Morning Tea and Lunch</p> <p>On arrival at the venue and then throughout the day</p>	Low
	<ul style="list-style-type: none"> <li>• Serious injury to a child</li> </ul>	Moderate	<p>Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate</p>	<p>Educators</p>	<p>Upon arrival at the venue, prior to entering the cinema</p>	Low

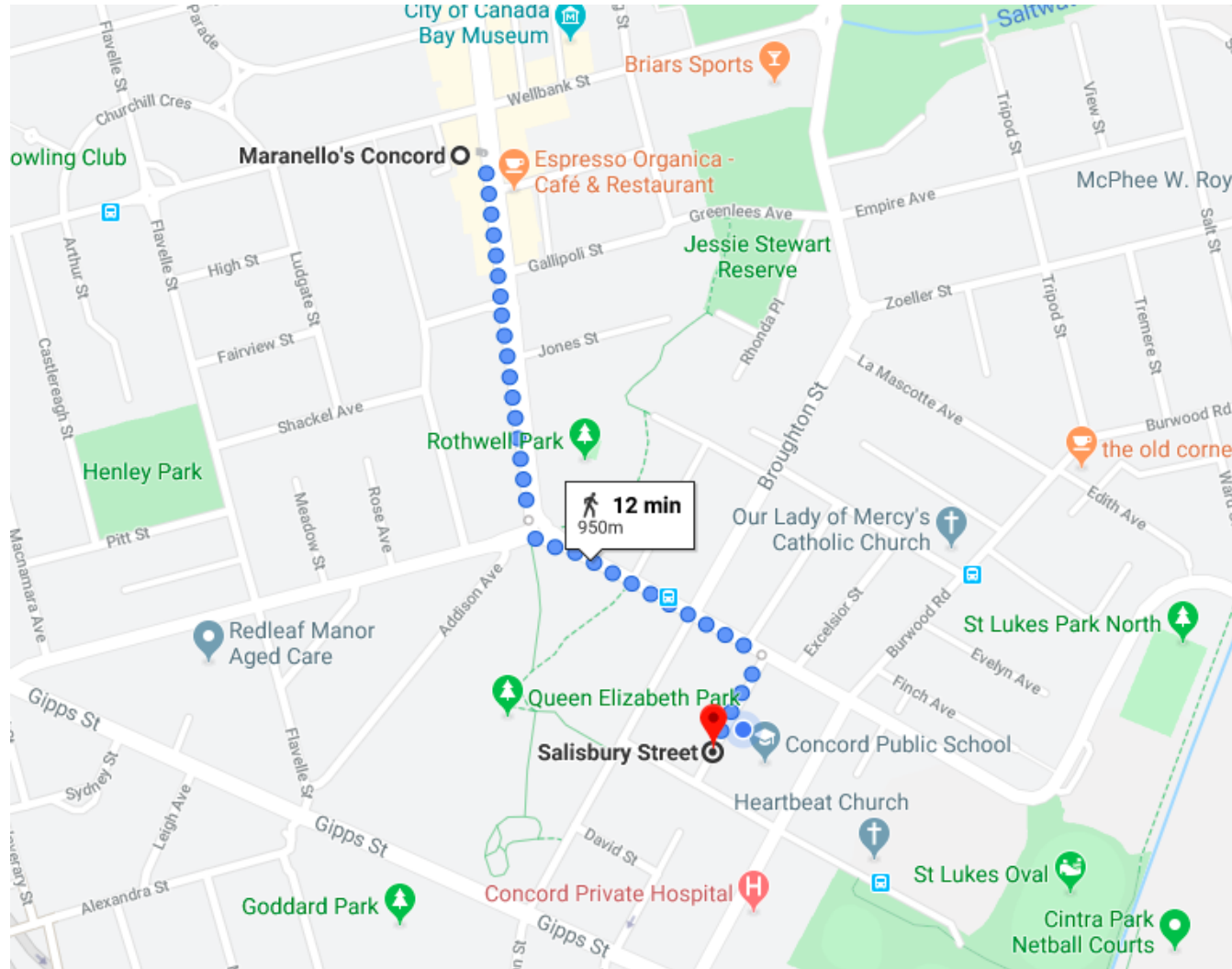
			supervision. Where an ambulance is required, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, children and educators will return to the centre immediately.			
	<ul style="list-style-type: none"> <li>• Serious injury to a staff member</li> </ul>	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, children and educators will return to the centre immediately.	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>• Infection control</li> </ul>	Moderate	Staff will take soap pumps for the toilets and hand sanitiser.	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>• Photographs being taken of the children by bystanders</li> </ul>	Moderate	Where an Educator sees a member of the public taking photographs in the direction of the COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.	Educators	During the excursion	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>• Transportation challenges</li> <li>• Sunburn, sunstroke, dehydration, extreme hot weather</li> <li>• Sharing food with children with allergies</li> <li>• Injury from falling over or tripping</li> </ul>	<ul style="list-style-type: none"> <li>• Development of social skills &amp; expected behaviour when with other people in the community</li> <li>• Development of negotiating skills when deciding where to sit on the bus and in the bowling facility</li> <li>• Development of hand eye co-ordination when bowling</li> </ul>



- Entertainment through interacting with other students and while bowling
- Meeting new people
- FUN!

Map of Planned Route



Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	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