

Tanderra OOSH

Excursion Risk Assessment / Management Plan

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

Tanderra Out Of School Hours	
Excursion details	
Date of excursion	23.01.2023
Venue / Destination	Springwood Gardens Chinese Restaurant
Venue Phone Number	4751 5019
Proposed activities List all activities that will take place during the excursion	Eating Chinese banquet lunch
Pick up location and destination (s) List each location travelled to and from as part of the excursion E.g. the museum, park for lunch and service	Tanderra, 14 Raymond Road, Springwood 5 Raymond Lane, Springwood

<p>any adults with specialised skills are required</p> <p>E.g. for children's individual needs</p>	<p>No staff with specialised skills are required other than those skills relevant to all staff working within the centre at all times</p>
<p>The number of children involved in the excursion.</p>	<p>25</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p>	<p>No</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio</p> <p>Provide details in the risk assessment table below</p>	<p>1:8 max</p> <p>This ratio is sufficient</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for): Responsible Person (RP) will assemble the children at the front gate. RP will perform a Kidsoft roll call, recording the results on the app. RP will open the gate and lead the group out. When the last child has moved through the gate, educator at the rear will shut the gate and ensure all children are in front. Cross the road and proceed on route.</p> <p>On arrival at venue, perform a headcount at the front entrance. Proceed with children into the restaurant and assist children to sit down under direction of proprietor. Before leaving the venue once the meal is over, assemble children at the front door. RP will perform a head count and perform a Kidsoft roll call if the number is different from the number of children who departed from the centre. When all children have been accounted for, RP will lead the group back to the centre on the reverse route from arrival. On arrival at Tanderra, RP will open the gate and count the children into the premises. When the last child has entered the premises and the gate has been closed. RP will perform a KS roll call.</p>	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): n/a</p>	

Excursion checklist – items to be readily available during the excursion

(please tick)

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Centre EpiPen
<input type="checkbox"/> Instant Ice Pack N/A	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone (switched ON)
<input type="checkbox"/> Excursion Folder (including health plans and risk assessments for individual children, Incident/injury/Illness forms	<input type="checkbox"/> Medication and authorisation for medication for children
<input type="checkbox"/> Sunscreen N/A	<input type="checkbox"/> Hand Sanitiser or other hand washing aid N/A – wash hands prior to leaving
<input type="checkbox"/> Means of Payment	<input type="checkbox"/> Sick bag N/A

Excursion Readiness Actions - actions to be completed prior to leaving

(please tick)

<input type="checkbox"/> All children have been made aware of safety plan, precautions, expectations, boundaries and actions to take if lost	<input type="checkbox"/> The excursion been confirmed with the venue including final numbers of children in attendance
<input type="checkbox"/> An authorisation form has been signed for all children attending	<input type="checkbox"/> All children are wearing Tanderra t-shirts, badges or other means of identification N/A
<input type="checkbox"/> All adults attending have read this Excursion Risk Assessment/Management Plan	<input type="checkbox"/> Answering machine message has been changed to include excursion details, approx. return time and emergency contact number
<input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number	<input type="checkbox"/> Roll has been checked and families of children not yet arrived have been contacted
<input type="checkbox"/>	<input type="checkbox"/>

The table below identifies and assesses risks to the safety, health or wellbeing of children attending the excursion, and specifies how these risks will be managed and minimised [regulation 101(1)]. This includes any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking to and from the restaurant	Children running onto the road and being hit by a car	Very High	Educators to keep children close together in group and supervise closely	All educators	During the outing
Walking to and from the restaurant	Children running onto the road and being hit by a car	Very High	RP will not proceed on route until children are calm and paying attention	Responsible Person	Before departing Centre and before departing venue
Walking to and from the restaurant	Children running onto the road and being hit by a car	Very High	RP will walk at front of group and ensure no children go in front. Educator at rear will ensure no children walk behind	Responsible Person Educator at rear	During walk to and from venue
Walking to and from the restaurant	Getting Lost	Medium	Educators to keep children within sight at all times.	All educators	During the outing
Walking to and from the restaurant	Getting Lost	Medium	RP to perform roll call before leaving Centre, to perform headcount on arrival at venue, prior to leaving venue and to perform roll call on arrival back at Centre	Responsible Person	Before moving on to each location

Spending time at restaurant	Getting Lost	Medium	Educators to maintain supervision of children and to keep them within sight at all times except when children use the bathroom	All educators	During the excursion
Walking to and from the venue	Children tripping or stumbling on road or stairs and sustaining injury	Medium	Educators to ensure children walk in a calm and controlled manner. If any child falls, the RP will lead the group of children to a safe location while the other educator attends to child	Responsible Person and other Educators	During the journey
Walking to and from the venue	Children getting injured by glass, sharps, broken tree branch, dangerous animals, insects and other hazards	Medium	RP will check for hazards while walking and decide on appropriate actions needed if encountering an unexpected hazard such as heavy rain, lightning, glass on footpath etc	Responsible Person	During the outing
Walking to and from the restaurant and while in the restaurant	Having a dispute or altercation with a member of the public	Low	Educators will step in to manage/arbitrate any situation arising with a member of the public	All educators	During the outing
Walking to and from the venue and while at the venue	Child suffering from a medical illness or injury due to a medical condition	High	RP will ensure children with medical conditions have their medication in their bags or in the excursion bag carried by staff prior to leaving	Responsible Person	During the outing

Walking to and from the venue and while at the venue	Child suffering from a medical illness or injury due to a medical condition	High	RP will ensure there is a first aid kit in the excursion bag equipped with asthma medication	Responsible Person	During the outing
Walking to and from the venue and while at the venue	Child suffering from a medical illness or injury due to a medical condition	High	RP will ensure there is an Epi-Pen in the excursion bag	Responsible Person	During the outing
Walking to and from the venue and while at the venue	Child suffering from a medical illness or injury due to a medical condition	High	RP will ensure all children's medical needs are accounted for and medication required for any child with a medical condition is taken on excursion in accordance with child's medical management plan	Responsible Person	During the outing
Walking to and from the venue and while at the venue	Child suffering from a medical illness or injury due to a medical condition	High	RP will ensure access to each child's medical management plan for all children present with medical conditions (via access to Kidsoft portal)	Responsible Person	During the outing
Eating meal	Child choking or suffering medical event such an anaphylaxis or allergy response	High	RP will ensure awareness of all children's medical conditions who are attending excursion	Responsible Person	While eating
Eating meal	Child choking or suffering medical event such an anaphylaxis or allergy response	High	Dishes served and list of likely allergens will be made available on Tanderra's website and to families via the Kidsoft	Nominated Supervisor	Prior to excursion

			parent portal prior to the excursion		
Eating meal	Child choking or suffering medical event such as anaphylaxis or allergy response	High	Educators will supervise children at all times while eating to ensure children sit while eating and be ready to perform first aid if required	All educators	While eating
Attending restaurant	Children coming into contact with covid positive individual	High	Venue has covid business plan available to view on request		
Attending restaurant	Children coming into contact with covid positive individual	High	Children will be supervised to sit within centre group and will be guided to wash hands prior to eating	All educators	During excursion
Attending restaurant	Children coming into contact with covid positive individual	High	Children will be guided to wash/sanitise hands on arrival back at the centre at the conclusion of the excursion	Responsible Person	During excursion
Attending restaurant	Children coming into contact with covid positive individual	High	Educators will ensure Tanderra's covid safety business plan is followed (see tanderra.org.au > More > Covid Management)	All educators	During excursion

Plan and Review		
Plan prepared by:	Full name: Suzanne Allnutt Signature: Role/Position: Nominated Supervisor	Date: 20.01.2023
Prepared in consultation with:	Full name: Simone Knox Signature: Role/Position: Childcare Assistant	
Communicated to all relevant staff:	Yes / No Comment if needed:	
Vehicle safety information reviewed and attached:	n/a	
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> '*, a risk assessment must be undertaken <i>at least</i> annually.	Date: Next occasion of excursion	

Staff/Students/Volunteers please sign below to indicate that you have read and understood this Risk Assessment / Management Plan	
Name	Signature