

## 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	
<b>Date of excursion</b>	01.07.2024
<b>Venue / Destination</b>	Ori Café, Oriental hotel, Macquarie Road, Springwood
<b>Venue Phone Number</b>	n/a
<b>Proposed activities</b> List all activities that will take place during the excursion	Year 6 afternoon tea – Ordering food and drink and eating it in the cafe
<b>Pick up location and destination (s)</b> List each location travelled to and from as part of the excursion	Tanderra, 14 Raymond Road, Springwood Ori Café, Oriental Hotel, Macquarie Road, Springwood

<b>Estimated departure and arrival times and duration of the excursion</b> E.g. from the service to each destination and returning to the service	Depart Tanderra: 4:00am Arrive Ori Cafe: 4:05pm Depart Ori Cafe: 5:25pm Arrive Tanderra: 5:30pm    Duration in total: 1.5 hours	
<b>Educator on outing</b>	Suzanne Allnutt	
<b>Proposed route</b> You can include an image of the route sourced online	Cross Springwood Avenue outside Tanderra, walk to the corner of Raymond Road and cross at the traffic island at the roundabout, walk up Raymond Rd towards the shops, turn right on Macquarie Road, cross at the pedestrian crossing, walk to Ori Café.  Returning: Exit the café, turn left on Macquarie Road, cross at the pedestrian crossing, walk left down Raymond Road, cross at the pedestrian island, cross Springwood avenue, arrive at Tanderra	
<b>Means of transport</b>	Walking	
<b>Name of Bus Company (if using chartered bus)</b>	n/a	Phone Number: n/a
<b>Requirements for seatbelts or safety restraints in your state or territory have been met</b>	n/a	
<b>Number and full names of each adult involved in the excursion</b> E.g. service staff, family members, volunteers	Suzanne Allnutt	
<b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required</b>	1	

E.g. for children's individual needs	
<b>The number of children involved in the excursion.</b>	6
<b>Any water hazards during the excursion, including any risks associated with water-based activities?</b>  If yes, detail in the risk assessment table below	No
<b>Educator to child ratio, including whether this excursion warrants a higher ratio</b>  Provide details in the risk assessment table below	1:6  This ratio is sufficient
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): Assemble the children at the front gate. Ensure you have a list of children you will be responsible for. Educator opens the gate and leads the group out. When the last child has moved through the gate, ensure the gate is shut. Cross the road and proceed on journey.  On arrival at the venue, perform a headcount. Proceed with children into the venue. Before departing the venue perform headcount. Proceed from front entrance with group, perform headcounts at every crossing. On arrival at Tanderra, educator will open the gate and count the children into the premises.	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): n/a	

Excursion checklist – items to be readily available during the excursion (please tick)	
<input type="checkbox"/> Small First aid kit	<input type="checkbox"/> Centre EpiPen <b>N/A – check that children have their own medication if appl</b>
<input type="checkbox"/> Instant Ice Pack	<input type="checkbox"/> List of adults involved in the excursion <b>N/A</b>
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult <b>N/A</b>
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone (switched ON) - includes access for children’s Medical Management Plans, risk assessments, emergency contact details
<input type="checkbox"/> Hand Sanitiser or other hand washing aid <b>N/A (wash hands prior to leaving)</b>	<input type="checkbox"/> Medication and authorisation for medication for children <b>N/A</b>
<input type="checkbox"/> Means of Payment	<input type="checkbox"/> Sunscreen and vomit bag <b>N/A</b>


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 <b>N/A</b>
<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 <b>N/A</b>
<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 <b>N/A</b>
<input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number <b>N/A</b>	<input type="checkbox"/> Roll has been checked and families of children not yet arrived have been contacted

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 café	Children running onto the road and being hit by a car	High	<ul style="list-style-type: none"> <li>Educator will keep children close together in group and supervise closely</li> </ul>	Educator	Throughout the outing
Walking to and from the café and while in the café	Getting Lost	Low	<ul style="list-style-type: none"> <li>Educator will keep children within sight at all times.</li> <li>Educator will undertake headcount at regular intervals</li> </ul>	Educator	Throughout the outing
Walking to and from the café and while in the café	Having a dispute or altercation with a member of the public	Low	<ul style="list-style-type: none"> <li>Educator will keep all children within their sights at all times</li> <li>Educator will step in to manage/arbitrate any situation arising with a member of the public</li> </ul>	Educator	Throughout the outing
Walking to and from the café and while in the café	Children getting injured by glass, sharps, broken tree branch, dangerous animals, insects and other hazards	High	<ul style="list-style-type: none"> <li>Educator 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</li> </ul>	Educator	Throughout the outing
Walking to and from the café and while in the café	Child sustaining injury while walking	Medium	<ul style="list-style-type: none"> <li>Educator will keep the group together while attending to the injured child</li> <li>If necessary, call another educator at the service to provide additional support</li> </ul>	Educator	Throughout the outing

Walking to and from the café and while in the café	Children suffering a medical illness or injury due to a medical condition	High	<ul style="list-style-type: none"> <li>• Children with medical conditions will have their medication on their person or in the first aid kit</li> <li>• Educator will have a first aid kit equipped with asthma medication</li> <li>• Educator will have a copy of the medical management plans for all children present with medical conditions</li> <li>• Educator will ensure children don't consume a food they have a known life-threatening allergic reaction to</li> </ul>	Educator	Throughout the outing
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Plan and Review	
Plan prepared by:	Full name: Suzanne Allnutt Signature:  Role/Position: Nominated Supervisor
	Date: 01.07.2024
Names of staff consulted:	Simone Knox, Pheobe Knox, Sharon Fairbairn, Dallas Bigelow, Callum Nichols, Molly Boys, Lily Reynolds, Lilli Wheeler
Communicated to all relevant staff:	Yes Comment if needed: Posted onto staff FB group, signed by each staff member attending
Vehicle safety information reviewed and attached:	n/a
Risk assessment to be evaluated and reviewed on: <small>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 'regular outing', a risk assessment must be undertaken at least annually.</small>	Date: Next occasion of same excursion

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

Name	Signature
Suzanne Allnutt	