

Tanderra OOSH

Excursion Risk Assessment

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 | |
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| Excursion details | |
| Date of excursion | 22.04.2024 |
| Venue / Destination | Springwood Library, 104 Macquarie Road, Springwood 2777 |
| Venue Phone Number | 4780 5040 |
| Proposed activities List all activities that will take place during the excursion | Participate in storytime |
| Pick up location and destination (s) List each location travelled to and from as part of the excursion | Tanderra, 14 Raymond Road, Springwood Springwood Library, 104 Macquarie Road, Springwood |

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| <p>Estimated departure and arrival times and duration of the excursion</p> <p>E.g. from the service to each destination and returning to the service</p> | <p>Depart Tanderra: 10:50am Arrive Springwood Library: 10:55am</p> <p>Depart Springwood Library: 11:30am Return Tanderra: 11:35am</p> <p>Duration in total: 45 mins</p> | |
| <p>Responsible Person on excursion</p> | <p>Simone Knox</p> | |
| <p>Proposed route</p> <p>You can include an image of the route sourced online</p> | <p>Cross Springwood Avenue, walk alongside the lower carpark and go up the steps. At the top of the steps, cross the carpark road in the upper carpark and go up the stairs to the Hub. Turn right towards the library and wait in the foyer for a library representative.</p> <p>Returning: reverse the instructions for commencing the journey. Arrive at Tanderra. Enter the premises performing a headcount through the gate.</p> <p>Roll call should be performed once inside the service for the children who attended the group excursion.</p> | |
| <p>Means of transport</p> | <p>Walking</p> | |
| <p>Name of Bus Company (if using chartered bus)</p> | <p>N/A</p> | <p>Phone Number: N/A</p> |
| <p>Requirements for seatbelts or safety restraints in your state or territory have been met</p> | <p>N/A</p> | |
| <p>Number and full names of each adult involved in the excursion</p> <p>E.g. service staff, family members, volunteers</p> | <p>Simone Knox, Molly Boys</p> | |
| <p>The number of educators / responsible adults, appropriate to provide supervision, and whether</p> | <p>TBA</p> <p>No additional staff are needed</p> | |

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| <p>any adults with specialised skills are required</p> | |
| <p>The number of children involved in the excursion.</p> | <p>TBA</p> |
| <p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below</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>1:12</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): Assemble the children at the side gate. Ensure you have a list of children attending who you will be responsible for. Lead 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.</p> <p>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. On arrival at Tanderra’s side gate, lead educator will open the gate and count the children into the premises. Perform a roll call once all children who attended are back inside the centre.</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) | |
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| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Centre EpiPen N/A – check that children have their own medication if applicable |
| <input type="checkbox"/> List of children involved in the excursion – via Kidsoft | <input type="checkbox"/> List of adults involved in the excursion |
| <input type="checkbox"/> Contact information for each child – via Kidsoft | <input type="checkbox"/> Medical information for each adult – if applicable |
| <input type="checkbox"/> Mobile phone (switched ON) | <input type="checkbox"/> Means of Payment N/A |
| <input type="checkbox"/> Access to Kidsoft via mobile device (can access children’s Medical Management Plans, risk assessment, contact details for children) | <input type="checkbox"/> Medication and authorisation for medication for children – if applicable |
| <input type="checkbox"/> Sunscreen N/A | <input type="checkbox"/> Hand Sanitiser or other hand washing aid N/A |
| <input type="checkbox"/> Sick bag N/A | |

| Excursion Readiness Actions - actions to be completed prior to leaving (please tick) | |
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| <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 has 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 N/A -other staff at centre |
| <input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number N/A | <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 venue | Children running onto the road and being hit by a car | Very High | <ul style="list-style-type: none"> Keep children close together in group Supervise closely Keep children behind lead educator and in front of the educator at the rear (if there is one) | All educators | During the outing |
| Walking to and from the venue and while away | Getting Lost | Low | <ul style="list-style-type: none"> Keep children within sight at all times. Lead educator will do headcount on arrival at venue and prior to departure Lead educator will carry a list of children present to refer to which they will use to verify that all children are present at regular intervals (paper or portal via mobile phone) | All educators | During the outing |
| Walking to and from the venue and while away | Having a dispute or altercation with a member of the public | Low | <ul style="list-style-type: none"> Supervise children at all times Intervene in any situation arising with a member of the public | All educators | During the outing |
| Walking to and from the venue and while away | Children getting injured by glass, sharps, broken tree branch, dangerous | High | <ul style="list-style-type: none"> Check for hazards while walking and decide on appropriate actions needed if | Lead educator | During the outing |

Plan and Review

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| Plan prepared by: | Full name: Suzanne Allnutt Signature:  Role/Position: Nominated Supervisor | Date: 18.04.2024 |
| Names of staff consulted: | Simone Knox, Brodie Santas, 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 <i>at least</i> 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 |
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