

## 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>	24.09.2023
<b>Venue / Destination</b>	Bush walk from Raymond Road to Fairy Dell, Springwood
<b>Venue Phone Number</b>	n/a
<b>Proposed activities</b> List all activities that will take place during the excursion	Bush walking
<b>Pick up location and destination (s)</b> List each location travelled to and from as part of the excursion e.g. the museum, park for lunch and service	Pick up: Tanderra, 14 Raymond Road, Springwood Destination: Lawson's Look Out and Fairy Dell Bush walk, returning to pick up address Departing venue and returning to Tanderra.

<p><b>Estimated departure and arrival times and duration of the excursion</b></p> <p>e.g. from the service to each destination and returning to the service</p>	<p>Depart Tanderra in groups of max 8 per adult from 11:00am</p> <p>Duration in total, each group: 45 minutes – 1 hour</p> <p>Last group return to Tanderra by 3:00pm</p>	
<p><b>Responsible Person on Excursion</b></p>	<p>Suzanne Allnutt</p>	
<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online</p>	<p>See map at end of risk assessment</p>	
<p><b>Means of transport</b></p> <p>e.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>Walking</p>	
<p><b>Name of Bus Company (if using chartered bus)</b></p>	<p>n/a</p>	
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met</b></p>	<p>n/a</p>	
<p><b>Number and full names of each adult involved in the excursion</b> E.g. service staff, family members, volunteers</p>	<p>Suzanne Allnutt</p> <p>Thomas Kirkpatrick</p>	
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required</b></p> <p>E.g. for children’s individual needs</p>	<p>1:8 is sufficient. Groups will go 2 at a time, so the maximum children on any 1 walk will be 16. This meets the need to be able to manage a small group in a more personalised way for each group member.</p>	
<p><b>The number of children involved in the excursion</b></p>	<p>30</p>	

<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below</p>	<p>Yes, the creek sometimes has a small amount of water</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio</b></p> <p>Provide details in the risk assessment table below</p>	<p>1:8</p> <p>The staff : child ratio is adequate</p>
<p><b>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):</b> <b>Leaving Tanderra:</b> Children will be gathered in the back room and will be instructed to go to the toilet, get hats, drink bottles etc. Children will be led in groups of max 8 per educator to the front gate. The lead educator will have a list of children attending and will perform a roll call and head count at the gate before leaving. The lead educator will open the gate and lead the children out and down the road towards the bush walk site. The other educator will walk at the rear of the group and close the gate behind them.</p> <p><b>Leaving Fairy Dell Picnic site:</b> Children will be gathered with any belongings when it's time to leave. The lead educator will do a roll call and head count and will lead the group back to Tanderra by walking up Springwood Avenue, crossing Raymond Road to the centre. The other educator will walk at the rear of the group.</p>	
<p><b>Describe the procedures for arriving at the destination, including how each child is accounted for:</b> The lead educator will perform a headcount each 10 minutes throughout the bush walk. At each stop (rest stops, sightseeing, collecting resources, getting ready to depart Fairy dell picnic grounds) the educator will perform a face-to-name check as well as a head count.</p> <p><b>On arrival at Tanderra:</b> The lead educator will open the gate and head count the children into the premises and will be the last person to enter the premises, accounting for all children and ensuring no one is left behind. Once all children have arrived at the centre, the Responsible Person will undertake a roll call and account for every children in attendance.</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	<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 medical management plans, risk assessments, Incident/injury/Illness forms)	<input type="checkbox"/> Medication and authorisation for medication for children
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Hand Sanitiser or other hand washing aid <b>N/A</b>
<input type="checkbox"/> Means of Payment <b>N/A</b>	<input type="checkbox"/> Sick 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
<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 <b>N/A</b>
<input type="checkbox"/>	<input type="checkbox"/>

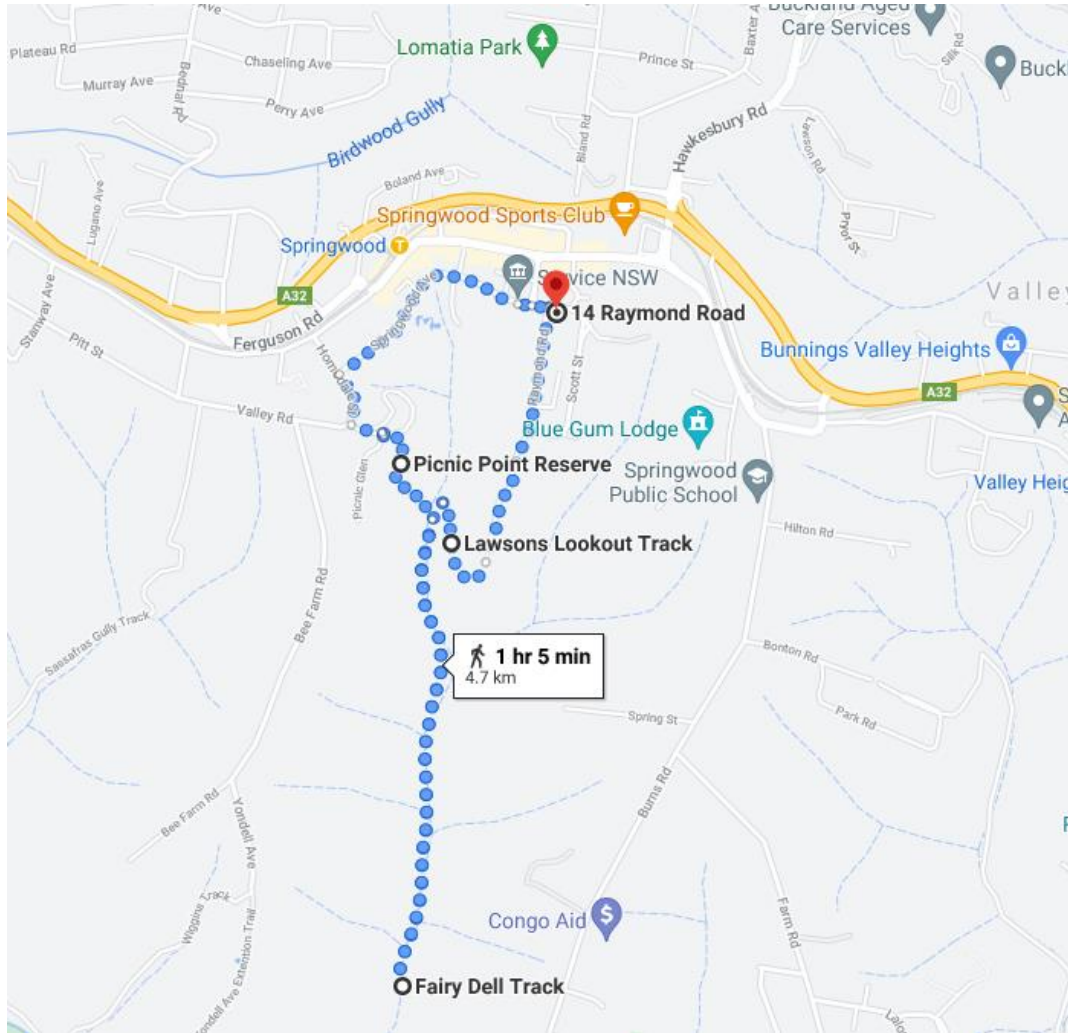
The table below identifies and assesses risks to the safety, health or wellbeing of children attending the excursion, and specifies how these risks will be managed and minimised [regulation 101(1)]. This includes any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking down the street	Being hit by a car	Very High	<ul style="list-style-type: none"> <li>Children guided to walk on the footpath and at the side of the road when no footpath is available</li> <li>Educators will position themselves at the front and the rear of the group. Any additional educators will space themselves amongst the remaining group</li> </ul>	Lead educator  All educators	During walk
Walking in the bush	Injury from trip hazards (uneven ground, rocks, sticks etc)	High	<ul style="list-style-type: none"> <li>Advise children to take care and watch their step, to stay behind the educator at all times, to listen for and follow instructions</li> <li>The lead educator will keep a steady pace and ensure children don't rush, especially while on steep or uneven ground</li> </ul>	Lead educator	During walk
Stopping at Lawson's Lookout	Falling down the cliff at Lawson's Look Out	Very High	<ul style="list-style-type: none"> <li>Educators will keep the children close together and no closer than 5 metres from the cliff edge.</li> </ul>	Lead educators	During walk

			<ul style="list-style-type: none"> <li>Time spent at Lawson's Look Out will be limited to 2-3 minutes maximum to avoid children getting restless</li> </ul>		
Walking in the bush	Falling steep embankments at certain areas of the walk	Very High	<ul style="list-style-type: none"> <li>Guide children to walk slowly, carefully and to concentrate at or near steep inclines and declines</li> <li>Educator to slow the group down and wait until the last child has cleared the risky area before moving on</li> </ul>	Lead educators All educators	During walk
Walking in the bush	Getting bitten by a snake	Low	<ul style="list-style-type: none"> <li>Guide children to stay on the footpath during the warm months. If going off the footpath during the cooler months, ensure the ground cover is sparse.</li> </ul>	Lead educators All educators	Prior to leaving During walk
Walking in the bush	Foot injury due to rock, sticks, insects or snake bite	Low	<ul style="list-style-type: none"> <li>Children must wear enclosed, sturdy footwear</li> </ul>	Lead educators All educators	Prior to leaving During walk
Walking in the bush	Tick bite	Low	<ul style="list-style-type: none"> <li>Children will be directed to avoid long grass and shrubs and stay on the footpath</li> <li>Educator will take Epi-Pen in case of anaphylactic reaction to any insect bite</li> </ul>	Lead educators All educators	Prior to leaving During walk
Walking in the bush	Getting lost	Low	<ul style="list-style-type: none"> <li>Children to stay in together as a group</li> <li>Educator will always be in front and one at rear if more</li> </ul>	Lead educators All educators	Prior to leaving During walk

			than 8 children are in the group. If one educator only, that educator must be at the front and perform regular head counts		
Walking in the bush	Slipping on wet or mossy rocks at creek or creek edge	Medium	<ul style="list-style-type: none"> <li>Children will be cautioned to tread carefully on rocks by creek</li> </ul>	Lead educators All educators	During walk
Walking in the bush	Drowning in creek	High	<ul style="list-style-type: none"> <li>Children will not be permitted to go closer than 5m to edge of creek if the water is deeper than 30cm</li> </ul>	Lead educators All educators	During walk
Walking in the bush	Getting lost	Medium	<ul style="list-style-type: none"> <li>Each group must have access to a mobile phone</li> </ul>	Responsible Person	Prior to leaving

Plan and Review	
Plan prepared by:	Full name: Suzanne Allnutt Signature: Role/Position: Nominated Supervisor
	Date: 26.09.2023
Prepared in consultation with:	Full name: Simone Knox Signature: Role/Position: Child Care Educator
Communicated to all relevant staff:	Yes. Comment if needed: Posted onto staff Facebook group, read and signed by each attending educator
Vehicle safety information reviewed and attached:	n/a
Risk assessment to be evaluated and reviewed on:	Date: Next occasion of excursion



Map showing the recommended route to be taken to and from the park.



This route may be changed subject to unforeseen events such as a traffic incident or similar

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