

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	
Excursion details	
Date of excursion	26.09.2023
Venue / Destination	Featherdale Wildlife Park
Venue Phone Number	9622 1644
Proposed activities List all activities that will take place during the excursion	Visiting the park, viewing the animals on display, interacting with animals where possible, eating lunch, purchasing snacks or souvenirs
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	Pick up: Tanderra, 14 Raymond Road, Springwood Destination: 217 Kildare Rd, Doonside NSW 2767 Departing venue and returning directly to Tanderra

Estimated departure and arrival times and duration of the excursion E.g. from the service to each destination and returning to the service	Depart Tanderra: 10:00am Arrive Featherdale: 11:00am Depart Don Bosco's: 2:00pm Arrive Springwood: 3.00pm Duration in total: Approx 5 hrs										
Responsible Person on Excursion	Suzanne Allnutt										
Proposed route	See attachment										
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	Chartered Bus										
Name of Bus Company (if using chartered bus)	Compass Tours info@compasstours.com.au	Phone Number: 9623 6111									
Requirements for seatbelts or safety restraints in your state or territory have been met	Yes Comment: Seatbelts are not required in NSW buses, however we have booked a bus with seat belts										
Number and full names of each adult involved in the excursion E.g. service staff, family members, volunteers	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Simone Knox</td> <td style="width: 33%;">Erin Willson</td> <td style="width: 33%;">Callum Nichols (volunteer)</td> </tr> <tr> <td>Suzanne Allnutt</td> <td>Brodie Santas</td> <td></td> </tr> <tr> <td>Dallas Bigelow</td> <td>Zoe Azzopardi (care support)</td> <td></td> </tr> </table>		Simone Knox	Erin Willson	Callum Nichols (volunteer)	Suzanne Allnutt	Brodie Santas		Dallas Bigelow	Zoe Azzopardi (care support)	
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The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required	5 educators will be in attendance. The ratio is sufficient. Each group of 8 children maximum will be allocated to an educator. There will be an additional carer attending to provide care support for 2 children with additional needs. There will be 1 volunteer attending. The supervision is adequate for the children, their skills and abilities. No additional adults with specialised skills are needed. There is an adult present in each group of children who knows the children.										

The number of children involved in the excursion.	30
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below	No
Educator to child ratio, including whether this excursion warrants a higher ratio Provide details in the risk assessment table below	1:8 The staff : child ratio is adequate
<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): Leaving Tanderra: Children will assemble at the front or side gate ready to leave. The Responsible Person will (or will delegate another educator to) lead the group in single file out of the gate and onto the bus. The RP (or educator) will count the children as they embark. Other educators will get onto the bus dispersed evenly amongst the group. The Responsible Person will be last onto the bus, ensuring that all children are on the bus and no child remains on the footpath or in Tanderra premises. The RP will mark the roll.</p> <p>Leaving Featherdale: Children will depart Featherdale after visiting the souvenir shop with their lead educator who will escort them safely to the bus and headcount them as they embark. Once all groups are on the bus, the RP will count all children and mark the roll, thereby ensuring all children are accounted for and no one is left at the park.</p>	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): On arrival at the destination: The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or educator) will stand up and lead the children off the bus, lead the group away from the bus to a safe place to wait for the group to assemble. The last educator off the bus will ensure no child remains on the bus. The Responsible Person will count the children into the venue, ensuring that the correct number of children have exited the bus and entered the premises and will mark the roll.</p> <p>On arrival at Tanderra: The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or educator) will stand up and lead the children off the bus, lead the group away from the bus and into the front gate or side gate and headcount the children into the front door. The last educator off the bus will ensure no child remains on the bus. The Responsible Person will mark the roll to ensure that all children have entered the premises.</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 (if applicable)
<input type="checkbox"/> Contact information for each child (including Med Management plans, risk min plans for individual children)	<input type="checkbox"/> Mobile phone (switched ON)
<input type="checkbox"/> Excursion Folder (including Incident/injury/Illness/trauma forms	<input type="checkbox"/> Medication and authorisation for medication for children including children’s own medication in their bag (asthma puffers and epipens)
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Hand Sanitiser or other hand washing aid (if no facilities avail at venue)
<input type="checkbox"/> Means of Payment	<input type="checkbox"/> Sick bag

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
<input type="checkbox"/> All adults attending have read this Excursion Risk Assessment	<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

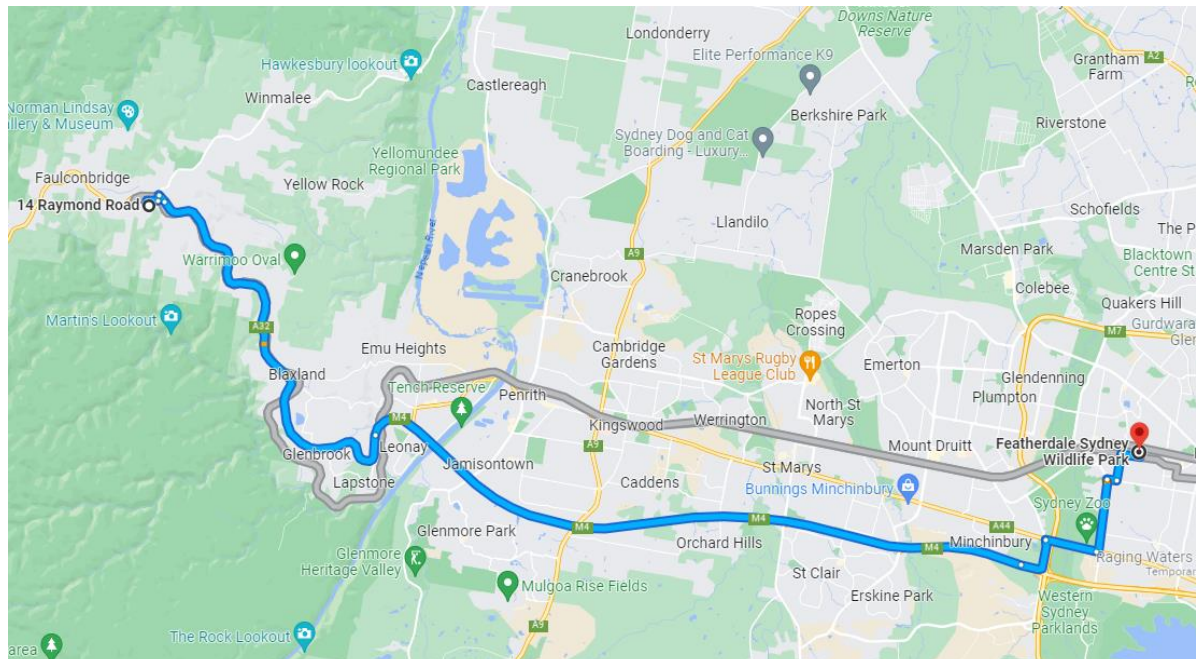
The table below identifies and assesses risks to the safety, health or wellbeing of children attending the excursion, and specifies how these risks will be managed and minimised [regulation 101(1)]. This includes any risks associated with water-based activities. Note: RP = Responsible Person in charge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

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Bus Travel	Injury due to sudden stop	High	<ul style="list-style-type: none"> Children reminded to stay seated during journey 	RP All staff	During safety talk During transit
Visiting the park	Getting lost	Low	<ul style="list-style-type: none"> Children will be informed of rules and ways to stay safe during safety talk. They will be advised what to do in the event of losing their group Each educator will perform headcounts at regular intervals, no less frequently than every 15 minutes. Roll calls will be called at lunch time and prior to leaving Individual staff may be allocated to watch children who may be particularly vulnerable to wandering away 	RP Each group leader RP	During safety talk During visit Prior to leaving
Visiting the park	Altercation with member of the public	low	<ul style="list-style-type: none"> Children reminded of behaviour needed in public and to seek staff support if needed. Staff to supervise children and spread out 	RP All staff	During safety talk During visit
Visiting the park	Injury due to unsafe behaviour such as leaning over and falling into a display area	Medium	<ul style="list-style-type: none"> Children advised to respect all boundaries and fences and to interact gently and calmly with any animal they can touch Staff to supervise children's safety behaviour. 	RP All staff	During safety talk During visit

Visiting the park	Getting sun or heat stroke	Medium	<ul style="list-style-type: none"> Children will be reminded to wear hats throughout the visit. Any child attending without a hat will be required to take a spare hat from the centre Educators will limit the amount of direct sunlight children are exposed to during the hottest parts of the day, taking advantage of shade where possible while visiting exhibits and having lunch (the park has a lot of shade) Children will be given sunscreen to apply to exposed skin if/when UV index is 3 or above Children will be encouraged and reminded to drink often. Group leaders will ensure that children take drink breaks at intervals while wandering the park (bubblers are available) 	RP All staff All staff All staff	During safety talk During visit
Eating lunch and purchased food	Child suffering an allergic reaction to food or substance	Medium	<ul style="list-style-type: none"> Children instructed not to share food Children with known food allergies to take epi-pens Staff to take centre epi-pen. Children with known allergies to be advised to take care if purchasing. Staff to watch out for purchases of children with anaphylaxis. Staff to supervise children as they eat 	RP All staff	During safety talk Prior to leaving During lunch and when eating
Visiting the park	Encountering a dangerous individual	Medium	<ul style="list-style-type: none"> Children will not be permitted to visit the bathroom alone. Children will be reminded to let staff know when they need to use the bathroom and to go with another child/children or staff member. Each educator allocated a group will continuously headcount and monitor their group. Any child who is missing and not found will immediately be alerted to the RP via phone. 	All staff	During safety talk Prior to leaving During visit

Arriving and Featherdale	Getting hit by a car in the carpark	Very High	<ul style="list-style-type: none"> Children kept behind the front staff member and in from of the last staff member. Children will not be permitted to go in front of staff while in the carpark Staff to place themselves at intervals amongst the group while children are getting on and off the bus if there is more than 1 educator with a group of children 	All staff	While arriving and leaving the park
Visiting the park	Children coming into contact germs which could cause sickness	Medium	<ul style="list-style-type: none"> Children will be instructed to wash hands prior to eating. Sanitiser will be available for children to use after washing hands. Children will be encouraged to wash their hands after touching and/or feeding animals 	All staff	During visit

The proposed route:



Plan and Review		
Plan prepared by:	Full name: Suzanne Allnutt Signature: Role/Position: Nominated Supervisor	Date: 21.09.2023
Prepared in consultation with:	Full name: Simone Knox Signature: Role/Position: Assistant Co-ordinator	
Communicated to all relevant staff:	Yes Comment if needed: Uploaded onto FB TandyOOSHies group for info and feedback Provided to staff to read and sign prior to leaving on excursion	
Vehicle safety information reviewed and attached:	No. Safety info managed under the jurisdiction of Compass Tours	
Risk assessment to be evaluated and reviewed on:	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	Name	Signature