

## 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	
<b>Date of excursion</b>	23.04.2024
<b>Venue / Destination</b>	Blackheath Memorial Park, St Marys
<b>Venue Phone Number</b>	N/A
<b>Proposed activities</b> List all activities that will take place during the excursion	Playing at the park using the equipment and the grounds, eating sausage sizzle for lunch
<b>Pick up location and destination (s)</b> List each location travelled to and from as part of the excursion	Pick up: Tanderra, 14 Raymond Road, Springwood Destination: Blackheath Soldiers Memorial Park, Blackheath, NSW 2785 Departing venue and returning directly to Tanderra
<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 S/W: 10:30am Arrive B/Heath: 11:00am Depart B/Heath: 2:00pm Arrive Springwood: 3:00pm Duration in total: Approx 4.5 hrs

<b>Responsible Person on Excursion</b>	Suzanne Allnutt		
<b>Proposed route</b>	See map attached		
<b>Means of transport</b>	Chartered Bus		
<b>Name of Bus Company (if using chartered bus)</b>	Compass Tours info@compasstours.com.au	Phone Number: 9623 6111	
<b>Requirements for seatbelts or safety restraints in your state or territory have been met</b>	Yes Comment: seatbelts not mandatory in NSW. Bus charter request includes seatbelts		
<b>Number and full names of each adult involved in the excursion</b> E.g. service staff, family members, volunteers	Simone Knox Callum Nichols	Dallas Bigelow Molly Boys	Pheobe Knox
<b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required</b> E.g. for children's individual needs	5		
<b>The number of children involved in the excursion.</b>	40		
<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	Yes. There is a large duck pond at the picnic area and 2 wading pools close to the play equipment		

<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 fetch their bags, go to the toilet etc and assemble at the front gate (or side gate depending on where bus is parked) 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 another educator) will count the children as they embark. Other educators will get onto the bus dispersed evenly amongst the group ie. Not all educators at the start of end of the group of children. The Responsible Person will be last onto the bus, ensuring that all children are on the bus and no children remain on the footpath or in Tanderra premises. The RP will ensure that the correct number of children are on the bus by asking for the head count details or performing the headcount again while children are in their seats.</p> <p><b>Leaving Blackheath Memorial Park:</b> Children will be gathered at the picnic area and will be requested to go to the bathroom, wash hands, collect their bags etc. When ready, the RP (or another educator) will instruct the children to line up and will lead the children to the carpark. The lead educator will lead the children onto the bus, counting them as they embark and recording it on a roll call. Other educators will embark in a dispersed manner ie. Not all at the end, not all at the start. The RP will enter the bus last, ensuring no child remains at the venue or on the footpath. When all children and educators are on the bus, the RP will advise that the bus driver may drive.</p>	
<p><b>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</b> <b>On arrival at Memorial Park:</b> The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or lead educator) will stand up and lead the children off the bus, lead the group away from the bus to the picnic area for the group to assemble. The last educator off the bus will ensure no child remains on the bus.</p> <p><b>On arrival at Tanderra:</b> 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. Once inside the centre, the RP will conduct a roll call (to be recorded on Kidsoft) to verify that all children are present.</p>	

Excursion checklist – items to be readily available during the excursion (please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Service EpiPen
<input type="checkbox"/> Instant Ice Pack	<input type="checkbox"/> List of adults attending excursion
<input type="checkbox"/> List of children attending excursion	<input type="checkbox"/> Phone number/medical plan (if appl) for each adult
<input type="checkbox"/> Contact information for each child (including medical management plans - Kidsoft via phone)	<input type="checkbox"/> Mobile phone (Internet connected - switched ON)
<input type="checkbox"/> Excursion Folder (incl 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
<input type="checkbox"/> Means of Payment <b>N/A</b>	<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/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"/> Venue risk assessment or WHS info has been attached to this risk assessment (if available)	<input type="checkbox"/> Every child has a hat
<input type="checkbox"/> Food for BBQ including sausages, sauces, bread rolls	<input type="checkbox"/> BBQ utensils including tongs, trays, paper towel, detergent, napkins

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
Bus Travel	Injury due to sudden stop	High	<ul style="list-style-type: none"> <li>Advise children to stay seated during journey</li> </ul>	Responsible Person All educators	During safety talk During transit
Playing at park	Getting lost	low	<ul style="list-style-type: none"> <li>Inform children of boundaries for play</li> <li>Supervise all areas where children have access</li> <li>Educators will spread out across all areas where children are playing</li> <li>Perform roll call at lunch and prior to leaving</li> <li>Allocate an educator to watch children considered to be at higher risk of wandering off</li> <li>Complete risk assessment for higher risk children if required</li> <li>Educators will wear hi-vis clothing to increase visibility</li> </ul>	Responsible person  All educators  Responsible Person  Responsible Person  All educators	During safety talk  During excursion  During excursion  Prior to leaving, during play  During excursion


			<ul style="list-style-type: none"> <li>Children will wear service t-shirts to aid identification</li> </ul>		
Playing at park	Injury from sharp object	High	<ul style="list-style-type: none"> <li>An educator will complete a grounds check of all accessible areas prior to children playing</li> </ul>	Responsible Person	On arrival at park
Playing at park	Altercation with a member of the public	low	<ul style="list-style-type: none"> <li>Remind children of behaviour needed in public and to seek an educator if needed</li> <li>Supervise children across all areas of venue where children have access</li> <li>Intervene in any incident involving a member of public</li> </ul>	Responsible Person  All educators	During safety talk  During excursion
Playing on equipment	Injury due to unsafe technique	Very High	<ul style="list-style-type: none"> <li>Advise children to play within their ability</li> <li>Supervise children's safety behaviour on equipment</li> </ul>	Responsible Person  All educators	During safety talk  During excursion
Eating lunch	Child suffering an allergic reaction to food or substance	Moderate	<ul style="list-style-type: none"> <li>Remind children not to share food</li> <li>Ensure children with known severe food allergies take epi-pens</li> <li>Take service epi-pen</li> <li>Check the known allergies of children in attendance</li> </ul>	Responsible Person All educators  Responsible Person       All educators	During safety talk During excursion  Prior to leaving     During lunch

			<ul style="list-style-type: none"> <li>Supervise children as they eat and watch for signs of anaphylaxis</li> </ul>		
Going to the bathroom	Being accosted by a predatory person	Low  (toilets are visible, close by and semi-open plan)	<ul style="list-style-type: none"> <li>Remind children to let an educator know when they're going to the bathroom so they can watch for their speedy return</li> </ul>	Responsible Person All educators	Prior to leaving During visit
Arriving and leaving	Getting hit by a car	Very High	<ul style="list-style-type: none"> <li>RP or another educator will lead the group, ensuring all children stay behind and walk in an orderly manner</li> <li>Educators will locate themselves evenly amongst the group</li> </ul>	All educators	During visit
Playing at the pondside	Falling into the water and drowning	Extreme	<ul style="list-style-type: none"> <li>Advise children that the footpath is the closest they can go to the pond. Any closer is out of bounds</li> <li>No feeding the ducks</li> <li>An educator will be assigned to watch the play near the picnic area to ensure children don't go near</li> </ul>	Responsible Person All educators	Prior to leaving During visit
Playing at small pools	Falling into water and drowning	Low	<ul style="list-style-type: none"> <li>Low water height so minimal risk</li> <li>An educator supervising the play area will be allocated to watch the pools to ensure children play safely</li> </ul>	Responsible Person All educators	Prior to leaving During visit

Wandering into public swimming pool	Falling into water and drowning	Low	<ul style="list-style-type: none"> <li>Pool is closed. Fences are high and hard to climb</li> <li>No action needed as remote chance of climbing fence</li> </ul>		
Playing on grassy area beyond play equipment	Falling into small hole in marshy area	High	<ul style="list-style-type: none"> <li>Place witches hats around the marshy area with the hole</li> <li>Advise children to stay clear of the witches hats</li> </ul>	Responsible Person  All educators	On arrival  During visit
Playing on grassy area beyond play equipment	Getting wet and muddy	Low	<ul style="list-style-type: none"> <li>Advise children that marshy area is out of bounds</li> <li>Supervise children and remind them of boundary</li> </ul>	Responsible Person  All educators	On arrival  During visit
Standing close to barbeque during cooking	Getting burnt on hotplate	Very high	<ul style="list-style-type: none"> <li>Hot plates will be supervised at all times while hot</li> <li>Educator cooking will remain in area until the hotplate is no longer hot enough to cause burn</li> <li>Children will be asked to stand back at least 1m from hotplate in use</li> </ul>	Educator cooking	During cooking process
Encountering a dog at the park	Getting bitten by a dog	Very high	<ul style="list-style-type: none"> <li>Remind children not to approach any dog unless accompanied by an educator</li> <li>Remind children not to approach dog without permission of owner</li> </ul>	Responsible Person All educators	Prior to leaving During excursion



			<ul style="list-style-type: none"> <li>Remind children to never pet a strange dog on the head but hold out hand for it to sniff if granted permission by owner and educator</li> </ul>		
Playing in the creek	Slipping on rocks and getting hurt	High	<ul style="list-style-type: none"> <li>Advise children to take care when playing in creek due to slippery rocks</li> <li>Caution children not to jump across creek</li> </ul>	Responsible Person All educators	Prior to leaving During excursion

Plan and Review	
Plan prepared by:	Full name: Suzanne Allnutt Signature:  Role/Position: Nominated Supervisor
	Date: 09.04.2024
Names of staff consulted:	Simone Knox, Brodie Santas, Pheobe Knox, Sharon Fairbairn, Dallas Bigelow, Callum Nichols
Communicated to all relevant staff:	Yes Comment if needed: Posted onto FB group, educators attending to sign paper copy
Vehicle safety information reviewed and attached:	No. Comment if needed: Private bus company – no info provided
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).	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

Below: map showing probable bus route to Blackheath Memorial Park. This route is subject to change dependent upon changed traffic conditions and other variables to be determined by the bus driver and bus company

