

Risk Management Plan Centre:

Excursion details			
Date(s) of excursion	16th July 2024	Excursion destination:	Ice Zoo Sydney
Departure and arrival times	Leave COOSH at 10:30am - Arrive at 11:00am - Leave Ice Zoo to return to COOSH at 2:00pm - Arrive back at COOSH at 2:30pm		
Proposed activities	Bus to Ice Zoo, Morning tea, Ice Skating, lunch, return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including entering and exiting	<p>Entering: Walk outside OOSH to front of school on Burwood Road. Catch a Concord Coaches bus to Ice Zoo and depart outside the venue alongside footpath Gardeners Rd. Children will follow educators into the venue.</p> <p>Departing: Children lineup downstairs at ICE ZOO foyer away from the road until Bus arrives. Children will follow educators lead on to the bus on Garderners Rd. Children will disembark the bus on Burwood Road bus stop next to the School Gates and follow educators back into COOSH.</p>		
Name of RPD		Contact Number of RPD	0449 734 922
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10		
Educators on Excursion (Names): TBC	Educator Training: * Certified Child Protection/First Aid & CPR * First Aid/CPR * Certified Child Protection/First Aid & CPR	Educator's Contact Details (to be completed on staff copy of RA only): * * * * *	Educators to sign once they have read and understood the Risk Management Plan: * * * * *
Plan Prepared By:	Emily Gould	Date Prepared:	18/06/2024
Additional Venue Information:			
Seatbelt/Safety Restraint?	Yes - Seatbelt will be available for children on the coach as confirmed by Concord Coaches		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Excursion checklist	
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds	<input type="checkbox"/> Centre phone on divert to RPD mobile
<input type="checkbox"/> Roll of children attending the excursion & contact numbers	<input type="checkbox"/> Excursion T-shirts worn by each child
<input type="checkbox"/> List of Medical information for each child attending excursion	<input type="checkbox"/> Medication and action plans for each child with a medical condition
<input type="checkbox"/> Camera	<input type="checkbox"/> All children checked for food applicable, full water bottle and hat
<input type="checkbox"/> mobile Phone & Spare battery with cable	<input type="checkbox"/> Permissions Checked
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Venue and Bus confirms
<input type="checkbox"/> Blank incident reports and Medication Form	<input type="checkbox"/> Cones to mark off out of bounds and in bound areas, and hazards
<input type="checkbox"/> Soap Pump for toilets	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between bus and Ice Zoo	<ul style="list-style-type: none"> Car movement in the carpark 	Extreme	Children will be reminded of road safety prior to the excursion and are only to be in the carpark whilst an Educator is walking directly with the group	Educators and children	Children will be advised as to instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk from the bus to the park	Moderate

Ice Zoo	<ul style="list-style-type: none"> Collisions 	High	<p>Upon arrival at Ice Zoo, the children will be briefed by Ice Zoo staff.</p> <p>COOSH Educators will be positioned in the various areas of the arena whilst skating with the children as follows for supervision and direction of the children: 2 staff (one at each end) of the Ice rink. 1 staff member by the table on toilet call.</p>	Ice Zoo staff Educators	<p>Upon arrival at Ice Zoo</p> <p>During the excursion</p>	Moderate
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion. Educators will be positioned as per the attached map. All staff will have walkies to identify children moving between areas.</p> <p>Educators will conduct roll calls and headcounts</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> Weather conditions - Dehydration, sun safety, cold climates etc. 	High	<p>Children and staff will be expected to wear hats when walking to and from the bus and whilst on the excursion. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for full drink bottles prior to the excursion. Any child without water will be given a sealed pre-purchased water bottle by staff before</p>	<p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	<p>Low</p> <p>Low</p>

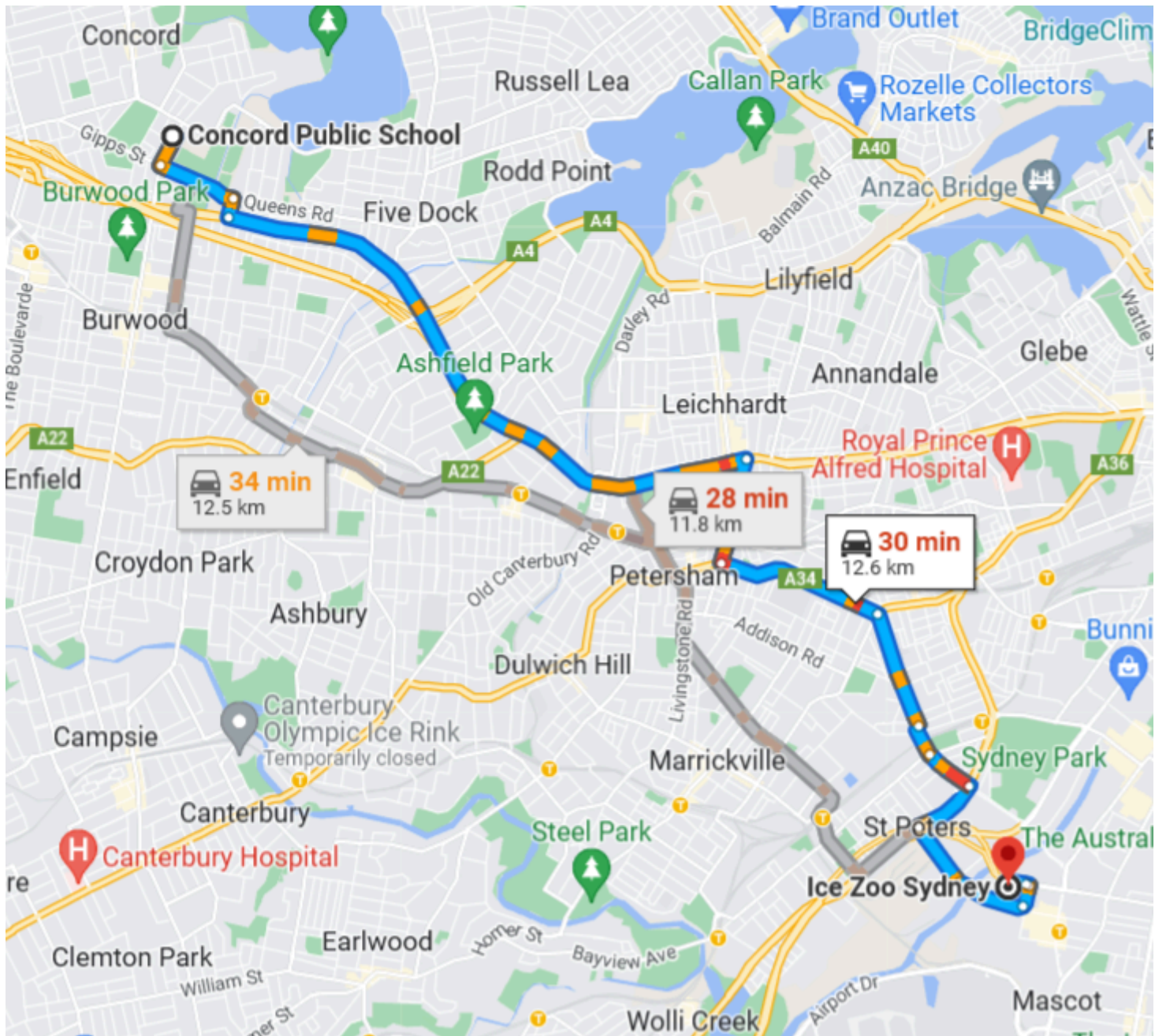
			<p>commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated. Bubblers are available at the park as needed</p> <p>Children and parents will be highly encouraged to wear warming clothing to prevent any sickness or injuries</p>	<p>Children - directed by Educators</p>	<p>Before the day, departure and throughout the excursion.</p>	<p>Low</p>
	<ul style="list-style-type: none"> ● Toilet Supervision 	<p>Moderate</p>	<p>Staff will walk groups to and from the bathrooms to ensure safety. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p>	<p>Educators</p>	<p>On arrival at the venue and then throughout the day</p>	<p>Low</p>
	<ul style="list-style-type: none"> ● Serious injury to a child 	<p>Moderate</p>	<p>Where a child has a serious injury either of or on the ice, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p> <p>Automated glass doors, stairs and escalators will be monitored by staff throughout the excursion - these areas will be out of bounds and explained to the children on arrival however will be observed.</p>	<p>Children and Educators</p> <p>Educators and Instructors</p>	<p>Before and during excursion</p> <p>During excursion</p>	<p>Low</p> <p>Moderate</p>

	<ul style="list-style-type: none"> • Serious injury to a staff member 	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Educators	Prior to Excursion	Moderate
	<ul style="list-style-type: none"> • Infection control 	Moderate	Staff will take soap pumps for the toilets and carry hand sanitisers and wipes should this be required	Educators	Prior to excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> • Choking whilst drinking and/or eating • Food Allergies 	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
		Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	Low
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	Low
			Children's will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to excursion.	Low

	<ul style="list-style-type: none"> Alcohol service 		Children will be kept away and informed of the alcohol service within the arena. They will have their allocated area and designated seating a large distance away from the canteen and bar	Educators	Prior and during excursion.	Low
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Risk	Benefit
<ul style="list-style-type: none"> Injury in car park Sharing food with children with allergies Injury from falling over or tripping whilst walking around the arena or on the ice Interaction with the public and strangers 	<ul style="list-style-type: none"> Development of social skills & expected behaviours when out in the community Entertainment through interacting with other students and enjoyment of being outside of Centre Making friends Gaining knowledge and respect of others in a social environment Developing a sense of self by challenging fears or self imposed limits FUN!

Map of Planned Route



Risk Matrix

Consequence

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	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

