

Excursion Risk Management Plan: Futsal / Football Institute

Excursion details			
Date(s) of excursion	10th of October, 2024	Excursion destination:	Futsal / Football Institute (32 Stoddart Road, Prospect)
Departure and arrival times	Leave COOSH at 9:30am. Arrive at the Futsal centre at 10:15am. Leave the Futsal centre at 1:00pm. Return to COOSH approx. 1:45pm - Duration of the activity: 2.5 hours		
Proposed activities	Bus to the Futsal / Football Institute, recess, participating in soccer drills, soccer games etc, lunch, return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside concord public school to front of school on Stanley Street. Before entering the bus a head count will be conducted. We will catch a bus to the Futsal centre, as per attached proposed route. A head count is conducted as the children get off the bus. Children will walk through the carpark of the Futsal centre into to the Futsal centre (approx. 20 second walk). The children will be directed into the sliding doors of the Futsal centre. Another headcount will be conducted. Return trip - As above back to Concord Public School.		
Name of RPD	Emily Gould	Contact Number of RPD	0408 901 741
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio Include whether this excursion warrants a higher ratio? Please provide details.	1:9 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed.		
Educators on Excursion (Names):	Educator Training:	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:
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Plan Prepared By:	Emily Gould	Date Prepared:	30/08/24
Additional Venue Information:	No		
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 vests 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"/> Soap Pump for toilets	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between the bus and Futsal Centre Entrance	<ul style="list-style-type: none"> Car movement when walking near a main road 	Extreme	<p>Children will be reminded of road safety prior to the excursion and are only to be on the sidewalks and necessary areas of the carpark when an Educator is walking directly with the group</p> <p>The Educators will position themselves on the road side when walking through the sidewalk to keep the children safe.</p>	<p>Educators and children</p> <p>Educators</p>	<p>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 Futsal centre.</p>	Low – Moderate
		Moderate	<p>Children will be supervised and guided up and down stairs.</p> <p>Children will be reminded prior to the excursion to take it slowly while using these areas and to wait for those in front of them.</p>	<p>Educators</p> <p>Educators & Children</p>	<p>Children will be reminded of tripping risks upon arrival and Educators will monitor and provide further reminders throughout the excursion.</p>	Low
	<ul style="list-style-type: none"> Walking up/down steps 					

Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies 	High	Children will be provided a 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.	
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During the Vacation Care planning process.	
			Children 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.	
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear yellow vests whilst on the excursion.</p> <p>Educators wear their bright blue work tops.</p> <p>Educators will conduct roll calls. Headcounts will be conducted before boarding the bus, getting off the bus, once we have arrived at the venue, every 20 minutes whilst at the venue, before we leave the venue, before getting on the bus and once we have arrived back at school.</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Educators</p>	<p>Vests to be worn by each child before departing the OOSH building.</p> <p>Before departure.</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>	<p>Moderate</p> <p>Low</p>

	<ul style="list-style-type: none"> ● Toilet Supervision 	Moderate	Staff will walk groups to and from the bathrooms and inspect prior to each use 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.	Educators and children	Children directed by Educators, Whilst on excursion	
	<p>Here -</p> <ul style="list-style-type: none"> ● Serious injury to a child 	Moderate	Where a child has a serious injury, 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.	Children-directed by Educators	During the excursion	Low
	<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	During the excursion	Low
	<ul style="list-style-type: none"> ● Photographs being taken 	High	Where an Educator sees a member of the public taking photographs in the direction of the	Educators	During the excursion	Low

	of the children by bystanders		COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.			
	<ul style="list-style-type: none"> • Hard floors, poles and walls 	High	A child may fall or become subjective to sustain an injury due to the hard surfaces that surround the indoor soccer field.	Educators and Futsal centre staff	During the excursion	Low

Risk	Benefit
<ul style="list-style-type: none"> • Car movement when walking along a main road • Walking up/down the steps • Choking whilst drinking and/or eating • Food Allergies • Lost Child • Toilet Supervision • Serious injury to a child • Serious injury to a staff member • Photographs being taken of the children by bystanders 	<ul style="list-style-type: none"> • Development of social skills • Development of expected behaviours when out in the community • Development of motor skills • Development of soccer and sporting skills • Entertainment through a wide range of activities • Interacting with peers in a new environment • Exploring a new environment • Responds to child suggestions • Allowing kids to respond to instructions effectively • FUN!

Map of Planned Route

9:33 PM Sun 1 Sep 44%

AA google.com

Concord Public School to Futsal / Football Institute | Result driven soccer / futsal training and games - ...

Concord Public School to 32 Stoddart Rd, Prospect NSW 2148 - Google Maps

Best 20 min 1 hr 25 5 hr 1 hr 39

Concord Public School, Burwood Rd & Star

Futsal / Football Institute | Result driven soccer

Depart at 9:45 am Mon, 2 Sept

Send directions to your phone Copy link

via M4 typically 18–26 min
Arrive around 10:11 am
21.3 km

Explore nearby Futsal / Football Institute | Result driven soccer / futsal training and games

Restaurants Hotels Petrol stations Car Places More

Map data ©2024 Google Australia Terms Privacy Send product feedback 2 km

Risk Matrix

Consequence

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