

Excursion Risk Management Plan: Balmoral Beach

Excursion details			
Date(s) of excursion	21st of January 2025	Excursion destination:	Balmoral Beach, Mosman
Departure and arrival times	Leave COOSH at 9:00am, Return to COOSH approx. 2:45pm		
Proposed activities	Catch the bus to the beach (stop at hunter park bus stop), take part in tour, lunch and then return to COOSH	Water hazards? Yes If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside of Concord Public School to Burwood Road and board the bus. Catch the bus to the venue, as per attached proposed route. Return trip - As above back to Concord Public School.		
Name of RPD	TBC	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, including 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:	20/11/2024
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"/> 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
Boarding and Departing Bus	<ul style="list-style-type: none"> Car movement when walking near road roads 	Extreme	<p>Children will be reminded of road safety prior to the excursion.</p> <p>The Educators will position themselves on the road side when walking near main roads and through the car park to keep the children safe.</p> <p>An Educator will stand at the intersection of any road crossing to block oncoming traffic approaching the crossing.</p>	<p>Educators and children</p> <p>Educators</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, through the car park</p>	Low – Moderate
	<ul style="list-style-type: none"> Injury from wildlife (Birds, insects, spiders, snakes) 	Extreme	<p>Children will be reminded to walk only on paths and to be observant of their surroundings. Educators will look and listen for any insects, bug etc that pose a risk.</p>	<p>Educators & Children</p>	<p>Prior to excursion and during activity</p>	Moderate
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating 	High	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.</p>	<p>Educators</p>	<p>During excursion</p>	Low
	<ul style="list-style-type: none"> Food Allergies 	Extreme	<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each staff throughout the day to ensure prompt access when in different areas of the venue.</p>	<p>Educators</p> <p>Educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p>	Low

	<ul style="list-style-type: none"> Food Poisoning 	High	<p>Parents are reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained. Related allergens will also not be included in the BBQ food we cook.</p> <p>Children & Families will be advised of the conditions and reminded to pack suitable foods that are packaged for the conditions – i.e. Ice packs to keep things cool and bags may be stored outdoors in the heat of the day.</p>	<p>Educators and Parents</p> <p>Children, directed by educators</p> <p>Children and their Families & COOSH Educators</p>	<p>During the Vacation Care planning process.</p> <p>Prior to excursion.</p> <p>Prior to excursion.</p>	Moderate
General	<ul style="list-style-type: none"> Lost Child Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	<p>Extreme</p> <p>Extreme</p>	<p>All children will wear excursion vests whilst on the excursion.</p> <p>Educators to wear their COOSH tops at all times</p> <p>Educators will conduct roll calls and headcounts</p> <p>UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen every 2hrs.</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Educators</p> <p>Educator to check. Sunscreen reminders to be given by educators every</p>	<p>Shirts 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>Educator to check on open-sunscreen every 2hrs.</p>	<p>Moderate</p> <p>Moderate</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.	2hrs. Children to apply sunscreen Educators and children	Children directed by Educators, Whilst on excursion	
			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 commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated.	Children-directed by Educators	Before departure and reminders throughout the day.	Low
			Educators will seek shade for children during morning tea and lunch breaks.	Educators	At Morning Tea and Lunch	
	<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	On arrival at the venue and then throughout the day	Low
	<ul style="list-style-type: none"> Serious injury to a 	Moderate	All children will be asked to use the bathroom before they play to avoid continual small groups going to the bathroom.	Children and Educators	Upon arrival to the venue –prior to climb	
			Where a child has a serious injury, one staff member will render first aid, whilst the others move the	Educators	During the excursion	Low

	child i.e slipping on wet floors, stairs etc		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			
	<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 and Instructors	During the excursion	Low
	<ul style="list-style-type: none"> • Infection control 	Moderate	Staff will take soap pumps for the toilets	Educators	Prior to Excursion	Low
	<ul style="list-style-type: none"> • Photographs being taken of the children by bystanders 	High	Where an Educator sees a member of the public taking photographs in the direction of the COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.	Educators	During the excursion	Low
		Moderate				Low

	<ul style="list-style-type: none"> Water hazard and drowning hazards 		<p>Where a child wanders off and enters the beach water a staff member will immediately go and call the child out or enter the water to support the child out of the water if needed, in the instance of an unsafe current a lifeguard will be asked to rescue the child.</p> <p>Staff will supervise different areas of the students line to ensure no one wanders off.</p>	<p>Educators, lifeguards, ranger Jamie tour guides and students</p>	<p>Prior and during the excursion</p>	
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Risk	Benefit
<ul style="list-style-type: none"> Car movement when walking and crossing roads Lost child Serious injury to children/staff Exposure to people from the public Food poisoning Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	<ul style="list-style-type: none"> Development of social skills & expected behaviours when out in the community Developing physical skill through climbing on park equipment Entertainment through interacting with other students Enjoyment of being outside in a natural environment Making friends Developing a sense of self by challenging fears or self-imposed limits FUN!

Map of Planned Route

Best 28 min 1h 25m 3h 53m 1h 22m

Concord Public School, Burwood Rd & Starling Rd
 Balmoral Beach, New South Wales 2088

Add destination

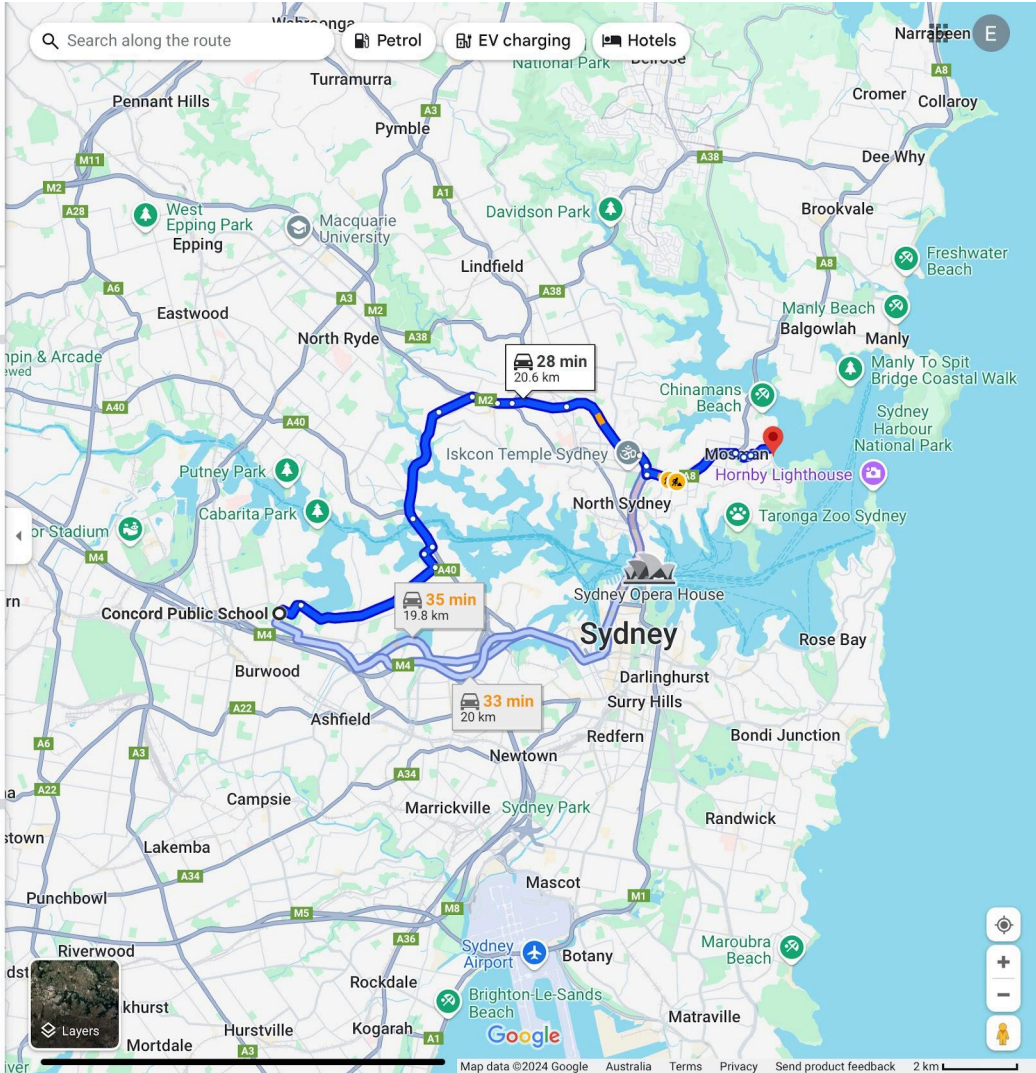
Leave now Options

Send directions to your phone Copy link

 via Lyons Rd W Fastest route now due to traffic conditions This route has tolls. Details	28 min 20.6 km
 via A44 Slower traffic than usual	35 min 19.8 km
 via A4 Slower traffic than usual	33 min 20.0 km

Explore Balmoral Beach

Restaurants
 Hotels
 Petrol stations
 Car Places
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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

