

Excursion Risk Management Plan: Queen Elizabeth Park + Gelato Garden

Excursion details			
Date(s) of excursion	31st January 2025	Excursion destination:	Queen Elizabeth Park (47 Broughton St, Concord NSW 2137) Gelato Garden (101 Burwood Rd, Concord NSW 2137)
Departure and arrival times	Leave COOSH at 10:00am, Arrive at the park at 10:10am. Leave the park at 12:30pm. Arrive at Gelato Garden at 12:40pm. Leave Gelato Garden at 1:30pm. Return to COOSH approx. 1:40pm.		
Proposed activities	Walk to the park, play, lunch, going to gelato garden, return to COOSH	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to front of school on Stanley Street. Walk to queen Elizabeth park (47 Broughton St, Concord NSW 2137), as per attached proposed route. Walk from Queen Elizabeth Park to Gelato Garden (101 Burwood Rd, Concord NSW 2137) Return trip - Walking back to Concord Public School.		
Name of RPD	Christina Chami	Contact Number of RPD	0449 734 922
Number of children attending excursion	Estimated: 25 Actual: 19	Number of educators/parents/volunteers	Estimated: 3 Actual: 3
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: * * *
Plan Prepared By:	Christina Chami	Date Prepared:	10th of April 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	
<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
Walking to queen Elizabeth park from Concord public school	<ul style="list-style-type: none"> Car movement when walking and crossing 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 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 to the park and gelato garden.</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 wildlife</p>	<p>Educators & Children</p>	<p>Prior to excursion and during activity</p>	Moderate

	<ul style="list-style-type: none"> • Injury from faulty equipment 	Extreme	Staff to check equipment before use by children. Any faulty equipment is to be reported to the RPD and children to be notified which equipment is not to be used.	COOSH Educators	Upon arrival and throughout excursion	Low
	<ul style="list-style-type: none"> • Injury (falls) due to misuse of equipment 	Extreme	<p>COOSH Educators to maintain supervision of all children in the vicinity of the play area.</p> <p>All children are to be made aware of potential danger when equipment is misused.</p>	Educators	During the excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> • Choking whilst drinking and/or eating 	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
	<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 child throughout the day to ensure prompt access when in different areas of the venue.</p> <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 lunchboxes prior to the excursion to ensure no nuts or any other related allergy products are contained.</p> <p>Children will not be allowed to choose ice cream flavours that contain any related allergy ingredients that could potentially cause harm to another child.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During the Vacation Care planning process.</p> <p>Prior to excursion.</p> <p>During excursion</p>	Low

	<ul style="list-style-type: none"> Food Poisoning 	High	Children & Families will be advised of the conditions at the park 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.	Children and their Families & COOSH Educators	Prior to excursion.	Moderate
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear excursion vests whilst on the excursion.</p> <p>Educators to wear their COOSH tops</p> <p>Educators will conduct roll calls and headcounts</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</p> <p>Prior to departing, arrival, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the excursion.</p>	Moderate
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Extreme	<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>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>Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children</p>	<p>Educator to check on open-sunscreen every 2hrs.</p> <p>Children directed by Educators, Whilst on excursion</p>	Moderate

			<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 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>	Children-directed by Educators	Before departure and reminders throughout the day.	
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	<p>Educators will seek shade for children during morning tea and lunch breaks.</p>	Educators	At Morning Tea and Lunch	
			<p>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.</p>	Educators	On arrival at the park and then throughout the day	Low
			<p>All children will be asked to use the bathroom before they play to avoid continual small groups going to the bathroom.</p>	Children and Educators	Upon arrival to the park	
	<ul style="list-style-type: none"> Serious injury to a child 	Moderate	<p>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</p>	Educators	During the excursion	Low
					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 and Instructors		
	<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

Risk	Benefit
<ul style="list-style-type: none"> • Car movement when walking and crossing roads • Injury from faulty/misused equipment • 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

Concord Public School, Burwood ...
Queen Elizabeth Park, 47...

1 min 4 min 2 min

4 min (300 m)
Via Stanley St

Navigate Preview

Use caution – may involve errors or sections not suited to walking

Concord Public School
Burwood Rd & Stanley Street, 66 Burwood Rd,
Concord NSW 2137

- ↑ Head south-west on Burwood Rd towards Stanley St
52 m
- ↗ Turn right onto Stanley St
220 m
- ↖ Turn left onto Broughton St
50 m

Queen Elizabeth Park
47 Broughton St, Concord NSW 2137

These directions are for planning purposes only. You may find that road works, traffic, weather or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map labels: Addison Ave, Concord park, Horwood Nolan Concord, Von Vapor Vape Store, ABIA, Buildline Projects Pty, Crane St, Excelsior St, Broughton St, Stanley St, Salisbury St, Gipps St, David St, Burwood Rd, Stanley St, Concord Public School, Cornerstone Presbyterian..., Queen Elizabeth Park Playground, Burwood Road Veterinary Clinic, Orthosports Physiotherapy &..., Sydney All Dog Traini

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