

Excursion Risk Management Plan: The Dogman Movie at Auburn Reading Cinemas

Excursion details			
Date(s) of excursion	22nd of April 2025	Excursion destination:	Auburn Reading Cinemas (100 Parramatta Road, Auburn NSW 2144)
Departure and arrival times	Leave COOSH at 10:00am, Arrive at venue at 10:20am Leave venue at 1:00pm, Arrive at coosh at 1:20pm (Times may change)		
Proposed activities	Bus to Auburn Reading Cinema, Watch Dogman, Lunch & Return to OSHC via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside COOSH, to front of the school gate on Stanley Street. Catch the coach bus to Auburn Reading Cinema, as per attached proposed route. Return trip back to Concord Public School, entering through the school gate located on Stanley Street.		
Name of RPD	TBC	Contact Number of RPD	TBC
Number of children attending excursion	Estimated: 30 Actual: TBC	Number of educators/parents/volunteers	Estimated: 3 Actual: TBC
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal OSHC 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:	Christina Chami	Date Prepared:	12th of March 2025
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"/> Child Information Listing for the session		<input type="checkbox"/> Medication and action plans for each child with a medical condition	

<input type="checkbox"/> Hand sanitiser	<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"/> Walkie talkies
<input type="checkbox"/> Blank Medication Forms	
<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 Cinemas	<ul style="list-style-type: none"> Car movement around bus 	Extreme	The bus will stop at the service NSW in Auburn, which will have children disembarking the bus straight onto the sidewalk to avoid movement in the carpark.	Educators to inform the bus driver	During the excursion	Low
	<ul style="list-style-type: none"> Lost child whilst walking through the shopping complex 	Extreme	Children are to hold hands with their partner and walk in two straight lines. Staff to stand at the front, middle and back of the line and be observant to ensure no children abscond. Staff to ensure all children wear their excursion vests.	Educators and Children	Walking to and from the bus	Moderate
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. No drinking or eating is permitted on the bus.	Educators and Children	During excursion	Low
	<ul style="list-style-type: none"> Food Allergies 	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. The child information listing is printed out at the beginning of the session which contains all children's medical conditions which the RPD shares with the staff.	RPD and Educators Educators	Before departing for the excursion and whilst on excursion. Prior to the excursion	

			<p>For children who require medication, their medication box is packed in the excursion bag, this includes all their medication, their action plan and is clearly labelled with their name and their medical condition.</p> <p>Medication is to be kept with staff throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service. Supervised eating times ensures that educators are observing if any of the children are eating nuts.</p> <p>Hand washing occurs prior to meal times and hand sanitising must occur after meal times to avoid the spread of any allergy's.</p>	<p>Educators and Parents</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>During Excursion</p> <p>Prior to excursion and during meal times</p> <p>During excursion</p>	
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear excursion vests whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts</p> <p>Children will have a partner for the excursion, they will hold their partners hand walking to and from the bus and will be instructed to look out for their partners during the excursion.</p> <p>Children will be informed on what to do if they get lost.</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Children, directed by educators</p> <p>Educators and children</p>	<p>Vests to be worn by each child before departing COOSH.</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>Prior to and during excursion.</p>	Moderate

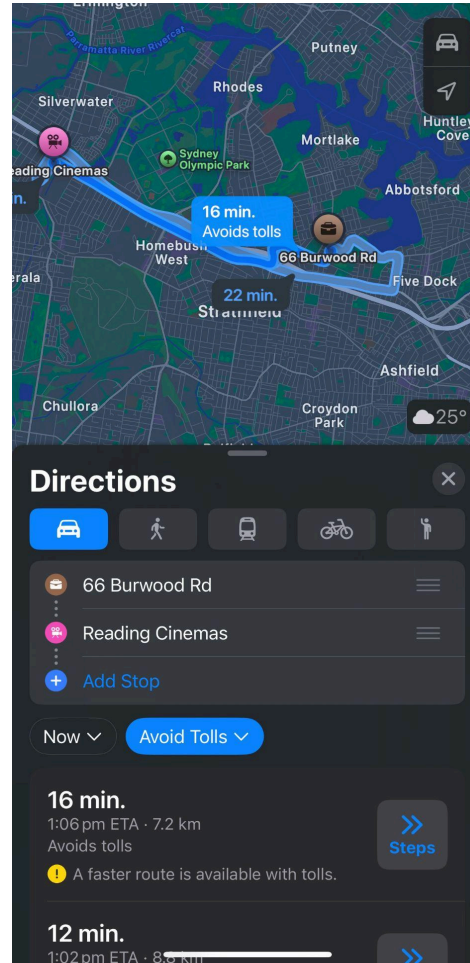
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Moderate	<p>Staff are to communicate through walkie talkies when children are moving from one supervised area to another</p> <p>UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen every 2hrs. The excursion is predominantly indoors, therefore this will decrease the risk.</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 COOSH. 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 commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated.</p>	<p>Educators</p> <p>Educator to check during WHS checklist. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to excursion</p> <p>During the excursion</p> <p>Prior to and during excursion</p> <p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	<p>Low</p>
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	<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</p>	<p>Educators</p>	<p>On arrival at the venue and then throughout the day</p>	<p>Low</p>

			<p>children go together minimum as pairs, and where practical, in groups of 3.</p> <p>All children will be asked to use the bathroom before beginning the activity to avoid continual small groups going to the bathroom.</p>	<p>Children and Educators</p>	<p>Upon arrival to the venue - prior to the commencement of the activity</p>	
	<ul style="list-style-type: none"> • Serious injury to a child 	High	<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>	<p>Educators</p>	<p>During the excursion</p>	Low
	<ul style="list-style-type: none"> • Serious injury to a staff member 	High	<p>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</p>	<p>Educators</p>	<p>During the excursion</p>	Low
	<ul style="list-style-type: none"> • Infection control 	Moderate	<p>Staff will take soap pumps for the toilets and hand sanitiser. All children must wash their hands before meal times and sanitise after. Hand sanitiser will be given to children after the activity ends.</p>	<p>Educators</p>	<p>During the excursion</p>	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
Cinema Risks	<ul style="list-style-type: none"> Poor Lighting inside the Cinema leading to accidents 	Moderate	Children will be reminded that the lighting is darker once they enter the cinema complex. They should continue to walk in pairs and be aware of their surroundings.	Educators and Children	During the excursion	Moderate
	<ul style="list-style-type: none"> Choking whilst eating in the cinema in the dark 	Moderate	Staff to position themselves at the front, end and middle of where the children are sitting to ensure supervision when eating during the movie.	Educators	During the excursion	Moderate
	<ul style="list-style-type: none"> Sensory sensitivities or Frightening and inappropriate scenes 	Low	Ensuring the movie is rated appropriately for all children in the group and aligns with OSHC policies. Parental consent is obtained prior to the excursion. Children have the option to go out of the cinema in groups with an educator when feeling frightened or overwhelmed.	Educators	Prior to and during the excursion	Low

Risk	Benefit
<ul style="list-style-type: none">● Poor Lighting inside the Cinema leading to accidents● Choking whilst eating in the cinema in the dark● Lost Child	<ul style="list-style-type: none">● Development of social skills & expected behaviour when with other people of the community● Entertainment through interacting with other students and while watching the movie● Making new friends● Encourages literacy, storytelling and creativity through an engaging film experience● Provides an inclusive activity for all children● Teaches important life skills like excursion etiquette and independence● Supports relaxation and balance alongside active outdoor play● FUN!

Map of Planned Route



Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	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