
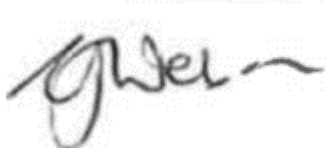



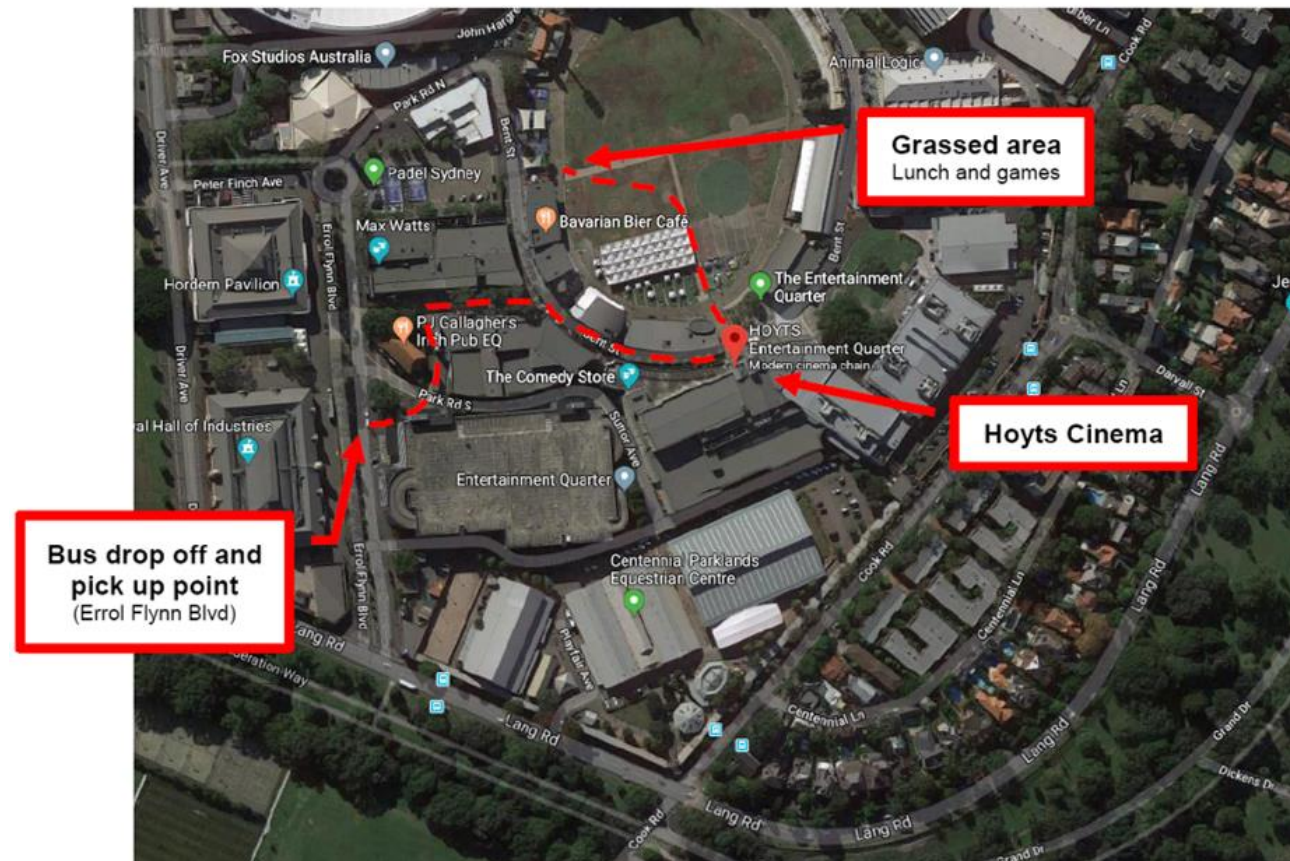
Business Unit:	Children's Services	Date:	20/05/2024	Service Opening Time 7.30 am	Service Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Service:	Cromer	Excursion Date:	09/07/2024
Nominated Supervisor(s):	Cate Webster Lily Waterhouse	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 56
Excursion Destination & Address:	Hoyts @ The Entertainment Quarter Moore Park NSW 2021	Educator to child ratio:	1:8	Number Educators:	Up to 8
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Proposed activities the children will participate in: Children will travel safely by bus to The Entertainment Quarter to enjoy a movie session at Hoyts Cinema . After the movie, the children will have lunch at the grassy area near Entertainment Quarter (see map). The children will be transported safely back to their Vacation Care centre by bus.					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			The authorisation for transportation of the child is as follows: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /		
Scheduled time of departure from the service: 9am	Anticipated time of arrival at the venue: 9.45am		Period the children will be travelling:	Approx 45 minutes	
Scheduled time of departure from the venue: 2pm	Anticipated time of arrival back to the service: 2.30pm		Period the children will be travelling:	Approx 45 minutes	
Method of transport, including the proposed route. E.g., main roads and road crossings: Children will be transported by bus from centre to the venue. The bus will drop off children along Errol Flynn Boulevard near The Entertainment Quarter	North Sydney Bus Charter: 16-18 Epping Road North Ryde NSW 2113 Ph: 9427 8533 Fax: 9878 0057 email: info@northsydneybuscharters.com.au web: www.northsydneybuscharters.com.au		Requirements for safety restraints/seatbelts:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	

	Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		
Reason for Transporting the Children:	The excursion is far from the service and isn't within reasonable walking distance for the children.	Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Description of the proposed pick-up location:	The bus will park safely near the community service, so the children will board the bus without accessing the main car park area.	Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Checklist of items to take on the excursion - ✓ when packed			
First-aid kit		Mobile phone	
List of Children attending the excursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children, if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children's clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats)		Child Profiles for children with additional needs	

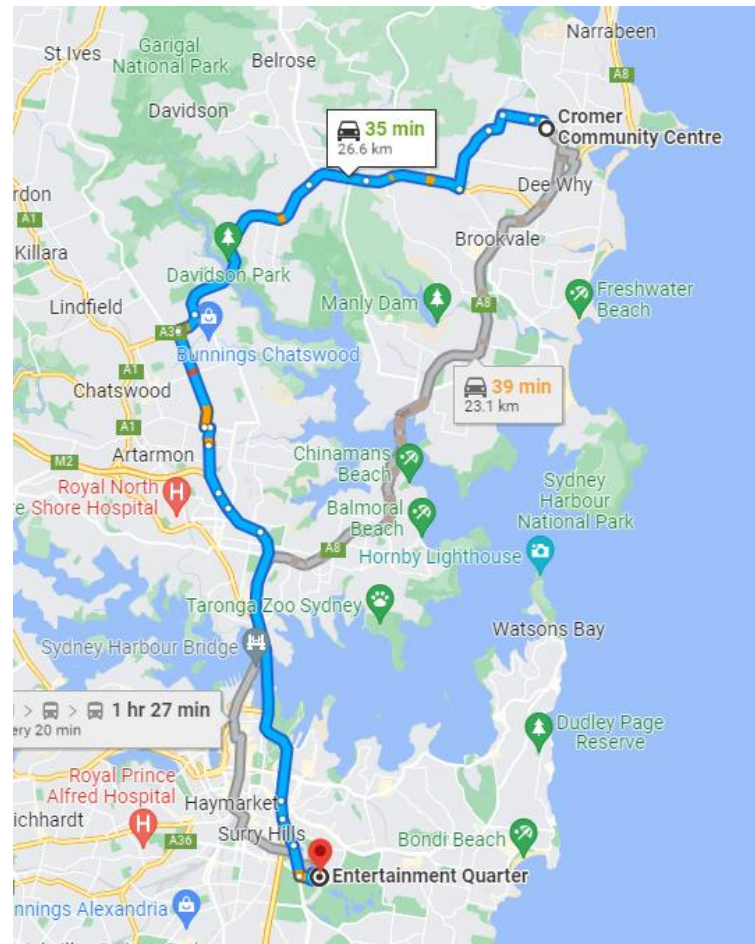
	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		20/05/2024
Participant	Cate Webster	Vacation Care Director		29/05/2024
Participant	Lily Waterhouse	Vacation Care Director		27/05/2024

HOYTS ENTERTAINMENT QUARTER EXCURSION

KEY:
Proposed walking route - - - - -



The Bus trip – The group will be picked up at 9am



Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> Minimal environmental damage, immediately reversible; No discernible change in the environment; No annoyance to local community; Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> Limited environmental damage; Temporary and limited annoyance to local community; Heavy use of sustainable resource; Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> Minor fracture (finger, toe, etc.); Severe irritation or mild burn; Serious sprain or strain; Mild allergic reaction or sensitisation; Mild to moderate depression; Anxiety or stress reaction disorder. 	Temporary environmental impact e.g. <ul style="list-style-type: none"> Significant environmental damage over short to medium term (e.g. < 1 year); Significant or prolonged annoyance to local community; Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> Complete/partial loss of hearing, vision; Amputation, disfigurement or disability; Major fracture or multiple injuries; Severe burn or tissue damage; Severe allergic reaction or asthma; Major irreversible disease; Severe depression. 	Significant Environmental Impact e.g. <ul style="list-style-type: none"> Significant environmental damage over long term (e.g. > 1 year); Major environmental damage over short to medium term (e.g. < 1 year); Major annoyance to local community; Heavy use of readily available but finite resource; Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> Major environmental damage over long term (e.g. >1 year); Adverse health effects among local community Very heavy use of readily available but finite resource; Heavy use of scarce/finite resource.

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> An incident might happen every 50 years Incident might be seen once during working life. Probability of incident close to zero Controls are failsafe
2 Unlikely	<ul style="list-style-type: none"> An incident might happen every 5-10 years May see several incidents during working life Incident foreseeable but probability very low Incident not known to have happened at another business unit
3 Possible	<ul style="list-style-type: none"> An incident might happen every 1 - 5 years An event could occur. An incident may have happened at another business unit Controls may be breached
4 Likely	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> Significant number of incidents might occur each year Incidents occur frequently Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	Traffic accidents as a result of transporting children by bus	<ul style="list-style-type: none"> Superficial cut, bruise, or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	2	2	4	<ul style="list-style-type: none"> Walk when on public transport Hold onto handles where available Remain seated whilst the vehicle is in motion Educators present who are first-aid trained First-aid kits available Educate children before leaving the service about appropriate behaviour Children are advised to take extra care when boarding/disembarking the bus Do not exceed the maximum allowance for people on the bus Educators ensure children and staff wear seatbelts if they are fitted on the bus 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
2	Pedestrian traffic accidents when walking along footpaths, crossing roads, children running onto the road	<ul style="list-style-type: none"> Superficial cut, bruise or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	4	3	12	<ul style="list-style-type: none"> Obey pedestrian rules Be observant and cautious at all times when near roads and traffic Cross at appropriate junctions/places, such as traffic lights and zebra crossings, where possible Walk along footpaths Educators to lead and follow the group to ensure appropriate behaviours are adhered to 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present who are first-aid trained Educate children before arriving at the excursion venue about appropriate behaviour Coordinator to discuss venue facilities with educators before leaving the service 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



4	Transporting children by bus.	<ul style="list-style-type: none"> Children wanting to use the bathroom. Children left behind at the service. Incorrect children return on the bus from the venue. 	4	3	12	<ul style="list-style-type: none"> Educators perform a roll call of the children present and attending the excursion Children are allocated to their groups Children are issued with coloured wristbands that ensure they remain in that specific group Children can go to the bathroom, collect their bags and line up ready for departure to their excursion Children walk to the pick-up point and wait for the bus Educators check that the bathrooms are vacated Educators count the children as they board the bus Educators confirm the number with the Coordinator Children are advised to walk when on the bus and remain seated at all times Children do not sit in the middle of the back seat of the bus (may become projectile) Hold onto handles where available Educators ensure children and staff wear seatbelts if they are fitted on the bus Educators present who are first-aid trained First aid kits available On returning to the service, children's names are matched to the roll as they board the bus. This ensures the right child/ren return to the service. A head count can be completed once on the bus and before the bus departs for the return journey An educator enters the bus once children have left the bus to do a visual check of all seats & under seats for remaining children or belongings 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
5	Consuming food, drink or other item that may cause choking or allergic reaction	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries. 	2	3	6	<ul style="list-style-type: none"> Ensure all foods are suitable according to the available allergies/intolerances Medical Action plans Children should always be sitting when eating and drinking to avoid choking Use correct hygiene practices when serving food to avoid contamination Follow correct hygiene practices for children Ensure children have access to drinking water Always have a first aid kit and emergency contact numbers available on excursions 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
6	Play equipment and environment are not well maintained or appropriate for the age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.	<ul style="list-style-type: none"> Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment or treatment beyond first aid 	2	2	4	<ul style="list-style-type: none"> Check the environment on arrival for hazards such as glass, other sharps, etc. Educators to visually check equipment for age suitability and maintenance Be aware of hot surfaces in the playground (ensure appropriate footwear is worn at all times) Ensure all gates are secured in a venue as appropriate. Ensure at least one educator has a current first-aid certificate Always have a first aid kit and emergency contact numbers available on excursions Ensure the first aid kit is accessible and fully stocked and all items are in date Make sure mobile phone is charged and operating in case of emergency Apply first aid as necessary 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
7	Drowning in a body of water	<ul style="list-style-type: none"> Injury requiring medical treatment beyond first-aid. Fatality. 	5	3	15	<ul style="list-style-type: none"> Increased educator-to-child ratios on excursions with water sports (1:5) Direct supervision / active watching of children at all times whilst near all water hazards Talk to children about water safety Ensure at least one educator has a current first-aid certificate 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



8	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with group-specific coloured wristbands Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For in-service events, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For in-service events, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children, such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
9	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children are emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> Each educator allocated a maximum of eight children Each educator allocated a colour, and all the children in their group wear this coloured wristband with office phone numbers printed on them Educators do regular head counts of their groups to ensure all children are accounted for Coordinator/assistant coordinator to carry out overall group head counts throughout the day Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost Additional needs children have their specific educator to supervise and include them in the program/excursion 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
10	Outside exposure to the sun	<ul style="list-style-type: none"> Sunburn. Heat exhaustion. Injuries requiring first-aid treatment. Temporary discomfort or pain. Severe irritation or mild burn. Severe burn or tissue damage. Long-term damage causing melanoma. 	3	3	9	<ul style="list-style-type: none"> All children and educators to apply sunscreen before leaving the service All children and educators are to wear appropriate clothing, including hats All children and educators to regularly apply sunscreen throughout the day Spend as much time as possible in the shade Ensure all children and educators have a drink bottle or access to water Encourage regular water intake by stopping activities for a drink break Ensure that educators model sun protection practices such as wearing hats and sunscreen 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
11	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the excursion about children's allergies and communicate to educators Educators keep a closer eye on children who have identified as having allergies Educator survey the environment for potential allergens and minimise contact At least one educator is trained in Anaphylaxis management Educators have first-aid certificates First aid kit available, including service EpiPen Always have a first-aid kit and emergency contact numbers available on excursions Make certain all foods are suitable according to allergies/intolerances Medical Action plans available / on hand 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
12	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children are emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> Familiarise the children with the site Ensure toilet facilities are available when booking the excursion venue Ensure disabled access is available when booking an excursion venue Educators to accompany children to bathrooms Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper Educators never to leave children alone with members of the public in bathrooms Spare clothes included in the excursion bag 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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13	Potential exposure to Infectious diseases, including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> Exposure to infectious diseases, including COVID-19, causing respiratory illnesses, rashes, temperatures, etc., that can spread to educators and children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality. 	3	2	6	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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14	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults Review excursion risk assessment Update excursion authorisation and permission where required Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors Contact the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



RISK MANAGEMENT PLAN

USAGE GUIDELINES FOR SCHOOL EXCURSIONS

HOYTS

INTRODUCTION

Thank you for choosing Hoyts as your destination. We value your patronage and hope you have a great experience in our cinemas.

As our guest, we want to make sure that you are treated with care. This Risk management Plan sets out how we protect our patron's safety.

Before you visit our cinema, we'd like you to take the time to read this document and usage guidelines to assist you prepare for your visit.

HOYTS SAFETY MANAGEMENT SYSTEM

Hoyts have an effective Safety Management System in place. This allows us to manage risks to prevent incidents. This ensures that your experience with us is enjoyable and hassle free.

Our Safety Management System fosters a proactive approach. Our system includes comprehensive Emergency Management Procedures, periodic staff training and a clear issue resolution process.

At each cinema, we have in place:

- ▶ A manager in charge
- ▶ A trained OHS Representative who works with our managers to manage risks as they arise
- ▶ First Aid Attendants rostered on all shifts
- ▶ First Aid kits which are replenished after use and checked regularly
- ▶ Trained and skilled Emergency Wardens
- ▶ Emergency response communication systems, illuminated emergency exit signs and emergency lighting to assist in the event of an evacuation
- ▶ Fire Fighting equipment which is checked in accordance with Australia standards
- ▶ Scheduled servicing of plant and equipment to keep our air-conditioning, lifts and escalators running with minimum interruption
- ▶ Disabled access to each cinema, unless otherwise advertised
- ▶ Office of Film and Literature Classification compliant guidance on every trailer and film we screen to allow you to make informed decisions about what you see
- ▶ Trained team members who supervise patrons during screenings
- ▶ Contracted service providers who maintain our building
- ▶ Stringent visitor management procedures to manage contractors working on the site

HAZARD IDENTIFICATION

If you recognise a hazard, that is, anything that has the potential to cause harm such as a spill drink on the floor, we ask that you advise the nearest team member.

All our sites are compliant with the Building Code of Australia. However some elements inherent in the normal cinema environment may prove hazardous to the students in your group and we bring to your attention the points listed below:

- ▶ We would like you to be aware that at the cinema, we sell a variety of foods. We suggest you be aware of your student's individual needs before the visit

The Hoyts Corporation
Risk Management Plan – School Excursions
Updated: October 2010



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HOYTS

When you are in the cinema, please abide by the following advice:

1. Make sure you have an up to date list of the names of the students in your group
2. When visiting our cinemas, it is the responsibility of the school to outline a code of conduct expected of the students whilst on an excursion
3. When visiting our cinemas, we expect all students to follow the Hoyts conditions of entry which is available to teachers prior to the excursion or is on display at each cinema
4. When entering the cinema, instruct the students to form a single line to have their ticket validated by our team members
5. Please turn off all mobile phones, iPods etc upon entering the cinema
6. Please keep your personal items with you at all times as we can not accept responsibility for any losses you may incur
7. Please refrain from talking during the movie
8. Be aware that our premises may be under constant recorded video surveillance
9. Our cinemas are 'smoke free' premises. Smoking is not permitted under any circumstances
10. We do not allow any photography or video filming to be done in cinema locations without the express written consent by The Hoyts Corporation
11. We take film piracy very seriously. The use of recording devices is not permitted in any Hoyts Cinema. Recording movies within theatres violates the Federal copyright law and State law

Our team members regularly complete the cinema inspections to ensure the safety of all visitors to our cinema, but it is your responsibility to monitor the movements and behaviour of your group whilst they are visiting our cinema.

The Hoyts Corporation has a National Safety Officer and National Safety Committee who are available to assist and give advice to cinemas on any OHS issue.



WHS MANAGEMENT SYSTEM WHS FORM 501-2 VACATION CARE WALKING EXCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939



VACATION CARE Excursions and Transportation of Children Preparation Checklist

SERVICE: ☐ Cromer

☐ Manly Vale

☐ North Harbour

DATE:

EXCURSION:



Staff member

On opening the Service	
Display the excursion details sign on the Meet & Greet table	
Swimming permission forms on the Meet & Greet table (if applicable)	
Prepare wristbands for groups – up to 8 children per group (5 for swimming)	
At least one educator with current first aid (HLTAID012) and CPR (HLTAID009)	
Collect things to take – Backpack / Excursion Bag	
Incident/Injury Report Forms	
Excursion Information Folder	
Child attendance list / roll & iPad for transition roll calls	
Family and emergency contact list	
Excursion First Aid Kit, Asthma Kit, Epipen	
Medication and completed Medication Forms – if applicable	
Action Plans and Risk Minimisation and Communication Plans	
Service Mobile Phone and Walkie-Talkies (if applicable)	
Sports Equipment (optional - check venue)	
Sunscreen, Hand Sanitizer, Ruboosh Bags	
Risk assessment- including transportation of children where relevant- signed by all educators	
Before Departure from the Service	
Coordinator & one educator to complete & document roll call & headcount & agree on numbers	
Allocate groups of up to eight (8) children per staff member (5 for swimming)	
Staff to exchange mobile numbers with service coordinator for communication in the event of an emergency	
Each group is issued with coloured wristbands / Hi Vis Vests	
Children to go to the bathroom, get their bags, wear their hats, line up, and apply sunscreen	
Last staff member:	
• Excursion details sign is on the front door	
• Check that service, storerooms and bathrooms are vacated	
• Switch off lights, close and lock all doors to the service	
Bus Boarding	
Complete a head count as children board the bus & ensure the coordinator and an educator:	
• agree on numbers	
• complete transition roll call using iPad immediately after all children have boarded bus & are in seats	
On Arriving at Venue	
Complete a headcount of children and the transition roll call using the iPad at the destination.	
On Departing from Venue	
Complete a roll call in small groups & report numbers to the service coordinator, document on iPad.	
On Returning from Excursion – Bus Boarding	
• Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers	
• Perform a transition roll call using the iPad as children board the bus immediately after all the children have boarded the bus and are secured in their seats.	
Back at Service	
Group leaders conduct small group roll calls & complete Excursion feedback together.	
On arrival back at the service, check the vehicles interior to confirm no children remain there. Collect any belongings / lost property	
Complete the transition roll call using the iPad	
Golden Rules	
<ul style="list-style-type: none"> Children must not sit in the middle of the back seat of the bus (may become projectile) Don't assist children onto climbing equipment - if they can't reach it, then they are not meant to climb Please ensure children are always supervised. If a child in your group needs to use the toilet, children should go in multiples while the rest of the group stays together outside the toileting facility. 	

2017/402622

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:


REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs



Business Unit:	Children's Services	Date:	20/05/2024	Service Opening Time 7.30 am	Service Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Service:	Cromer	Excursion Date:	11/07/2024
Nominated Supervisor(s):	Cate Webster Lily Waterhouse	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 56
Excursion Destination & Address:	BOUNCE inc Cromer Northern Beaches Business Park, Unit 7&8, 4/10 Inman Rd, Cromer NSW 2099	Educator to child ratio:	1:8	Number Educators:	Up to 8
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Proposed activities the children will participate in: The children will safely walk to Bounce and enjoy a game in the indoor playground. After the play centre, children will have lunch at Cromer park field. Please note no food allowed at BOUNCE. Children will safely walk back to their Vacation Care centre. 11am to 1pm booking					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		
Scheduled time of departure from the service: 10:30		Anticipated time of arrival at the venue: 10:45		Period the children will be travelling:	Approx 15 min
Scheduled time of departure from the venue: 2pm		Anticipated time of arrival back to the service: 2:15		Period the children will be travelling:	Approx 15 min
Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Checklist of items to take on the excursion - ✓ when packed

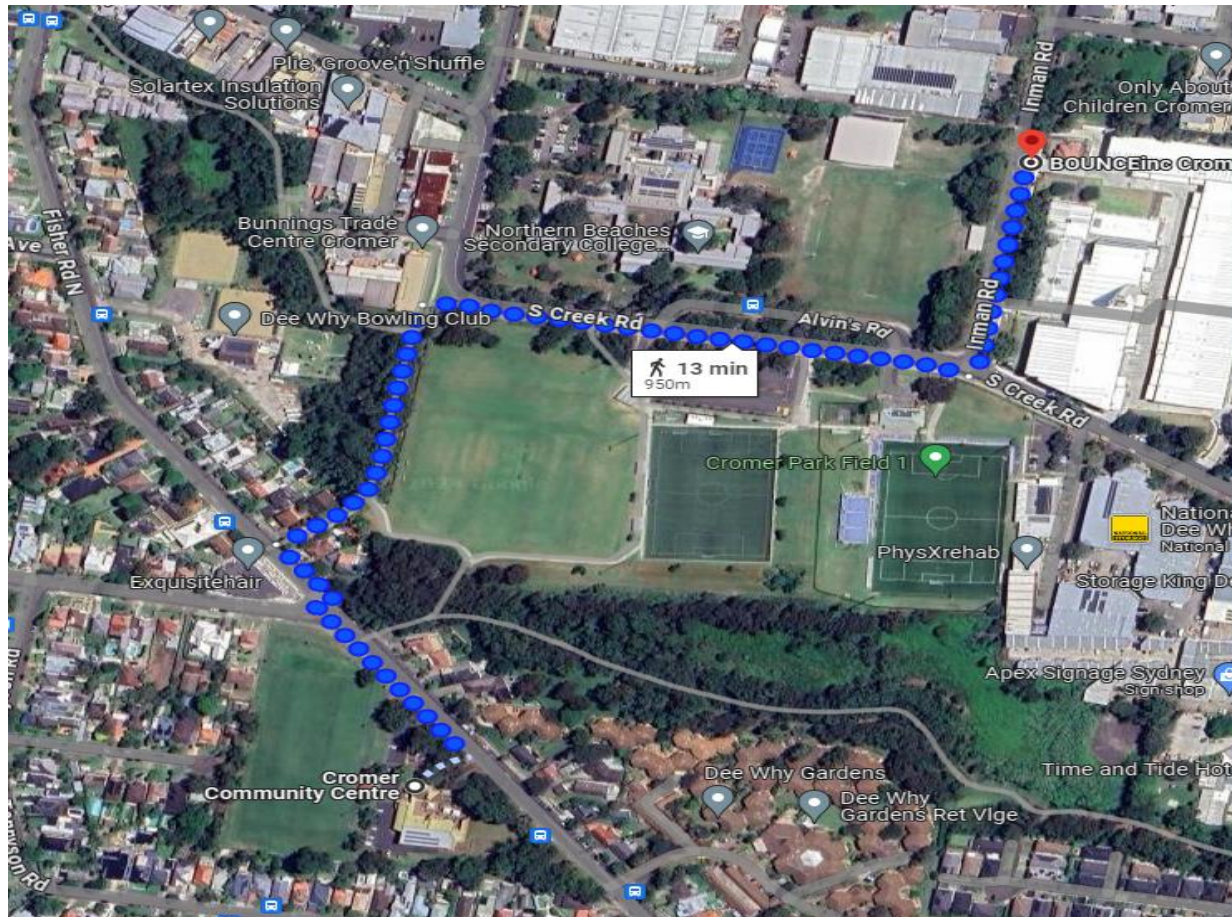
First-aid kit		Mobile phone	
List of Children attending the excursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children, if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children's clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats)		Child Profiles for children with additional needs	

	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		20/05/2024



Participant	Cate Webster	Vacation Care Director		29/05/2024
Participant	Lily Waterhouse	Vacation Care Director		27/05/2024

Walking Route



Use caution – walking directions may not always reflect real-world conditions

Cromer Community Centre

150 Fisher Rd N, Cromer NSW 2099

↑ Head north-west on Fisher Rd N

210 m

↪ Turn right

240 m

↪ Turn right onto S Creek Rd

350 m

↩ Turn left onto Inman Rd

170 m

↪ Turn right

9 m

BOUNCEinc Cromer

Northern Beaches Business Park, Unit 7&8, 4/10 Inman Rd, Cromer NSW 2099





TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939



Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder. 	Temporary environmental impact e.g. <ul style="list-style-type: none"> • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> • An incident might happen every 50 years • Incident might be seen once during working life. • Probability of incident close to zero • Controls are failsafe
2 Unlikely	<ul style="list-style-type: none"> • An incident might happen every 5-10 years • May see several incidents during working life • Incident foreseeable but probability very low • Incident not known to have happened at another business unit
3 Possible	<ul style="list-style-type: none"> • An incident might happen every 1 - 5 years • An event could occur. • An incident may have happened at another business unit • Controls may be breached
4 Likely	<ul style="list-style-type: none"> • One or more incidents might occur a year • Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> • Significant number of incidents might occur each year • Incidents occur frequently • Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	Pedestrian traffic accident when walking along footpaths, crossing roads, children running onto the road	Superficial cut, bruise or abrasion Deep cuts or wounds; Fractures or multiple injuries Fatal injuries	4	3	12	<ul style="list-style-type: none"> Obey pedestrian rules Be observant and cautious at all times when near roads and traffic Cross at appropriate junctions / places such as traffic lights and zebra crossings where possible Walk along footpaths Educators to lead and to follow the group to ensure appropriate behaviours are adhered to 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
2	General Activities	Slips, trips and falls	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present that are First Aid trained Educate children before arriving at excursion venue about appropriate behaviour Coordinator to discuss venue facilities with educators prior to leaving service 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
3	Walking with children	Children wanting to use the bathroom. Children left behind at the service. Incorrect children return from the venue.	4	3	12	<ul style="list-style-type: none"> Educators perform a roll-call of the children present and attending the excursion Children are allocated to their groups Children are issued with coloured wristbands that ensure they remain in that specific group Children can go to the bathroom, collect their bag and line up ready for departure to their excursion Educators check that the bathrooms are vacated Educators count the children before leaving the service Educators confirm the number with the Coordinator Children are advised to walk and not run Educators present that are First Aid trained First Aid Kits available Before leaving the area educators ensure children's names are matched to the roll. This ensures the right child/ren are returning to the service. A head count can be completed before leaving the area and again once back at the service. 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	Consuming food, drink or other item that may cause choking or allergic reaction	Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries.	2	3	6	<ul style="list-style-type: none"> Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available Children should always be sitting when eating and drinking to avoid choking Use correct hygiene practices when serving food to avoid contamination Follow correct hygiene practices for children Ensure children have access to drinking water Always have first aid kit and emergency contact numbers available on excursions 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
5	Play equipment and environment not well maintained or appropriate for age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.	Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid	2	2	4	<ul style="list-style-type: none"> Check environment on arrival for hazards such as glass, other sharps etc. Educators to visually check equipment for age suitability and maintenance Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times) Ensure all gates are secured in venue as appropriate. Ensure current first aid certificate is held by Educator Always have first aid kit and emergency contact numbers available on excursions Ensure first aid kit is accessible and fully stocked and all items are in date Make sure mobile phone is charged and operating in case of emergency Apply first aid as necessary 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
6	Drowning in a body of water (if applicable)	Injury requiring medical treatment beyond first-aid. Fatality.	5	3	15	<ul style="list-style-type: none"> Increased educator-to-child ratios on excursions with water sports (1:5) Direct supervision / active watching of children at all times whilst near all water hazards Talk to children about water safety Ensure a current first aid certificate is held by Educator 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



7	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with same coloured wristbands in each group of children Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For incursions, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For incursions, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
8	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> Each educator allocated a maximum of eight children Each educator allocated a colour and all the children in their group wear this coloured wristband with office phone numbers printed on them Educators do regular head counts of their individual groups to ensure all children are accounted for Coordinator/assistant coordinator to carry out overall group head counts throughout the day Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost Additional needs children have their specific educator to supervise and include them in the program / excursion 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
9	Outside exposure in the sun	<ul style="list-style-type: none"> Sunburn. Heat exhaustion. Injuries requiring first-aid treatment. Temporary discomfort or pain. Severe irritation or mild burn. Severe burn or tissue damage. Long-term damage causing melanoma. 	3	3	9	<ul style="list-style-type: none"> All children and educators to apply sunscreen before leaving the service All children and educators to wear appropriate clothing including hats All children and educators to regularly apply sunscreen throughout the day Spend as much time as possible in the shade Ensure all children and educators have a drink bottle or access to water Encourage regular water intake by stopping activities for a drink break Ensure educator models sun protection practices such as wearing hats and sunscreen 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
10	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the excursion about children's allergies and communicate to educators Educators keep a closer eye on children who have identified as having allergies Educator survey the environment for potential allergens and minimise contact At least one educator is trained in Anaphylaxis management Educators have first-aid certificates First aid kit available, including service EpiPen Always have a first-aid kit and emergency contact numbers available on excursions Make certain all foods are suitable according to allergies/intolerances Medical Action plans available / on hand 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
11	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> Familiarise the children with site Ensure toilet facilities are available when booking excursion venue Ensure disabled access is available when booking excursion venue Educators to accompany children to bathrooms Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper Educators never to leave children alone with members of the public in bathrooms Spare clothes included in the excursion bag 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
12	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality. 	3	2	6	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
13	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults Review excursion risk assessment Update excursion authorisation and permission where required Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors Contact the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



Risk Analysis & Management Plan



Schools & Groups

Bounce aims to provide as safe and healthy environment for our visitors.

We have our own health & safety procedures and should you have further queries about this, please contact us on 1300 000 540

Purpose

For excursions to our venues, certain groups are required to conduct a risk analysis & management plan.

This is to be forwarded as required to the organiser of the group

Process

Breakdown

The excursion/day into activities (eg. Off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)

Activities

- Identification of hazards that may exist, what harm may result, and to whom - consider consequences should an incident occur
- The practices currently in place to reduce the frequency or consequences of injury
- Identification if further controls are possible- (risk versus education outcome) does the control measure actually introduce any new risks?
- Identification & documentation of who puts each control in place and in what time frame

See tables below to determine the consequence, likelihood and risk rating

When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:

- Substitute - lower risk activity with same educational outcome
- Redesign - change or reorder activities
- Isolate – provide clear instructions to children at the start of an activity
- Admin controls – plan & coordinate each activity of an excursion
- Personal protective equipment – last option that should be considered but in some cases the only practical control



Risk Analysis & Management Plan



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Combine the possible consequence and the likelihood to get the risk rating

	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Severe
A - Almost Certain	High	High	Extreme	Extreme	Extreme
B - Likely	Medium	High	High	Extreme	Extreme
C - Possible	Low	Medium	High	Extreme	Extreme
D - Unlikely	Low	Low	Medium	High	Extreme
E - Rare	Low	Low	Low	High	High



VACATION CARE+
Excursion Preparation Checklist

CENTRE: ☐ Cromer ☐ Forestville ☐ Manly Vale ☐ North Harbour

DATE: ☐ EXCURSION: ☐

☒ Staff members

On-opening-the-centre		<input checked="" type="checkbox"/>	Staff members
Put excursion details sign on the Meet & Greet table	<input type="checkbox"/>	<input type="checkbox"/>	
Swimming Permission forms on Meet & Greet table (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare Whisbands for groups & children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	
Collect 'things to take' - Backpack/Excursion Bag			
Incident/Injury Report Form	<input type="checkbox"/>	<input type="checkbox"/>	
Excursion Information Folder	<input type="checkbox"/>	<input type="checkbox"/>	
Family contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Excursion First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Asthma Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Epipen	<input type="checkbox"/>	<input type="checkbox"/>	
Medication and Medication Forms (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Centre Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	
Sports Equipment (optional - check venue)	<input type="checkbox"/>	<input type="checkbox"/>	
Sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	
Rubbish Bags	<input type="checkbox"/>	<input type="checkbox"/>	
Prior to-Departure-from-the-Centre			
Allocate groups to a staff member & children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	
Issue coloured wrist bands to each group	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinator & one educator to complete a head count & ensure they agree on numbers	<input type="checkbox"/>	<input type="checkbox"/>	
Children to go to the bathroom, get bag, wear hat, line up, apply sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	
Carry out a Roll Call using paper roll and mark accordingly	<input type="checkbox"/>	<input type="checkbox"/>	
Last staff member	<input type="checkbox"/>	<input type="checkbox"/>	
Excursion details sign is on the front door	<input type="checkbox"/>	<input type="checkbox"/>	
Check bathrooms are vacated	<input type="checkbox"/>	<input type="checkbox"/>	
Switch off lights, close and lock all doors to the centre	<input type="checkbox"/>	<input type="checkbox"/>	
On-Departing-for-Excursion--Bus-Boarding			
Coordinator & one educator to complete a paper roll call and mark accordingly; Complete a head count as they board the bus & ensure Coordinator and educator agree on numbers	<input type="checkbox"/>	<input type="checkbox"/>	
On-Returning-from-Excursion			
On boarding bus	<input type="checkbox"/>	<input type="checkbox"/>	
Perform a paper roll call and mark accordingly	<input type="checkbox"/>	<input type="checkbox"/>	
Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers	<input type="checkbox"/>	<input type="checkbox"/>	
On arrival back at the centre, check bus for sleeping children and any belongings / lost property	<input type="checkbox"/>	<input type="checkbox"/>	
Golden Rules			
Children must not sit in the middle of the back seat of the bus (may become projectile)	<input type="checkbox"/>	<input type="checkbox"/>	
Don't assist children onto climbing equipment if they can't reach, then they are not meant to climb	<input type="checkbox"/>	<input type="checkbox"/>	

2017/462527

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER




- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

Business Unit:	Children's Services	Date:	20/05/2024	Service Opening Time 7.30 am	Service Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Service:	Cromer	Excursion Date:	18/07/2024
Nominated Supervisor(s):	Cate Webster Lily Waterhouse	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 56
Excursion Destination & Address:	St Ives Showground playground- 452 Mona Vale Rd, St Ives NSW 2075	Educator to child ratio:	1:8	Number Educators:	Up to 8
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Proposed activities the children will participate in: Today we are off to Ku-ring-gai's largest playground at St Ives. There will be swinging, spinning, balancing, rocking, climbing, and sensory nature play experiences. Children need to bring hat, lunch, closed shoes and water bottle. Information about playground - https://www.krg.nsw.gov.au/Things-to-do/Parks-playgrounds-and-sportsfields/St-Ives-Showground-Regional-Playground					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			The authorisation for transportation of the child is as follows: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /		
Scheduled time of departure from the service: 9.45am	Anticipated time of arrival at the venue: 10.15am		Period the children will be travelling:	Approx 25 min	
Scheduled time of departure from the venue: 2pm	Anticipated time of arrival back to the service: 2.30pm		Period the children will be travelling:	Approx 25 min	
Method of transport, including the proposed route. E.g., main roads and road crossings: Children will be transported by bus from centre to venue. The bus will drop off children in carpark at showground	North Sydney Bus Charters P 02 9427 8533		Requirements for safety restraints/seatbelts:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
	Entering/Exiting Service Embarking/Disembarking Transport				

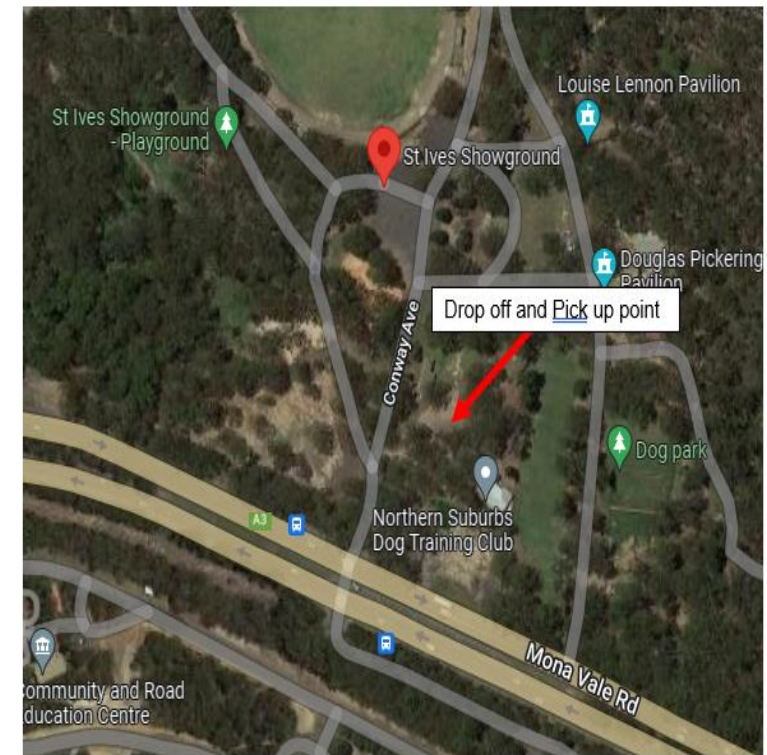
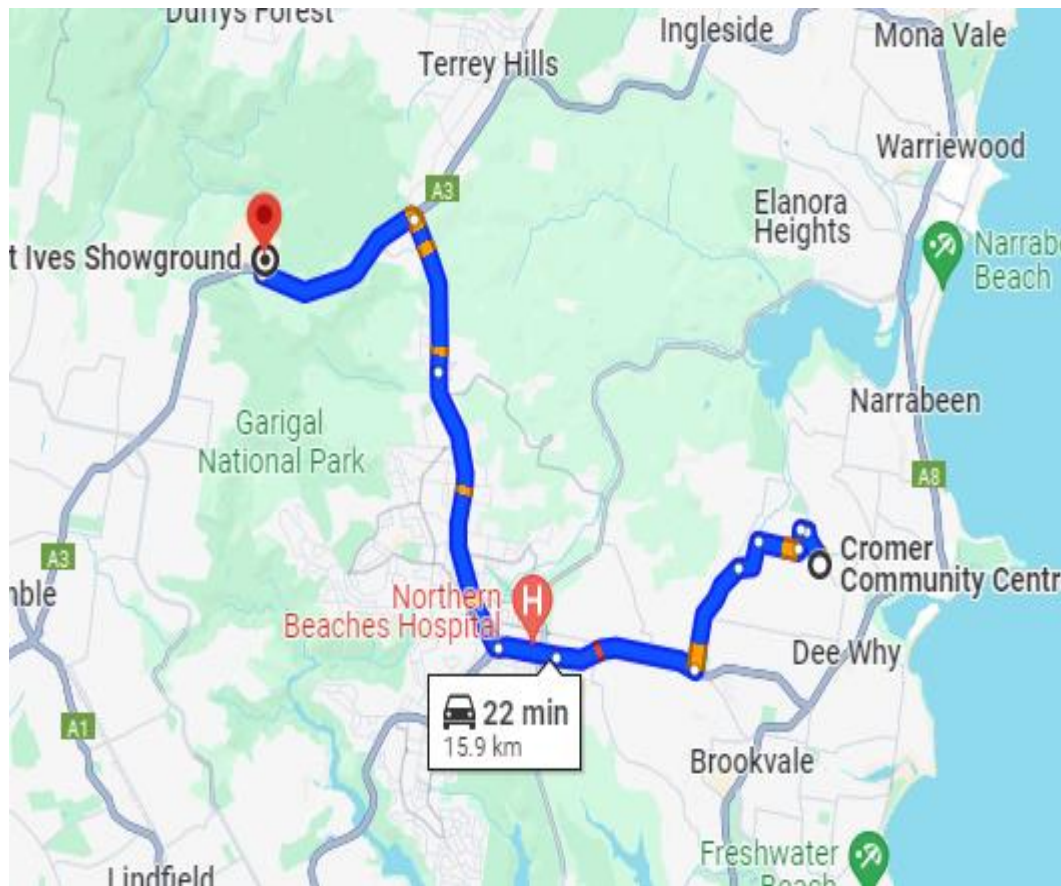
	Refer to 2017/482522 (attached)		
Reason for Transporting the Children:	The excursion is far from the service and isn't within reasonable walking distance for the children.	Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Description of the proposed pick-up location:	The bus will park safely near the community service, so the children will board the bus without accessing the main car park area.	Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Checklist of items to take on the excursion - ✓ when packed

First-aid kit		Mobile phone	
List of Children attending the excursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children, if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children's clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats)		Child Profiles for children with additional needs	

	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		20/05/2024
Participant	Cate Webster	Vacation Care Director		29/05/2024
Participant	Lily Waterhouse	Vacation Care Director		27/05/2024

Bus Trip



Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> Minimal environmental damage, immediately reversible; No discernible change in the environment; No annoyance to local community; Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> Limited environmental damage; Temporary and limited annoyance to local community; Heavy use of sustainable resource; Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> Minor fracture (finger, toe, etc.); Severe irritation or mild burn; Serious sprain or strain; Mild allergic reaction or sensitisation; Mild to moderate depression; Anxiety or stress reaction disorder. 	Temporary environmental impact e.g. <ul style="list-style-type: none"> Significant environmental damage over short to medium term (e.g. < 1 year); Significant or prolonged annoyance to local community; Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> Complete/partial loss of hearing, vision; Amputation, disfigurement or disability; Major fracture or multiple injuries; Severe burn or tissue damage; Severe allergic reaction or asthma; Major irreversible disease; Severe depression. 	Significant Environmental Impact e.g. <ul style="list-style-type: none"> Significant environmental damage over long term (e.g. > 1 year); Major environmental damage over short to medium term (e.g. < 1 year); Major annoyance to local community; Heavy use of readily available but finite resource; Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> Major environmental damage over long term (e.g. >1 year); Adverse health effects among local community Very heavy use of readily available but finite resource; Heavy use of scarce/finite resource.

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> An incident might happen every 50 years Incident might be seen once during working life. Probability of incident close to zero Controls are failsafe
2 Unlikely	<ul style="list-style-type: none"> An incident might happen every 5-10 years May see several incidents during working life Incident foreseeable but probability very low Incident not known to have happened at another business unit
3 Possible	<ul style="list-style-type: none"> An incident might happen every 1 - 5 years An event could occur. An incident may have happened at another business unit Controls may be breached
4 Likely	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> Significant number of incidents might occur each year Incidents occur frequently Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	Traffic accidents as a result of transporting children by bus	<ul style="list-style-type: none"> Superficial cut, bruise, or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	2	2	4	<ul style="list-style-type: none"> Walk when on public transport Hold onto handles where available Remain seated whilst the vehicle is in motion Educators present who are first-aid trained First-aid kits available Educate children before leaving the service about appropriate behaviour Children are advised to take extra care when boarding/disembarking the bus Do not exceed the maximum allowance for people on the bus Educators ensure children and staff wear seatbelts if they are fitted on the bus 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
2	Pedestrian traffic accidents when walking along footpaths, crossing roads, children running onto the road	<ul style="list-style-type: none"> Superficial cut, bruise or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	4	3	12	<ul style="list-style-type: none"> Obey pedestrian rules Be observant and cautious at all times when near roads and traffic Cross at appropriate junctions/places, such as traffic lights and zebra crossings, where possible Walk along footpaths Educators to lead and follow the group to ensure appropriate behaviours are adhered to 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present who are first-aid trained Educate children before arriving at the excursion venue about appropriate behaviour Coordinator to discuss venue facilities with educators before leaving the service 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



4	Transporting children by bus.	<ul style="list-style-type: none"> Children wanting to use the bathroom. Children left behind at the service. Incorrect children return on the bus from the venue. 	4	3	12	<ul style="list-style-type: none"> Educators perform a roll call of the children present and attending the excursion Children are allocated to their groups Children are issued with coloured wristbands that ensure they remain in that specific group Children can go to the bathroom, collect their bags and line up ready for departure to their excursion Children walk to the pick-up point and wait for the bus Educators check that the bathrooms are vacated Educators count the children as they board the bus Educators confirm the number with the Coordinator Children are advised to walk when on the bus and remain seated at all times Children do not sit in the middle of the back seat of the bus (may become projectile) Hold onto handles where available Educators ensure children and staff wear seatbelts if they are fitted on the bus Educators present who are first-aid trained First aid kits available On returning to the service, children's names are matched to the roll as they board the bus. This ensures the right child/ren return to the service. A head count can be completed once on the bus and before the bus departs for the return journey An educator enters the bus once children have left the bus to do a visual check of all seats & under seats for remaining children or belongings 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
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Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
5	Consuming food, drink or other item that may cause choking or allergic reaction	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries. 	2	3	6	<ul style="list-style-type: none"> Ensure all foods are suitable according to the available allergies/intolerances Medical Action plans Children should always be sitting when eating and drinking to avoid choking Use correct hygiene practices when serving food to avoid contamination Follow correct hygiene practices for children Ensure children have access to drinking water Always have a first aid kit and emergency contact numbers available on excursions 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
6	Play equipment and environment are not well maintained or appropriate for the age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.	<ul style="list-style-type: none"> Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment or treatment beyond first aid 	2	2	4	<ul style="list-style-type: none"> Check the environment on arrival for hazards such as glass, other sharps, etc. Educators to visually check equipment for age suitability and maintenance Be aware of hot surfaces in the playground (ensure appropriate footwear is worn at all times) Ensure all gates are secured in a venue as appropriate. Ensure at least one educator has a current first-aid certificate Always have a first aid kit and emergency contact numbers available on excursions Ensure the first aid kit is accessible and fully stocked and all items are in date Make sure mobile phone is charged and operating in case of emergency Apply first aid as necessary 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
7	Drowning in a body of water	<ul style="list-style-type: none"> Injury requiring medical treatment beyond first-aid. Fatality. 	5	3	15	<ul style="list-style-type: none"> Increased educator-to-child ratios on excursions with water sports (1:5) Direct supervision / active watching of children at all times whilst near all water hazards Talk to children about water safety Ensure at least one educator has a current first-aid certificate 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



8	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with group-specific coloured wristbands Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For in-service events, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For in-service events, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children, such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
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Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
9	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children are emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> Each educator allocated a maximum of eight children Each educator allocated a colour, and all the children in their group wear this coloured wristband with office phone numbers printed on them Educators do regular head counts of their groups to ensure all children are accounted for Coordinator/assistant coordinator to carry out overall group head counts throughout the day Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost Additional needs children have their specific educator to supervise and include them in the program/excursion 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
10	Outside exposure to the sun	<ul style="list-style-type: none"> Sunburn. Heat exhaustion. Injuries requiring first-aid treatment. Temporary discomfort or pain. Severe irritation or mild burn. Severe burn or tissue damage. Long-term damage causing melanoma. 	3	3	9	<ul style="list-style-type: none"> All children and educators to apply sunscreen before leaving the service All children and educators are to wear appropriate clothing, including hats All children and educators to regularly apply sunscreen throughout the day Spend as much time as possible in the shade Ensure all children and educators have a drink bottle or access to water Encourage regular water intake by stopping activities for a drink break Ensure that educators model sun protection practices such as wearing hats and sunscreen 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
11	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the excursion about children's allergies and communicate to educators Educators keep a closer eye on children who have identified as having allergies Educator survey the environment for potential allergens and minimise contact At least one educator is trained in Anaphylaxis management Educators have first-aid certificates First aid kit available, including service EpiPen Always have a first-aid kit and emergency contact numbers available on excursions Make certain all foods are suitable according to allergies/intolerances Medical Action plans available / on hand 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
12	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children are emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> Familiarise the children with the site Ensure toilet facilities are available when booking the excursion venue Ensure disabled access is available when booking an excursion venue Educators to accompany children to bathrooms Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper Educators never to leave children alone with members of the public in bathrooms Spare clothes included in the excursion bag 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
13	Potential exposure to Infectious diseases, including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> Exposure to infectious diseases, including COVID-19, causing respiratory illnesses, rashes, temperatures, etc., that can spread to educators and children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality. 	3	2	6	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
14	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults Review excursion risk assessment Update excursion authorisation and permission where required Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors Contact the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



VACATION CARE
Excursions and Transportation of Children Preparation Checklist

SERVICE: ☐ Cromer ☐ Manly Vale ☐ North Harbour

DATE:

EXCURSION:

✓ Staff member

On opening the Service	
Display the excursion details sign on the Meet & Greet table	
Swimming permission forms on the Meet & Greet table (if applicable)	
Prepare wristbands for groups – up to 8 children per group (5 for swimming)	
At least one educator with current first aid (HLTAID012) and CPR (HLTAID009)	
Collect things to take – Backpack / Excursion Bag	
Incident/Injury Report Forms	
Excursion Information Folder	
Child attendance list / roll & iPad for transition roll calls	
Family and emergency contact list	
Excursion First Aid Kit, Asthma Kit, Epipen	
Medication and completed Medication Forms – if applicable	
Action Plans and Risk Minimisation and Communication Plans	
Service Mobile Phone and Walkie-Talkies (if applicable)	
Sports Equipment (optional - check venue)	
Sunscreen, Hand Sanitizer, Ruboosh Bags	
Risk assessment- Including transportation of children where relevant- signed by all educators	
Before Departure from the Service	
Coordinator & one educator to complete & document roll call & headcount & agree on numbers	
Allocate groups of up to eight (8) children per staff member (5 for swimming)	
Staff to exchange mobile numbers with service coordinator for communication in the event of an emergency	
Each group is issued with coloured wristbands / Hi Vis Vests	
Children to go to the bathroom, get their bags, wear their hats, line up, and apply sunscreen	
Last staff member:	
• Excursion details sign is on the front door	
• Check that service, storerooms and bathrooms are vacated	
• Switch off lights, close and lock all doors to the service	
Bus Boarding	
Complete a head count as children board the bus & ensure the coordinator and an educator:	
• agree on numbers	
• complete transition roll call using iPad immediately after all children have boarded bus & are in seats	
On Arriving at Venue	
Complete a headcount of children and the transition roll call using the iPad at the destination.	
On Departing from Venue	
Complete a roll call in small groups & report numbers to the service coordinator, document on iPad.	
On Returning from Excursion – Bus Boarding	
• Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers	
• Perform a transition roll call using the iPad as children board the bus immediately after all the children have boarded the bus and are secured in their seats.	
Back at Service	
Group leaders conduct small group roll calls & complete Excursion feedback together.	
On arrival back at the service, check the vehicles interior to confirm no children remain there. Collect any belongings / lost property	
Complete the transition roll call using the iPad	
Golden Rules	
<ul style="list-style-type: none"> Children must not sit in the middle of the back seat of the bus (may become projectile) Don't assist children onto climbing equipment - if they can't reach it, then they are not meant to climb Please ensure children are always supervised. If a child in your group needs to use the toilet, children should go in multiples while the rest of the group stays together outside the toileting facility. 	

2017/402622

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs



VACATION CARE INCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939



Business Unit:	Children's Services	Date:	20/05/2024	Service Opening Time 7.30 am	Service Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	Service:	Cromer	Incursion Date:	22/07/2024
Nominated Supervisor(s):	Cate Webster Lily Waterhouse	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 60
Incursion Destination & Address:	Cromer Community Centre	Educator to child ratio:	1:15	Number Educators:	Up to 5
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Proposed activities the children will participate in:

Children will participate in a karaoke experience hosted by Fun Times kids' Parties. 10am- 12pm

Checklist of items - ✓ when sighted

First-aid kit		Mobile phone	
List of Children attending the incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Sanitisation products, sunscreen, spare children clothing	
Electronic or paper copy of this risk assessment			

	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		20/05/2024
Participant	Cate Webster	Vacation Care Director		29/5/2024
Participant	Lily Waterhouse	Vacation Care Director		27/5/2024



Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> Minimal environmental damage, immediately reversible; No discernible change in the environment; No annoyance to local community; Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> Limited environmental damage; Temporary and limited annoyance to local community; Heavy use of sustainable resource; Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> Minor fracture (finger, toe, etc.); Severe irritation or mild burn; Serious sprain or strain; Mild allergic reaction or sensitisation; Mild to moderate depression; Anxiety or stress reaction disorder. 	Temporary environmental impact e.g. <ul style="list-style-type: none"> Significant environmental damage over short to medium term (e.g. < 1 year); Significant or prolonged annoyance to local community; Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> Complete/partial loss of hearing, vision; Amputation, disfigurement or disability; Major fracture or multiple injuries; Severe burn or tissue damage; Severe allergic reaction or asthma; Major irreversible disease; Severe depression. 	Significant Environmental Impact e.g. <ul style="list-style-type: none"> Significant environmental damage over long term (e.g. > 1 year); Major environmental damage over short to medium term (e.g. < 1 year); Major annoyance to local community; Heavy use of readily available but finite resource; Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> Major environmental damage over long term (e.g. >1 year); Adverse health effects among local community Very heavy use of readily available but finite resource; Heavy use of scarce/finite resource.

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> An incident might happen every 50 years Incident might be seen once during working life. Probability of incident close to zero Controls are failsafe
2 Unlikely	<ul style="list-style-type: none"> An incident might happen every 5-10 years May see several incidents during working life Incident foreseeable but probability very low Incident not known to have happened at another business unit
3 Possible	<ul style="list-style-type: none"> An incident might happen every 1 - 5 years An event could occur. An incident may have happened at another business unit Controls may be breached
4 Likely	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> Significant number of incidents might occur each year Incidents occur frequently Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1.	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present that are First Aid trained Educate children before arriving at incursion venue about appropriate behaviour Coordinator to discuss venue facilities with educators prior to leaving service 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
2	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment, or treatment beyond first aid. Missing children. 	4	3	12	<ul style="list-style-type: none"> Be actively involved with children in their play Know where each child is and position yourself for maximum supervision of all children (head count) Supervise all children all of the time Be aware of other people within the same environment as the children at all times Make children easily identifiable with same coloured wristbands in each group of children (if required) Talk with children about what to do if they become separated Be mindful of current Government guidelines concerning social distancing and gathering Additional needs children have their specific educator to supervise and include them in the program / incursion 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
3	Inadequate supervision resulting in child protection incidents	<ul style="list-style-type: none"> Risk of grooming Children or young person injured or abused Council / Service reputational damage 	4	3	12	Incursion provider will <ul style="list-style-type: none"> sign in on arrival and out of departure; Incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children in care Educator will <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure incursion provider is never left alone with children, or takes responsibility for supervising the children in care Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children in care 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information prior to incursion about children's allergies and communicate to educators Educators keep a closer eye on children who have identified as having allergies Educator survey the environment for potential allergens and minimise contact At least one educator is trained in Anaphylaxis management Educators have first aid certificates First aid kit available including service EpiPen Always have first aid kit and emergency contact numbers available on incursions Make certain all foods are suitable according to allergies / intolerances Medical Action plans available / on hand 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
5	Consuming food, drink or other item that may cause choking or allergic reaction (if applicable)	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries. 	2	3	6	<ul style="list-style-type: none"> Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available Children should always be sitting when eating and drinking to avoid choking Use correct hygiene practices when serving food to avoid contamination Follow correct hygiene practices for children Ensure children have access to drinking water Always have first aid kit and emergency contact numbers available on incursions 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
6	Play equipment and environment not well maintained or appropriate for age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.(if applicable)	<ul style="list-style-type: none"> Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid 	2	2	4	<ul style="list-style-type: none"> Check environment on arrival for hazards such as glass, other sharps etc. Educators to visually check equipment for age suitability and maintenance Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times) Ensure all gates are secured in venue as appropriate. Ensure current first aid certificate is held by Educator Always have first aid kit and emergency contact numbers available on incursions Ensure first aid kit is accessible and fully stocked and all items are in date Make sure mobile phone is charged and operating in case of emergency Apply first aid as necessary Advise Service Co-ordinator if any equipment requires repair 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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7	Outside exposure in the sun (if outside)	<ul style="list-style-type: none"> Sunburn. Heat exhaustion. Injuries requiring first-aid treatment. Temporary discomfort or pain. Severe irritation or mild burn. Severe burn or tissue damage. Long term damage causing melanoma. 	3	3	9	<ul style="list-style-type: none"> All children and educators to apply sunscreen before leaving the service All children and educators to wear appropriate clothing including hats All children and educators to regularly apply sunscreen throughout the day Spend as much time as possible in the shade Ensure all children and educators have a drink bottle or access to water Encourage regular water intake by stopping activities for a drink break Ensure educator models sun protection practices such as wearing hats and sunscreen 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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8	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality. 	3	2	6	<ul style="list-style-type: none"> Limit incursions to those that can ensure distancing and using resources that can be cleaned well and regularly by provider Use visitor log to capture contact numbers in the event contact is required The presentation will be 3 metres away from children and witches hats will form a visual barrier for children if needed. Children will wash hands before and after presentation COVIDSafe app installed on mobile and active. Follow <u>NSW Government advice regarding social distancing and gatherings</u> Follow <u>NSW Health and Department of Education Advice</u> concerning the resumption of incursions. Ongoing review of incursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for 2021/188062 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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9	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults Review excursion risk assessment Update excursion authorisation and permission where required Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors Contact the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs