

## Laivoi OOSH Services – Risk Management Plan

### CCSS SteinerCare OOSH & Holiday Care (10 Catamaran Road, Fountaindale, NSW 2258)

I have read and understood the risks involved in this excursion and associated activities. I agree to abide by the safety procedures / risk elimination & control measures below and to be vigilant of the children at all times.

Staff signatures:

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

<u>EXCURSION DETAILS</u>		
<u>Date of Excursion / Destination</u>	Tue 9 <sup>th</sup> July 2024	Bus excursion to Banksia Picnic Area, Somersby, NSW
<u>Arrival &amp; Departure</u>	9:30am depart school / 4pm return	Using School Bus
<u>Proposed Activities</u>	General games & sports Bushwalking / nature trail / observation of nature Walk to waterfall Nature Scavenger Hunt Nature Art & Craft Activities Make campfire in designated fire pits and cook damper	<b>Children will be supervised at all times.</b> <b>Staff training / discuss risks identified at the site on prior assessment visit to site (MC)</b> <b>Value of the excursion as a learning experience for the children. The value of children learning to be part of assessing and managing risk in activities in nature</b>
<u>Method of Transport (including proposed route where relevant)</u>	Transport by school bus to include use of safety belts by all children and staff. Parents to deliver children to school at Fountaindale. Any special instructions / medical / dietary information to be handed to staff. This is to be communicated to all staff including who has first aid kit / contact list / medications etc.	Parents to sign <b>EXCURSION PERMISSION FORM</b> and indicate any special instructions. Risk Assessment available in printed form for parents / staff.
<u>Name of Excursion Co-ordinator</u>	Margaret Corr (Laivoi Pty Ltd)	Supervisor responsible on day: Margaret Corr
<u>Contact Number of Excursion Co-ordinator</u>	(BH) 0413-115-626	
<u>Number of Children Attending</u>	Approx. 20	
<u>Educator to child ratio; including whether the activities warrant a higher ratio</u>	Min Ratio 1:15 on campus Min Ratio 1:8 on excursion	Four staff to attend excursion / above ratios
<u>Plan Prepared by / In consultation With</u>	Margaret Corr / All Staff	

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#### Excursion / Event Checklist

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating in excursion & any special info if applicable) <input checked="" type="checkbox"/> Detailed dietary / special info on each child <input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services <input checked="" type="checkbox"/> Other items, sunscreen, water bottles, hats, rugs
<input checked="" type="checkbox"/> List of children attending the excursion	
<input checked="" type="checkbox"/> Contact information for each child	
<input checked="" type="checkbox"/> Medical information for each child	

	<u>Activity</u>	<u>Hazard Identified</u>	<u>Risk Assessment (Matrix)</u>	<u>Elimination / Control Measures</u>	<u>Who</u>	<u>When</u>
1	Transport by School Bus	Walking to bus general road hazard on boarding bus Children going behind or around bus. Boarding the bus / getting caught in doors Trips or falls entering / exiting bus or on bus. General potential risk in vehicle.	Moderate	Discuss the excursion & bus transport with children beforehand. Discuss safe practices and get children’s feedback. <ol style="list-style-type: none"> <li>1) Divide children into groups. Staff member responsible for group and will ensure they have been to the toilet, check bag for food / water bottle / hat etc. / check all children present BEFORE starting to escort to bus.</li> <li>2) Gather all children at the school entrance. Go to bus in groups in a line with educator.</li> <li>3) One educator to board bus first and supervise children’s seating and putting on safety belts. Seat children at the back first. Start checking &amp; adjusting belts for correct fit</li> <li>4) 2<sup>nd</sup> Educator supervises children boarding the bus standing at bus door.</li> <li>5) Other groups wait at school entrance with educator to minimise children queuing at bus.</li> <li>6) Greet driver and escort children safely on bus.</li> </ol>	ALL STAFF	When departing and arriving by bus.

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				<p>7) When all children and staff have boarded bus, <b>take the roll and ensure all children and staff are present.</b></p> <p>Staff to be then seated with children and wear seatbelt before departing.</p> <p>All children and staff to remain seated while travelling and wait until bus parked before getting up.</p>		
2	Staff travel on bus	General transport risks. Getting on and off bus safely.	Moderate	<p>Staff to escort children on bus. One staff member to board the bus BEFORE the children and supervise seating, other staff to board as their groups do and last staff member to board bus AFTER all children have boarded.</p> <p>Use handrail on boarding / disembarking bus. When all children are on the bus staff must be seated and wearing seat belt also.</p> <p>When ALL passengers are seated and wearing seatbelts, THEN instruct driver that we are ready to depart.</p> <p>On disembarking, staff member to exit bus first and ensure safe spot for children to gather. One staff member to be last to leave bus to ensure all children have disembarked and that no items left. CONFIRM pickup point and time with driver.</p> <p>On arriving back at school, disembark in groups again. Take roll on return to class.</p>	ALL STAFF	During bus transport and when waiting for bus.
3	Water Hazard (waterfall at Somersby Falls bushwalk)	Falling in water Drowning Falling on slippery rocks	High	<p>Children to be monitored around water at all times. Discuss with the children beforehand and ensure safety rules are followed. Children may observe the surrounding flora and fauna. Discuss. Assess if children can sit safely on rocks near waterfall to observe. Staff</p>	ALL STAFF to monitor	On Bush walk to waterfall

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				must be adjacent at all times. Care when walking to avoid slippery rocks (If it's green it's slippery!)		
4	Water side areas	Falling on Rocks. Cuts or injuries on rocks. Hazardous wildlife	Moderate	Children to be monitored around water areas. Discuss with children where it is safe to walk. Do not allow children to go in areas where there are hazards. NOT running around water areas. Discuss with children not picking up creatures or other items.	ALL STAFF	On Bush walk
5	Nature activity or general walk through bushland	Trips & falls / Fall off rocks Children getting lost.	Moderate	<u>Active Staff supervision &amp; rules</u> Minimum two staff in an area at all times Ensure children remain together. Call children in their groups regularly to ensure all present (make this a game). Do roll call as required including before departure and at lunch time.	ALL STAFF	Throughout the day
6	Use of Public Toilets	Get lost or hurt in provided areas Members of public in toilets	Moderate	Staff ACTIVE supervision & head counts <b>Staff to check toilets before children enter.</b> <b>Visit the toilets as a group – don't allow children to go off to the toilet by themselves.</b> <b>Wait for public to leave if necessary (e.g. male toilet).</b> <b>Younger children can all use female toilet. Staff to stand outside or go in toilet (room NOT cubicle). Keep verbal communication with children. Children change themselves if required.</b>	ALL STAFF	When using public toilets
7	Making Campfire	Risk of burns Risk of fire spreading	Moderate	Use designated fire pits to make fire Must ALWAYS have staff member as 'Fire Keeper" who stays with the fire at all times. Use a ROPE to create a visual boundary around the fire. HAVE 2 BUCKETS OF WATER EITHER SIDE OF THE FIRE! This can be used for extinguishing as necessary or for immediate first aid if there is contact with heat. Children must ask the 'Fire Keeper" if they can enter the fire area within the rope – avoid crowding around the fire.	ALL STAFF	When making and using campfire.

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				<p>Bring own firewood and matches and KEEP IN SAFE enclosed bag with the 'Fire Keeper" / lock in vehicle. NOT ON GROUND.</p> <p>No RUNNING in area of fire.</p> <p>When cooking over fire keep group small and ensure children a safe distance and balanced (no leaning over)</p> <p>Ensure that fire is completely extinguished on completion. (Children may keep cool charcoal for drawing).</p>		
8	General safety & Hygiene	General hazards	Low	<p>Ensure children WASH their hands after toilet or after messy play. Use hand sanitiser / wipes as required.</p> <p>Staff to wash / sanitise hands before first aid or assisting with food.</p> <p>Staff to remain together with children throughout the day with a min of 2 staff with a group at all times.</p>	ALL STAFF	Throughout the day

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#### Risk Matrix

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