

## Excursion risk management plan

Excursion details			
Date(s) of excursion:	29/09/23	Excursion destination	Chinese Gardens - Tumbalong Park. Chinatown - Darling Harbour.
Departure and arrival times	Depart Avalon OOSH: 9:00am Return to Avalon OOSH: 3:30pm		
Proposed activities	Walking, playing games in open field Walking around Chinatown in a group. Walking Around Chinese Gardens with Staff and tour guide.	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Bus from Avalon OOSH to Darling Harbour. Bus pick up fom Tumbalong Park, and Return to Avalon OOSH.		
Name of excursion co-ordinator	Karen McGill		
Contact number of excursion co-ordinator	(BH) 9918 - 9672	(M) [REDACTED]	
Number of children attending excursion		Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1 Educator : 8 Children		
Excursion checklist			
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating in the excursion		
<input checked="" type="checkbox"/> List of children attending the excursion	<input checked="" type="checkbox"/> Contact information for each adult		
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input checked="" type="checkbox"/> Medical information for each child	<input checked="" type="checkbox"/> Other items, please list		

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
walking	getting separated from group	moderate	walk with partners in supervised groups	All Staff/Children	at all times
Boarding / Disembarking Bus	Ensuring that everyone is accounted for and not left behind	High	Roll Call on and off of the bus. Buddy Check	All Staff/Children	when boarding/disembarking bus

Plan prepared by	Karen McGill	Date	25/09/2023
Prepared in consultation with:	Staff		
Communicated to:	All Staff		
Venue and safety information reviewed and attached	Yes / <b>No</b>		
	Comment if needed:		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Risk Matrix

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