

Avalon OOSH Excursion Risk Management Plan

Date(s) of Excursion	8.7.26	Excursion destination/address:	Warriewood Cinema Complex 4 Vuko Place, Warriewood, NSW 2102
Departure and arrival times	Depart Centre: 9am Arrival: 9:20am Departure : 12:20pm - Arrive back at Centre: 2:35		
Proposed activities	Bus will drop us off outside of United Cinemas Warriewood. Educators will walk children up to the cinema in one group. Children will go to the bathroom in the upstairs hallway of the cinema. Educators will then move all children into the designated theatre and set them in the designated rows. When the movie is over, Children will have the opportunity to go to the toilet. Educators will take children in one group downstairs and back to the bus.	(Please select Yes or No) Water hazards? Reg 101.2 (c) <u>No?</u> If no – there are no further considerations or additions regarding water hazards. Reg 101.2 (c) <u>Yes?</u> If yes – please see below considerations outlined in below risk assessment to accommodate for water hazards (eg: staff to child ratios and other safety considerations).	
	The bus will then return children and educators to the centre.		

Method of transport, including map of proposed route	Best 16 min 36 min 2h 19m 42 min — Avalon, Avalon Beach NSW 2107 United Cinemas Warriewood, 4 Vuko Pl, V Add destination ⌚ Leave now Options Send directions to your phone Copy link via Barrenjoey Rd Fastest route, the usual traffic 16 min 9.6 km Details Preview via Barrenjoey Rd and Pittwater Rd 17 min 9.5 km via Barrenjoey Rd and Warriewood Rd 19 min 10.8 km Search along the route... Petrol EV charging Hotels Ku-ring-gai Chase National Park Chase Church Point McCarrs Creek Reserve Upper Gledhill Falls Bayview Ingleside Wyvern Private Hospital Elanora Heights North Narrabeen Beach Avalon Bilgola Plateau Harris Farm Markets Mona Vale Roof Racks Galore, Warriewood Superstore 17 min 9.5 km 19 min 10.8 km 16 min 9.6 km					
	Name of excursion co-ordinator			Adam Pearson		
	Centre Contact Details		Landline: 029918 9672		Mobile: 0493 696 164	
	Number of children attending excursion	Intended: 50		Number of educators/parents/volunteers		7

Educator to child ratio, including whether this	1:8
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Excursion warrants a higher ratio? Please provide details.	
Procedures for: - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre Including accounting for children at all times.	- A roll call is conducted prior to the children leaving the Avalon OOSH building. The responsible person is to ensure they know the number of children who are in our care. - Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished - Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group - Two educators count the children onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - Educators will split children into 6 groups. - Educators will start to walk children single file from the car park to the cinema - Children will wait at the cinema entrance until all groups arrive - On arrival at our destination a headcount is conducted. - Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted. - Educators will split children into 6 groups. - Educators will start to walk children single file through the car park to the bus - Two educators count the children onto the bus. - A roll call & headcount is conducted before the bus departs. - When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items. - We then walk into Centre, where a roll call & headcount is conducted.

☐ First aid kit	☐ Excursion Bag & Children's medication

☐ List of children attending the excursion	☐ Walkie Talkies
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical information for each child	☐ Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	High	- Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required - Ensure that safe movement around the area is demonstrated to the kids before allowed out to the areas with water	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	- Seek shade/shelter where appropriate - - Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies	All Children & Educator	While at Excursion - At the park for lunch

Missing Child/absconding	Moderate	- Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:6	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
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Anaphylactic reaction/ allergies	Moderate	- First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. - Staff are trained in First aid, anaphylaxis and allergy awareness. - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack	Children with Allergies	Throughout the day. Note particularly during the movie as children will be eating from lolly bags.
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Using the toilets/public toilets & hand washing/hygiene	Moderate	- An Educator to check toilet areas for any hazards before children enter - If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area - Children to go in small groups of same gender - Regular head counts and roll calls - Educators to walk children in groups at a time and remain near toilet block area until children have finished - Children to always communicate with educators about going to and from the toilets. - Multiple toilets are located around the Island	All Children	At the Excursion
Choking, illness, vomiting	Moderate	- Have sickness bags available on the bus - - Ensure children do not eat or drink on the bus - - Ensure children are seated down whilst eating or drinking - All staff trained in first aid	All Children	On the Bus & While eating/drinking
Covid- 19				

Illness, infections, hospitalisation, death of child/educator/adult	Moderate	Ensure Educators & Families are aware of our Covid-19 Policy & procedure Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19 Ensure information of Covid-19 and any practices are updated as new information becomes available Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view Educators & families are updated with any new information / updates on Covid-19 Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice. All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to	Coordinator Educators Families and children Provider Staff	Throughout the whole day
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		Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. Educators are strongly recommended to wear PPE including gloves & face masks where necessary Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based) A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule. Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices		
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Plan prepared by: Sarah Le-Hanie	Date: 16/6/26
Communicated to: All Staff on the day & Families (via website, and printed in centre)	
Venue and safety information/risk assessment/COVID-19 safety reviewed and attached: N/A Comment if needed:	