

## Excursion Risk Assessment

**Excursion Date:** Thursday 30/06/2015

**Excursion Destination:** Our Big Kitchen – 36 Flood Street, Bondi NSW 2026

**Departure and arrival times:** Leave service 9:15am – return to the service by 3:00pm (traffic Permitting)

**Proposed activities:** We will be travelling to Our Big Kitchen by chartered bus, cooking in an industrial kitchen under guided instruction, food will be donated to food banks and shelteres, we will sample some of our cooking, then we will be travelling by chartered bus back to the service.

**Method of transport:** Chartered bus – Baxters Bus Lines.

**Proposed Route of excursion:** To be determined by Bus Company, travelling on suitable authorised road

**Name of Excursion Coordinator:** \_\_\_\_\_

**Number of Children attending excursion:** max 54 children

**Number of Educators:** 9 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio:** 1 educator : 6 children

**Excursion Checklist:** (Please tick off when packed)

- First aid Kit
- List of children attending the excursion
- Medical information for children – Medication for: \_\_\_\_\_
- 
- List of Adults participating in the excursion
- Contact information for children and adults
- Mobile phone
- Photo Camera
- Sunscreen

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus. → Struck by car/bus on road → Trip on uneven footpath	Low Moderate	<ul style="list-style-type: none"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Brief children on rules and behaviour prior to excursion.</li> </ul>	Vac Care Coordinator All Educators  All educators	Prior excursion On excursion  Prior Excursion
Road Accident on route to venue or service → Injuries to passengers	Moderate	<ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver is considered dangerous we will not proceed with the excursion.</li> <li>✓ Nobody is to move around the bus when the bus is in motion.</li> <li>✓ Children are not to distract the driver while the bus is in motion.</li> <li>✓ Educators are to supervise children at all times to ensure rules are bring followed.</li> </ul>	All educators  All educators  All educators	Prior to Excursion  On excursion  On excursion  On excursion
Road Accident	Moderate   High	<p><b><i>If the accident is not serious:</i></b></p> <ul style="list-style-type: none"> <li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li> <li>✓ Contact centre and Manager as soon as possible.</li> </ul> <p><b><i>If the accident is serious:</i></b></p> <ul style="list-style-type: none"> <li>✓ Move those able to walk away form the scene of the accident to a safe location. This will need to be assessed at the time.</li> <li>✓ Deal with casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> </ul>	All Educators  " "  Excursion Supervisor  All Educators  " "	On Excursion  " " "  " " "  " " "  " " "

		<ul style="list-style-type: none"> <li>✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents.</li> </ul>	Excursion Supervisor	“ “ “
Mechanical Breakdown	Low	<ul style="list-style-type: none"> <li>✓ Keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li> <li>✓ Educators to supervise staff to avoid danger until problem is fixed or replacement bus arrives.</li> </ul>	All educators “ “ “ “	On Excursion “ “ “ “ “ “
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> <li>✓ Roll call taken before we leave centre and board bus and again when leaving venue and board bus.</li> <li>✓ Head count taken on a regular basis especially when we are moving from exhibits and boarding bus.</li> </ul>	Excursion Supervisor All Educators	On Excursion “ “ “
Child protection issues	High	<ul style="list-style-type: none"> <li>✓ Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care.</li> <li>✓ Educator to accompany groups of children to toilets throughout the excursion.</li> </ul>	All Educators “ “	On excursion “ “ “
Floor → Slip hazard	Moderate	<ul style="list-style-type: none"> <li>✓ Ensure children take care and only walk Throughout the venue.</li> <li>✓ Children are informed of the rules for no running.</li> <li>✓ Educators inform Our Big Kitchen of any spills or slip hazards and take measures to clean up or rectify issues.</li> <li>✓ Educators to assist Our Big Kitchen to minimise slip hazards.</li> </ul>	All educators “ “ “ “ “ “	On excursion “ “ “ “ “ “
Hot Stoves and Ovens	High	<ul style="list-style-type: none"> <li>✓ Educators to ensure children are listening to instructions at all time.</li> <li>✓ Educators to be actively supervising children in the kitchen along side My big kitchen staff.</li> <li>✓ Bad behaviour will not be tolerated; any child being silly, not listening or misbehaving in any way will not participate in the cooking experience.</li> </ul>	All educators “ “ “ “	On excursion “ “ “ “
Sharp Knives and implements	High	<ul style="list-style-type: none"> <li>✓ No running in arena rule enforced and children are reminded throughout.</li> <li>✓ Children to be advised to be aware of what they are doing and listen and follow safety and usage instructions of the My Big Kitchen Staff.</li> <li>✓ Educators to be actively supervising children in the kitchen along side My big kitchen staff, to ensure correct and safe use of knives.</li> </ul>	All educators “ “ “ “ “	On Excursion “ “ “ “ “
Boiling Water	High	<ul style="list-style-type: none"> <li>✓ Zip Drive at Venue is placed up high (adult height) so children should not have access to this.</li> <li>✓ Educators to be actively supervising children in the kitchen along side My big kitchen staff to ensure that children are not near hot water.</li> </ul>	All Educators “ “	On Excursion “ “
Bumping into objects	Low	<ul style="list-style-type: none"> <li>✓ Ensure work benches stay clear and clean.</li> <li>✓ Educators to ensure appropriate behaviour from children.</li> </ul>	All educators	On excursion
Allergies - food	High	<ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, or food restrictions on booking form. Then chase up management plans and Medications required.</li> <li>✓ Ensure venue is informed of allergies and food restrictions prior to attending excursion.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis is present on excursion</li> <li>✓ Ensure appropriate medication is packed and taken on excursion</li> <li>✓ Ensure educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens.</li> </ul>	Vac Care Coordinator “ “ “ “ Excursion Supervisor All Educators	Prior to excursion “ “ “ “ “ “ On Excursion