

Excursion risk management plan

Excursion details			
Date(s) of excursion		Excursion destination	Wattle Park Highfield Park
Departure and arrival times	Arrive at Wattle Park at 9.00 am (families to bring children to park) Arrive back at St Dunstan's Kindergarten – 2.00 pm		
Proposed activities	Ball games Large Group Games Picnic snack Observe and collect nature items	Water hazards? No Wattle Park is in an enclosed area with a range of areas for the children to explore. We will explore the Bush gardens before visiting the playgrounds.	
Method of transport, including proposed route	Families will bring the children to Wattle Park and we will walk back to the kindergarten. Walk from Wattle Park along Riversdale Road to Highfield Road and stop at Highfield prk continue along Highfield Road to Hunter Road, cross road and walk along Wattle Valley Road to Kindergarten		
Name of excursion co-ordinator	Nikki Samuel		
Contact number of excursion co-ordinator	(BH)98091673	(M) 0418153967 0478699463	
Number of children attending excursion	22 (to be confirmed)	Number of educators/parents/volunteers	2 educators , and any parents/volunteers/pre service teachers that wish to join us on the day
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:11 (educators and children) Minimum additional adult support required is 4.		

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 type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking back from Wattle Park back to the kindergarten	Roads	Minor Moderate	<p>Prior to departing educators talk with children about expectations and road safety.</p> <p>Children walk in lines holding hands with one other peer.</p> <p>Educator at front and back of group. Parents/carers spread themselves out along the group.</p> <p>Meet with parent volunteers prior to excursion commencing to ensure fully informed of the route taken and general road safety.</p> <p>Educators will ensure a fully stocked first aid kit is taken on the excursion.</p>	<p>All educators / volunteers and parents</p> <p>Nikki to check first aid kit before excursion and re-stock if necessary</p>	When walking back from Wattle Park

			<p>Parents asked to ensure children wear appropriate footwear</p> <p>Children to wear HiVis vests whilst out of kindergarten premises</p>		
Exploring at Wattle park	<p>Child may trip and fall</p> <p>Child separated from the group</p>	<p>Minor</p> <p>Major</p>	<p>Whilst walking, educators to be mindful of where children are walking.</p> <p>Ensure that children are wearing appropriate footwear for walking</p> <p>Meet with parent volunteers prior to excursion commencing to ensure fully informed of the need for close supervision.</p> <p>Children to wear nametags with kindergarten name and contact number on it.</p> <p>Children to wear HiVis vests whilst out of kindergarten premises</p> <p>Children walk in lines holding hands with one other peer.</p> <p>Educator at front and back of group. Parents/carers spread themselves out along the group.</p>	All educators/ volunteers and parents	Throughout entire time spent at the reserve

Ball games at open area of Highfield park	Ball may go on the road	Major	<p>Discuss with children about not running after the ball if it goes on the road.</p> <p>Use the back park of the oval (away from the road) to play ball games</p> <p>Meet with parent volunteers prior to excursion commencing to ensure fully informed of the need for close supervision.</p> <p>Head count of children done every 15 minutes whilst playing at Wattle Park</p>	All educators/ volunteers and parents	T Throughout the whole time whilst at Wattle Park and Highfield Park
	Child moving away from the group	Major			
Bad weather	Rain, wet pavements, thunderstorms etc.	Major	<p>Nikki to monitor weather forecast (BOM) and if it appears unsafe or inappropriate will cancel the excursion. Parents will be advised of this prior to excursion as child are being dropped off at the excursion venue.</p> <p>Permission letter to parents will highlight the excursion will be cancelled if</p>	All educators/ volunteers and parents	Throughout entire time spent at the reserve

			<p>inappropriate/unsafe weather.</p> <p>Parent/Volunteers allotted for the day will be advised as soon as practicable of the cancellation of the excursion.</p>		
Snack time / Lunch time		Minor	Children will carry their own drink bottles and food in their back packs.	All educators/ volunteers and parents	Throughout entire time spent at the reserve
Walking to back from Wattle Park, Highfield Park and whilst at both parks	<p>Dogs</p> <p>Snakes</p>	<p>Minor</p> <p>Moderate</p>	<p>Discuss with children and volunteers prior to excursion that if a dog approaches them, to stand still and call for an adult. Remind children not to pat dogs</p> <p>Discuss with children and prior to excursion that if a snake is seen to tell an adult and stay clear away from it.</p> <p>Discuss with volunteers prior to excursion that there may be snakes but to keep a look out and if sighted, tell Nikki and group will be moved away from snake area</p> <p>If a snake is sighted, the group will move away from that area to a new area</p>	All educators/ volunteers and parents	Throughout entire excursion

	Dead Animals	Minor	Mention to children that there may be some dead creatures in the reserve. If we see one, we are to leave it and not touch it. Let an adult know.		
Throughout entire excursion	Stranger interference	Major	<p>Prior to excursion children educators will talk to children about excursion and be familiar with who will be going with them and who they can seek out if they require help/assistance.</p> <p>Adult volunteers/parents to spread themselves out amongst the group and assist with supervision of children</p> <p>Meet with parent volunteers prior to excursion commencing to ensure fully informed of the need for close supervision.</p> <p>Educators to communicate regularly with each other and be mindful of the need for very close supervision.</p>	All educators/ volunteers and parents	Throughout entire time spent at the reserve
	Allergic reactions or other medical emergencies	Major	<p>Educators will ensure that a first aid kit is taken on the excursion as well as any medication and action plans of children identified with allergies or other medical conditions.</p> <p>Educators will carry a mobile phone and emergency contact information for all children.</p>	Educators	Throughout entire time spent on the excursion

			Children with identified allergies will be closely supervised throughout the excursion by Educators. All educators have appropriate first aid qualifications.		

Plan prepared by	Nikki Samuel	Olenia Costa	
Prepared in consultation with:			
Communicated to:	All staff and Committee Members		
Venue and safety information reviewed and attached	Yes / <u>No</u> Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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

Proposed Route - Wattle Park to Kindergarten

