

# NNOOSH RISK ASSESSMENT

PLAN PREPARED BY: Briana  
COMMUNICATED TO: Jaime & Ash

IN CONSULTATION WITH: JUNIOR GROUP  
VENUE & SAFETY INFORMATION ATTACHED:

## EXCURSION DETAILS

<b>DATE OF EXCURSION:</b> Tuesday 11 <sup>th</sup> January		<b>EXCURSION DESTINATION/S:</b> <b>Incursion (Sundaes and Super Soakers)</b>	
<b>METHOD OF TRANSPORT</b> (INCLUDING PROPOSED ROUTE/S): IN CENTRE			<b>WATER HAZARDS?</b> No IF YES, DETAIL IN RISK ASSESSMENT BELOW.
<b>PROPOSED ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• Making Ice Cream Sundaes</li> <li>• Water Play with water guns, water balloons, buckets and sponges</li> </ul>			<b>ARRIVAL TIME:</b> 10AM <b>DEPARTURE TIME:</b> 2PM
<b>NAME OF EXCURSION CO-ORDINATOR:</b> Ash		<b>CONTACT NUMBER:</b> 99132846	<b>CONTACT MOBILE NUMBER:</b>
<b>NUMBER OF CHILDREN ATTENDING:</b> Up to 75	<b>NUMBER OF EDUCATORS/VOLUNTEERS:</b> Up to 5		<b>EDUCATOR TO CHILD RATIO:</b> 1:15
<b>FIRST AID KIT?</b> Yes <b>LIST OF CHILDREN ATTENDING EXCURSION?</b> Yes <b>CONTACT INFORMATION FOR EACH CHILD?</b> Yes <b>MEDICAL INFORMATION FOR EACH CHILD?</b> Yes		<b>LIST OF ADULTS PARTICIPATING IN THE EXCURSION?</b> Yes <b>CONTACT INFORMATION FOR EACH ADULT?</b> Yes <b>MOBILE PHONE?</b> Yes <b>OTHER ITEMS?</b> Yes	

## RISK ASSESSMENT

ACTIVITY:	HAZARD IDENTIFIED:	RISK ASSESSMENT (USE MATRIX):	ELIMINATION/CONTROL MEASURES:
<ul style="list-style-type: none"> <li>• Sundae Making</li> </ul>	<ul style="list-style-type: none"> <li>• Choking</li> <li>• Allergy's</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Staff will encourage the children to sit down whilst eating their Sundae.</li> <li>• Staff will maintain active supervision to ensure appropriate behaviour whilst eating.</li> <li>• Ingredients will be prepared thoughtfully and cut into small pieces prior to child handling.</li> <li>• Sundaes will be advertised on the program for parents to view.</li> <li>• Children's allergy's will be considered before making sundaes</li> </ul>

<p><b>ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• Waterplay</li> </ul>	<p><b>HAZARD IDENTIFIED:</b></p> <ul style="list-style-type: none"> <li>• Injury: grazes, cuts and abrasions</li> <li>• Impact injury: Trips, collisions, falls to cause injury to self or others</li> <li>• Broken bones</li> <li>• Head Injury</li> <li>• Slippery/Wet Ground</li> </ul>	<p><b>RISK ASSESSMENT (USE MATRIX):</b></p> <p><b>HIGH</b></p>	<p><b>ELIMINATION/CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>• Area to be checked prior to activity commences for any hazards</li> <li>• Educators will prepare the children for safe play with rules, boundaries and instructions.</li> <li>• Children and staff will be instructed on safe practice prior to participating in any activities and follow any instructions.</li> <li>• Staff to maintain active supervision.</li> <li>• 1:15 staff to children ratio to be maintained at all times during the activity.</li> <li>• Staff trained in first aid will be on site during the activity.</li> </ul>
<p><b>ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• Waterplay</li> </ul>	<p><b>HAZARD IDENTIFIED:</b></p> <ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Sunburn</li> </ul>	<p><b>RISK ASSESSMENT (USE MATRIX):</b></p> <p><b>HIGH</b></p>	<p><b>ELIMINATION/CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>• Regular stops for drinks will be taken.</li> <li>• Sunscreen will be applied to all children and staff and reapplied as the bottle instructs.</li> <li>• Hats will be worn.</li> <li>• Efforts will be made to ensure children play in shaded areas where possible.</li> </ul>
<p><b>ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• Waterplay</li> </ul>	<p><b>HAZARD IDENTIFIED:</b></p> <ul style="list-style-type: none"> <li>• Unsafe use of equipment (Water Guns) – children hitting other children, accidental swings</li> </ul>	<p><b>RISK ASSESSMENT (USE MATRIX):</b></p> <p><b>MODERATE</b></p>	<p><b>ELIMINATION/CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>• Staff will actively supervise children throughout the incursion.</li> <li>• Ratio's will be maintained.</li> </ul>

			<ul style="list-style-type: none"><li>● <b>Staff will assess the safety of all equipment on the day – including water balloons, water guns and barriers</b></li><li>● <b>Staff will have a discussion with the children outlining potential hazards and expected behaviour</b></li><li>● <b>Staff will clearly explain and demonstrate to children the safe distancing between children when throwing a water balloon and shooting a water gun.</b></li><li>● <b>A first aid kit will be readily available</b></li></ul>
--	--	--	--