

NNOOSH RISK ASSESSMENT

PLAN PREPARED BY: Jade COMMUNICATED TO: Briana, Jaime, Ashley	IN CONSULTATION WITH: VENUE & SAFETY INFORMATION ATTACHED: SENIORS
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EXCURSION DETAILS

DATE OF EXCURSION: Wednesday 19th January 2021		EXCURSION DESTINATION/S: Macquarie Centre Movies & Ice Skating	
METHOD OF TRANSPORT (INCLUDING PROPOSED ROUTE/S): Bus		WATER HAZARDS? No IF YES, DETAIL IN RISK ASSESSMENT BELOW.	
PROPOSED ACTIVITIES: <ul style="list-style-type: none"> Watching movie at Events Cinema Macquarie Centre Ice Skating at Macquarie Ice Rink 		DEPARTURE TIME: 9:00am ARRIVAL TIME: 9:45am DEPARTURE TIME: 3:20pm ARRIVAL TIME: 4:00pm	
NAME OF EXCURSION CO-ORDINATOR: Ash		CONTACT NUMBER: 9913 2846	CONTACT MOBILE NUMBER:
NUMBER OF CHILDREN ATTENDING: Up to 50	NUMBER OF EDUCATORS/VOLUNTEERS: 7	EDUCATOR TO CHILD RATIO: 1:8	
FIRST AID KIT? Yes LIST OF CHILDREN ATTENDING EXCURSION? Yes CONTACT INFORMATION FOR EACH CHILD? Yes MEDICAL INFORMATION FOR EACH CHILD? Yes		LIST OF ADULTS PARTICIPATING IN THE EXCURSION? Yes CONTACT INFORMATION FOR EACH ADULT? Yes MOBILE PHONE? Yes OTHER ITEMS? Yes	

RISK ASSESSMENT

ACTIVITY:	HAZARD IDENTIFIED:	RISK ASSESSMENT (USE MATRIX):	ELIMINATION/CONTROL MEASURES:
<ul style="list-style-type: none"> Use of public toilets 	<ul style="list-style-type: none"> Dangerous Persons 	HIGH	<ul style="list-style-type: none"> Staff will check bathrooms before children enter them Staff will always escort children to the bathroom and wait for them outside if they are empty or at the hand washing area if they are being used by the public. Children will always take a buddy of the same gender to the toilet.

			<ul style="list-style-type: none"> • Staff will maintain active supervision • Staff will do a head count before leaving the group as well as before leaving the bathrooms.
ACTIVITY: <ul style="list-style-type: none"> • Arriving to, travelling from cinema to ice rink and departing Macquarie Centre 	HAZARD IDENTIFIED: <ul style="list-style-type: none"> • Lost Child 	RISK ASSESSMENT (USE MATRIX): HIGH	ELIMINATION/CONTROL MEASURES: <ul style="list-style-type: none"> • Children will use a buddy system • All children will wear an OOSH T-shirt with the centre number on it • Staff are allocated a group of children for the day to accommodate head counts • Staff will maintain active supervision • Staff will set a meeting point for children in case they get lost
ACTIVITY: <ul style="list-style-type: none"> • Ice skating 	HAZARD IDENTIFIED: <ul style="list-style-type: none"> • Children being exposed to members of the general public/strangers 	RISK ASSESSMENT (USE MATRIX): CRITICAL	ELIMINATION/CONTROL MEASURES: <ul style="list-style-type: none"> • Staff will conduct a group discussion with children prior to attending the venue about the awareness of unknown adults and safety around the general public • Staff will specify boundaries at the venue to the children • Ratio's will be maintained • Staff will maintain active supervision
ACTIVITY: <ul style="list-style-type: none"> • Ice skating 	HAZARD IDENTIFIED: <ul style="list-style-type: none"> • Injury from fall leading to broken bone/laceration/head injury 	RISK ASSESSMENT (USE MATRIX): CRITICAL	ELIMINATION/CONTROL MEASURES: <ul style="list-style-type: none"> • Children to wear NNOOSH vacation care shirts. • Ratio's will be maintained

			<ul style="list-style-type: none"> ● Group Discussions with the children about safety will occur prior to the excursion ● Staff will actively Supervise children at all times throughout the course ● Staff will ensure they give clear instructions which children understand during the course ● A first aid kit will be readily available
ACTIVITY: <ul style="list-style-type: none"> ● Ice Skating 	HAZARD IDENTIFIED: <ul style="list-style-type: none"> ● Injury: Broken bone/laceration/head injury 	RISK ASSESSMENT <small>(USE MATRIX):</small> HIGH	ELIMINATION/CONTROL MEASURES: <ul style="list-style-type: none"> ● Ratio's will be maintained ● Group Discussions with the children about safety will occur prior to the excursion ● Staff will actively Supervise children at all times throughout the course ● Staff will ensure they give clear instructions which children understand during the course A first aid kit will be readily available ● Staff will assist children that require support

Centre to Macquarie Centre

Narrabeen North Public School
Head east on Namona St towards Oak St
210 m

Turn right onto Pittwater Rd/A8

600 m

Turn right onto Garden St

300 m

Turn left onto Powderworks Rd

4.2 km

Turn left onto Mona Vale Rd/A3

15.3 km

Keep right to continue on Ryde Rd/A3

Continue to follow A3

4.4 km

Turn right onto Talavera Rd

400 m

Continue straight to stay on Talavera Rd

500 m

Macquarie to Centre

Herring Rd

Head north-east on Herring Rd towards Adelphi Rd

Go through 1 roundabout

500 m

Turn right onto Epping Rd

1.0 km

Keep left

350 m

Turn left onto Lane Cove Rd/A3

Continue to follow A3

	20.5 km
Turn right onto Powderworks Rd	
	4.2 km
Turn right onto Garden St	
	300 m
Turn left onto Pittwater Rd/A8	
Parts of this road are closed Mon–Fri 2:00 – 7:00 PM	
	600 m
Turn left onto Namona St	
Destination will be on the right	