

| Risk assessment and management routine outing | |
|---|--|
| Service Name | Coldstream Primary School OSHC & Early Years |
| Excursion details | During OSHC, Student free days, Early years, and Vacation care we use the routine outing to visit our local community destinations to utilise the facilities around us. |
| Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings. | The regular outings occur between Monday-Friday and are always accessed by walking. <ul style="list-style-type: none"> • <u>0-2 Room</u>: between the hours of 9am – 3pm for a maximum of 2 hours. Up to 16 children & a minimum of 4 staff • <u>Kinder Room</u>: between the hours of 9am – 3pm for a maximum of 4 hours. Up to 22 children & a minimum of 2 Staff • <u>OSHC</u>: between 3:15pm – 5:00pm. Up to 22 children & 2 staff • <u>Vacation Care</u>: between the hours of 9am – 3pm. Up to 22 children & a minimum of 2 staff |
| Proposed activities. List all activities that will take place during the excursion. | During our outings, the proposed/planned activities include community engagement, nature exploration, games, playground play, dining, and physical exercise. |
| Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service. | <ul style="list-style-type: none"> • Coldstream Primary School • Shops (North Gateway Coldstream VIC 3770) |
| Estimated departure and arrival times and duration of the excursion. | The regular outings occur between Monday-Friday and are always accessed by walking. <ul style="list-style-type: none"> • <u>0-2 Room</u>: between the hours of 9am – 3pm for a maximum of 2 hours. Up to 16 children & 5 staff |

| | |
|--|---|
| <p>E.g., from the service to each destination and returning to the service.</p> | <ul style="list-style-type: none"> • <u>Kinder Room</u>: between the hours of 9am – 3pm for a maximum of 4 hours. Up to 22 children & 3 Staff • <u>OSHC</u>: between 3:15pm – 5:00pm. Up to 20 children & 2 staff • <u>Vacation Care</u>: between the hours of 9am – 3pm. Up to 22 children & 3 staff |
| <p>Proposed route You can include an image of the route sourced online.</p> | <p>From Coldstream Primary School to Margaret Lewis Reserve, Oval & Fairway Park Whereis (823m 10mins) Crossing the road from the staff car park towards Kelso St.</p> |
| <p>Means of transport E.g., public bus, private bus, coach, private car, taxi, tram</p> | <p>Walking – Educators walking with the children</p> |
| <p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p> | <p>Yes / No / NA Comment: By Foot</p> |
| <p>Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers</p> | <p>Depending on the day of shift and excursion:</p> <ul style="list-style-type: none"> • <u>0-2 Room</u>: Up to 16 children & 5 staff • <u>Kinder Room</u>: Up to 22 children & 3 Staff • <u>OSHC</u>: Up to 20 children & 2 staff • <u>Vacation Care</u>: Up to 22 children & 3 staff <p>Nikia Nankervis (Nominated Supervisor) Kumari Van Der Meer (Nominated Supervisor) Kylie Bailey (Responsible Person) Natalie Mckenzie (ECT/Responsible Person)</p> |

| | |
|---|---|
| | <p>Kirstee Neville (Responsible Person)</p> <p>Chloe Buhler (Responsible Person)</p> <p>Jessie Milne (Responsible Person)</p> <p>Jacinta Fullerton (Educator)</p> <p>Joyce McDonogh (ECT/Responsible Person)</p> <p>Abby Gates (ECT/Responsible Person)</p> <p>Tegan Solomon (ECT/Responsible Person)</p> <p>Michelle Cranston (Responsible Person)</p> <p>Stacey Gray (Responsible Person)</p> <p>Rubi Pickering (Educator)</p> <p>Demi Allen (Educator)</p> |
| <p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</p> <p>E.g. for children’s individual needs.</p> | <p><u>Ratios:</u></p> <p>0-2 years – 1:4</p> <p>3-5 years – 1:11</p> <p>5-12 years – 1:11</p> <p>Where there are children who need additional support 1:4 ratio or 1:2 ratio (this based on safety needs)</p> |
| <p>The number of children involved in the excursion.</p> | <p>As per bookings for the day, our cap is 60 children.</p> <p>16 children max for the 0-2 room</p> <p>22 children max for the 3-5 room</p> <p>22 children max for vacation care</p> <p>22 children max for OSHC</p> |

| | |
|---|---|
| <p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p> | <p>Yes / No</p> <p>Comment:</p> <p>During wet weather puddles of water can form around the area, whether that be at the parks on along footpaths we use to walk. There is extra supervision of children when puddles are present.</p> |
| <p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p> | <p>1 educator to 4 children 0-2 years 1 educator to 11 children 3-5 years 1 educator to 11 children 5-12 years Where there are children who need additional support 1 educator to 2 children or 1 educator to 4 children (this is based on safety needs)</p> |
| <p><i>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</i></p> <p>At base (Coldstream Primary School) we prepare the children for our walk and walk safely to our destinations using appropriate footpaths for safety, with educators spread within the group (depending on numbers e.g. 2 educators required, 1 at the front and 1 at the back. If 3 educators required, 1 in the middle, 1 at the back, 1 at the front etc.)</p> <p>Each time when go we discuss road safety with the children, sticking to footpaths, stopping back from the curb, looking for motor vehicles before crossing roads, and crossing only when educators say it is safe to while holding hands in our buddy system. While out the children are to walk in pairs behind an educator, and hold hands with a partner when crossing a road is required.</p> <p>Educators are all first aid trained, and are equipped with first aid bags, allergy buddies with plans, walkie talkies to communicate with each other, mobile phones, children’s water bottles, on occasion lunch boxes, sunscreen, a list of children and contact information for each child. All children & educators wear safety vests while out, a head count is consistently checked, including a roll call on arrival and departure.</p> | |
| <p><i>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</i></p> <p>Not applicable we are walking</p> | |
| <p>Excursion checklist – items to be readily available during the excursion</p> | |

| (Please tick) | |
|--|--|
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> List of adults involved in the excursion |
| <input type="checkbox"/> List of children involved in the excursion | <input type="checkbox"/> Contact information for each adult |
| <input type="checkbox"/> Contact information for each child | <input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services |
| <input type="checkbox"/> Medication, health plans and risk assessments for individual children | <input type="checkbox"/> Other items, please list |

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

| Risk assessment | | | | | | |
|-----------------|-------------------|---|------------------------------|--|--------------|--------------|
| Activity | Hazard identified | Risk | Risk assessment (use matrix) | Elimination/control measures | Who | When |
| Routine Outing | Crowds and groups | Children getting distracted/lost or wandering off | Moderate | <p>Educators will be evenly spread between the group at all times, and have a walkie on at all times</p> <p>Discussing with the children the importance of staying with the group and ensuring they can see an educator at all times while walking to and from the destination and at the destination</p> <p>Educators completing roll call/head count on departure, arrival and every 10 minutes, and using walkie talkies to communicate</p> | The Children | At all times |

| | | | | | | |
|-------------------------|-------------------------------------|--|-------------------|--|--------------|---|
| Using the public toilet | Biohazard and abduction | Child may get sick or be in danger | Moderate | Educator to take small groups of children to the toilets. Educator to check the toilets before each time children use them. Roll call/head check when leaving the group, and re-entering, educators use walkie talkies throughout to communicate | The children | When using the toilet |
| Routine Outing | Exploring uncontrolled environments | Children becoming ill, or tripping over/becoming injured | Unlikely and high | All educators are first aid trained, we carry a first aid kit & mobile phone with us and all relevant children's medication & action plans. | The children | At all times |
| Walking to destinations | Motor vehicles | Children being injured by motor vehicles | Moderate | Educators walk close to children, and evenly spread out within the group. If 2 educators one at the front and one at the back. If 3, one at the front, one at the back and one in the middle. Each time when we go we discuss road safety with the children, sticking to footpaths, stopping back from the curb, looking for motor vehicles before crossing roads, and crossing only when educators say it is safe to while holding hands in our buddy system. While out the children are to walk in pairs behind an educator, and hold hands with a partner when crossing a road is required. Educators will cross at crossings where possible; when not possible an educator will stand in the middle of the road to support children to cross safely and stop cars coming across. All educators are first aid trained, we carry a first aid kit & mobile phone with us and all relevant children's medication & action plans. | | When walking to the different routine outing spaces |

| | | | | | | |
|-----------------|--|--|-----------------|---|--------------|--|
| | | | | | | |
| Routine outings | Being outdoors with in the elements | Heat/sun/rain risk children being harmed by the weather elements | Moderate | <p>Children to apply sunscreen 50+ 20 minutes before going outside/out of the shade every 1.5hrs. Hats & water bottles</p> <p>Utilising shaded spaces at the destinations</p> <p>Check weather app and UV before leaving.</p> | The children | At all times |
| Routine Outings | Puddles forming after wet weather and storms | Children drowning | Possible & High | Educators walk close to children, and evenly spread out within the group, extra supervision around puddles. | The children | Particularly after wet weather, although can form anytime. |

Risk Matrix

| Consequences | Likelihood | | | | | |
|--------------|---------------|----------|----------|----------|----------|----------------|
| | | Rare | Unlikely | Possible | Likely | Almost Certain |
| | Major | Moderate | High | High | Critical | Critical |
| | Significant | Moderate | Moderate | High | High | Critical |
| | Moderate | Low | Moderate | Moderate | High | High |
| | Minor | Very low | Low | Moderate | Moderate | Moderate |
| | Insignificant | Very low | Very low | Low | Moderate | Moderate |

| Plan and Review | | | |
|---|--|------------------|--|
| Plan prepared by: | Full name: Nikia Nankervis Signature: <i>N Nankervis</i> Role/Position: OSHC & Early Years Manager | Date: 22/03/2024 | |
| Prepared in consultation with: | Full name: Kazz Van Der Meer Signature: <i>K VanDerMeer</i> Role/Position: PMC | | |
| Communicated to all relevant staff: | Yes / No Comment if needed: | | |
| Vehicle safety information reviewed and attached: | Yes / No / N/A Comment if needed: | | |
| Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> '*, a risk assessment must be undertaken <i>at least</i> annually. | Date: 07/02/2025 - annually (unless required earlier) | | |