

Service Name: Bilgola Plateau Public School OOSH Care Centre	
Excursion details: Clontarf Reserve, Sandy Bay Rd, Clontarf 2093	
<b>Date of excursion.</b>	04.02.25
<b>Proposed activities.</b>	Travel to and from venue by private coach Play in the playground Swimming in netted area
<b>Pick up location and destination</b>	Pick up from centre, direct route to venue                                  Centre: 148A Plateau Rd, Bilgola Plt 2107 Pick up from venue, direct route to centre    Venue: Clifton Gardens, Mosman 2088
<b>Estimated departure and arrival times and duration of the excursions</b>	Departure centre @ 10am arrive @ venue at approx. 11am Depart venue @ 2pm arrive back @ centre at approx. 3pm Duration:5 hours
<b>Proposed route</b>	Head northeast on Plateau Rd toward Bilambee Avenue At the roundabout, take the 3 <sup>rd</sup> exit onto Barrenjoey Rd Head southeast on Barrenjoey Continue straight to stay on Barrenjoey Rd Continue onto Pittwater Rd Slight left to stay on Pittwater Rd Slight right onto Pittwater Rd/A8

	<p>Pittwater Rd/A8 turns slightly right and becomes Wakehurst Pkwy  Continue onto Clontarf St  Continue onto Frenchs Forest Rd  At the roundabout, take the 2<sup>nd</sup> exit onto Ethel St  Turn right onto Kanangra Cres  Turn left onto Peronne Ave  Turn right onto Sandy Bay Rd  Arrive at destination  Reverse route for return destination</p>
<b>Means of transport</b>	Private coach-North Sydney Bus Charters
<b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b>	No legislative requirement to have seat belts in a bus/coach that is transporting more than 12 passengers. Where available we will hire coaches that are fitted with seatbelts, but we recognise this will not always be possible. Where seat belts are not fitted, we will ensure all children are secure in their seats and do not move around the coach. This information has been verified by Kids and Traffic and by checking the laws and regulations.
<b>Number and full names of each adult involved in the excursion.</b>	<p>Joanna Dalby Ball 0432 000 817</p> <p>Additional Educators TBC</p>
<b>The number of educators / responsible adults, appropriate to provide supervision, and</b>	<p>1:15</p> <p>1:5 when in the water</p>

<b>whether any adults with specialised skills are required.</b>	
<b>The number of children involved in the excursion.</b>	TBC
<b>Any water hazards during the excursion, including any risks associated with water-based activities?</b>	Yes
<b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b>	1:15 1:5 when in water
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations</p> <p><b>Exiting centre</b></p> <p>All children assemble and the roll is called using Xplor Playground</p> <p>Any child in attendance who has not been signed in or is a last-minute booking is added to the roll to ensure correct numbers</p> <p>Once the roll is correct a head count roll is conducted and recorded</p> <p>Children are put with a buddy and line up at the service entrance gate</p> <p>A physical head count is done, and numbers cross referenced and verified</p> <p>An educator waits at the bottom of the stairs, one walks to the coach door and waits there</p>	

Other educators accompany the children to the coach door whilst the educator at the bottom of stairs counts the children through in pairs, ensuring this is done slowly and methodically

Once all children are through, the educator checks the physical head count numbers against recorded numbers and completes a final and thorough check of the premise

Children are counted onto the bus and numbers checked and verified

Once all children are on the coach a final head count roll is done and numbers cross referenced and verified

#### **Arrival at excursion destination**

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Numbers are cross referenced and verified.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Once all children have assembled a head count roll is conducted and recorded and a physical head count is conducted, numbers are cross referenced and verified

#### **Departure from excursion destination**

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Numbers are cross referenced and verified.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Once all children have assembled a head count roll is conducted and recorded and a physical head count is conducted, numbers are cross referenced and verified.

**Arriving at the centre**

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard.

Children enter the centre with their buddy and an educator conducts a head count as they are entering the service.

As children enter the centre an educator greets them, and they are asked to sit down whilst all the children enter the centre.

Once all children have entered the centre and have assembled a head count roll is conducted and numbers checked and verified with the physical head count numbers.

**Describe the procedures for embarking and disembarking the vehicle**

Children are in pairs when embarking/disembarking

Head counts are conducted before embarking/disembarking

Recorded and physical head counts are cross referenced and verified

Head counts are done when children embark/disembark and once seated

The Responsible Person checks every seat and onboard toilet) if applicable

**Excursion checklist – items to be readily available during the excursion**

(please tick)

First aid kit

List of adults involved in the excursion

<input checked="" type="checkbox"/> List of children involved in 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"/> Medication, health plans and risk assessments for individual children	<input checked="" type="checkbox"/> Other items, please list Emergency management backpack

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Accident	High	Hire experienced licenced drivers.  Use reputable coach service.  Follow proposed routes.  Monitor driver's speed.	Nominated supervisor to organise.  RP to coordinate.  All staff	Prior to excursion  Routes checked and documented prior to excursion.  First aid kits checked prior to excursion.

			<p>Communicate the correct route to drivers</p> <p>Have adequate First Aid kits and trained educators.</p>		
Travel	Motion sickness	Low	<p>Ask parents to identify any children who have motion sickness.</p> <p>Have vomit bags ready, sit with children at the front of bus.</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	During excursion
Travel	Child left on coach	High	<p>Strict procedures will be followed (as detailed above)</p> <p>Roll calls</p> <p>Head counts</p> <p>2 staff check coach</p> <p>Bus driver checks coach</p>	<p>Nominated Supervisor develops procedures and communicates these to staff</p> <p>RP conducts roll call and head counts</p> <p>RP and another educator check coach</p> <p>Bus driver checks coach</p>	<p>Procedures communicated to staff prior to excursion.</p> <p>During excursion</p>

Use of public toilets	Dangerous person	Moderate	<p>Staff will accompany children to the toilets. Staff will check toilets are safe before children enter and wait outside the toilet door.</p> <p>Whenever possible male and female staff will be rostered on excursion days. If this is not possible toilets will still be check staff will call 'hello is anyone in there I am coming in to check the toilets</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>Staff told of procedures prior to excursion.</p> <p>Procedures communicated to parents.</p> <p>Procedures practiced on excursion.</p>
Use of public spaces	Unfamiliar environment/hazards	Low	Excursion site will be visited by the Joanna (Director) prior	Nominated Supervisor to organise and communicate	Prior to excursion
Using public space/walking from bus	Being separated from the group-lost child	Moderate	Communicate to staff and children our buddy system	<p>Nominated Supervisor</p> <p>Responsible person</p>	<p>Prior to excursion</p> <p>During excursion</p>



	Traffic		<p>Staff will monitor traffic conditions and stand on road to stop traffic when children crossing.</p> <p>When using footpaths children will not walk on the roadside, staff will position themselves to ensure safety</p> <p>Educators in direct supervision to a known group of 6 children</p> <p>Staff member at front and back of group.</p> <p>Routine head counts</p> <p>Children to wear Camp Bilgola and wrist bands t-shirts with mobile phone number</p>	All staff	
Participating in excursion activity (sports, playground)	Injury	Low	<p>Active supervision</p> <p>Children briefed on safety</p>	<p>Nominated supervisor to organise waivers</p> <p>Responsible person</p> <p>Staff attending</p>	<p>Prior to excursion</p> <p>During excursion</p>

Playing near water/swimming	Drowning	High	<p>Reduced educator to child ratio</p> <p>Educators in direct supervision to a known group of children</p> <p>Educators placed between children and water</p> <p>Staff trained in First Aid</p> <p>1:5 ratio when in water</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>Prior to excursion</p> <p>During excursion</p>
Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder, torrential rain, flooding	Low	<p>Monitor weather forecast and adjust activities where necessary</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>During excursion</p> <p>Prior to excursion</p>
Medical Emergency	Accident, injury, allergic reaction	Moderate	<p>Ensure any child attending with a diagnosed medical issue is identified.</p>	<p>Nominated Supervisor to organise and communicate</p>	<p>Prior to excursion</p> <p>During excursion</p>

			<p>Check all relevant medical management plans and medications are taken on the excursion.</p> <p>Ensure at least one attending staff member is First Aid trained</p> <p>Check First Aid kits are well stocked</p> <p>Review risk assessments developed by the centre and excursion specific risk assessments developed by the excursion provider</p>	<p>RP to coordinate</p> <p>Staff attending</p>	
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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

Plan and Review			
Plan prepared by:	Full name: Joanna Dalby-Ball Role/Position: NS, Director	Date: 10.12.24	
Prepared in consultation with:	Relevant laws, regulations and safety advice		
Communicated to all relevant staff:	Yes		
Vehicle safety information reviewed:	North Sydney Bus Charters is a licensed transport provider		
Risk assessment to be evaluated and reviewed on:	Date: This is a one-off excursion, if the same excursion is done again, risk assessment will be reviewed, and a new risk assessment developed		