

Service Name: Bilgola Plateau Public School OOSH Care Centre	
Excursion details: Australian Museum, 1 William Street, Sydney NSW 2010	
Date of excursion.	15.01.2025
Proposed activities.	Travel to and from venue by private coach Educator led tour of the museum
Pick up location and destination	Pick up from centre, direct route to venue Centre: 148A Plateau Rd, Bilgola Plt 2107 Pick up from venue, direct route to centre Venue: 1 William St, Sydney 2010
Estimated departure and arrival times and duration of the excursion	Departure centre at 9.15am arrive at venue at approx. 10.30am Depart venue at 2.30pm arrive back at centre at approx. 3.45pm Duration: 6 ½ hours
Proposed route	Head northeast on Plateau Rd toward Bilambee Avenue At the roundabout, take the 3 rd exit onto Barrenjoey Rd Road name changes to Pittwater Rd Keep straight onto Pittwater Rd Keep slightly left to stay on Pittwater Rd Continue on Pittwater Rd Turn right on Wakehurst Parkway

	<p>Continue onto Clontarft St Continue onto Frenches Forest Rd Keep left to continue towards Sydney Rd Use the right 3 lanes to turn a sharp right onto Manly Rd Continue to follow A8 Use the third from the left lane to turn slightly left onto the M1 Keep right at the fork and merge onto the M1 Use the left 2 lanes to take the exit towards city Woolloomooloo Use the middle lane to turn right onto Cowper wharf Roadway Turn left onto Sir John Young Crescent At the roundabout continue straight to stay on Sir John Young Crescent Turn left onto Riley St Use any lane to turn right onto William St Arrive at the destination Reverse route for return journey</p>
Means of transport	Private coach-North Sydney Bus Charters
Requirements for seatbelts or safety restraints in your state or territory have been met.	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.
Number and full names of each adult involved in the excursion.	<p>Joanna Dalby Ball 0432 000 817 Additional Educators TBC</p>

<p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</p>	<p>1 educator for every 8 children</p>
<p>The number of children involved in the excursion.</p>	<p>TBC</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p>	<p>No</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p>	<p>1:8</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations</p> <p>Exiting centre</p> <p>Our digital and paper rolls are checked to ensure numbers correlate.</p> <p>The roll is called, and children are checked off, any children not on the roll are added to digital and paper roll</p> <p>A head count is done on site</p> <p>Children are put with a buddy and line up at the service entrance gate</p>	

A staff member waits at bottom of stairs and leads the group as children exit the gate another head count is done

An educator checks the premises and ensures no children are left, this information is passed to the educator who did the head count and numbers checked.

Children are escorted to the coach with an educator in front of the group, behind the group and as per numbers, throughout the group

As children enter the coach another head count is done and verified

Once all children are on the coach a final head count is done

Arrival at excursion destination

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a head count as children disembark. Numbers are checked and verified.

Children disembark with their buddy and assemble at assembly point

Once all children have assembled the roll is called and another head count is done and numbers verified

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

Departure from excursion destination

Children assemble at assembly point

A head count is done, and numbers verified

Children are paired with their buddy

As children enter the coach another head count is done, and numbers verified

Once all children are on the coach a final head count is done

Arriving at the centre

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a 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 an educator conducts a head count, numbers are checked and verified

Once inside the centre all children assemble, a final head count is done and the roll is marked

Describe the procedures for embarking and disembarking the vehicle

Children are pairs when embarking/disembarking

Head counts are conducted before embarking/disembarking

Digital and physical counts are checked

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)

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults attending
<input checked="" type="checkbox"/> List of children attending	<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, medical management plans	<input checked="" type="checkbox"/> Other items, please list Emergency management backpack
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Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Accident	High	<p>Hire experienced licensed drivers.</p> <p>Ensure all drivers are fully qualified and their licenses checked and verified</p> <p>Ask parents to identify any children who suffer motion sickness. Have First Aid Kit ready, sit children with an educator at front of bus</p>	Nominated Supervisor	<p>Coaches booked prior to excursion</p> <p>Routes checked and documented prior to excursion</p> <p>First aid kits checked prior to excursion</p> <p>Contact information checked prior to excursion</p>

Travel	Motion sickness	Low	Ask parents to identify any children who suffer motion sickness. Have First Aid Kit ready, sit children with an educator at front of bus	All Educators	Prior to boarding and during travel
Travel	Child left on coach	Moderate	Strict procedures will be followed (as detailed above) Roll calls Head counts RP checks coach Bus driver checks coach	Nominated Supervisor develops procedures and communicates these to staff RP conducts roll call and head counts RP and another educator check coach Bus driver checks coach	Procedures communicated to staff prior to excursion. During excursion
Use of public toilets	Dangerous person	Low	Staff will accompany children to the toilets. Staff will check toilets are safe before children enter and wait outside the toilet door. Whenever possible male and female staff will be rostered on excursion days. If this is not	All staff RP to coordinate	Staff told of procedures prior to excursion. Procedures communicated to parents. Procedures practiced on excursion.

			<p>possible toilets will still be checked staff will call 'hello is anyone in there I am coming in to check the toilets'</p> <p>Children will use the buddy system</p>		
Use of public spaces	<p>Unfamiliar environment/hazards</p> <p>Health and hygiene</p>	<p>Low</p> <p>Low</p>	<p>Excursion site will be visited by the Joanna (Director) prior to excursion to assess suitability and to identify and assess risks</p> <p>Staff will carry disinfectant wipes, gloves, and hand sanitiser.</p> <p>Surfaces such as tables will be cleaned by staff prior to use.</p> <p>Hand washing and sanitising will be supervised and done at regular intervals, and at any time necessary and appropriate.</p>	<p>Nominated Supervisor</p> <p>All staff RP to coordinate</p>	<p>Prior to excursion</p> <p>During excursion</p>

<p>Using public space/walking from bus to premises</p>	<p>Child lost</p> <p>Traffic</p>	<p>Moderate</p>	<p>Adequate supervision</p> <p>Procedures to be followed-use the SANDWICH procedure, staff are located at the front and back of the group and dispersed throughout the group.</p> <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>Head counts</p> <p>Children wear high vis vests with OOSH phone number</p>	<p>Nominated supervisor will develop procedures.</p> <p>RP to coordinate.</p> <p>All Educators</p>	<p>Communicated to staff prior to excursion.</p> <p>During excursion</p>
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			Small groups		
Using public space	Being separated from the group-lost child	Moderate	<p>Communicate to staff and children our buddy system</p> <p>Children will not be in a large group; staff will have individual groups of 8 children.</p> <p>Routine head counts</p> <p>Children to wear Camp Bilgola and wrist bands t-vests with mobile phone number</p>	<p>Nominated Supervisor</p> <p>All Staff</p>	<p>Communicated to staff prior to excursion</p> <p>During excursion</p>
Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder, torrential rain, flooding	Low	Monitor weather forecast and adjust activities where necessary	<p>All staff</p> <p>Responsible Person</p>	<p>During excursion</p> <p>Prior to excursion</p>
Medical Emergency	Accident, injury, allergic reaction	Moderate	Ensure any child attending with a diagnosed medical issue is identified.	Nominated Supervisor to organise and communicate	<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: 10.12.2024	
Prepared in consultation with:	Relevant laws, regulations and safety standards		
Communicated to all relevant staff:	Yes Comment if needed: All procedures clear and communicated		
Vehicle safety information reviewed:	Kids and Traffic contacted to check procedures. NSBC contacted to check safety information.		
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		