



Excursion details: 4Cats Art Studio			
Date(s) of Excursion	Friday 12 th July 2019	Excursion destination	4 Cats Art Studio 321 Pacific Hwy, Lindfield NSW 2070
Departure and arrival times	These are approximate times due to train timetabling during school holiday period. Depart Centre: 10.45am Arrive 4Cats Studio: 11.15am Depart Cinemas: 2.30pm Arrive back at NOOSH: 3.15pm		
Proposed activities	Travel by hired bus Art activity session Lunch and play in playground at:	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Catch a hired bus from NOOSH Centre to Lindfield Train Station, Walk approx. 300metres on footpath, Pacific Highway Lindfield to arrive at 4Cats Studio.		
Name of excursion co-ordinator	Kerri Wickenden		
Contact number of excursion co-ordinator	(BH) 0409457758	(M) 0437 712 178	
Number of children attending excursion	Intended: 50	Number of educators/parents/volunteers	6 Educators in total
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator due to children with disability/special needs)		
Excursion checklist			

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending 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"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel on bus from Normanhurst Centre to Lindfield Station Then walk to Arts Studio Then walk to Playground Disembarking from Bus onto pathway outside front of Lindfield Station	Slips, trips, falls Child may wander/ abscond	Moderate Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups Constant head counts, and checking on children Educators to communicate with one another and the children	All Educators All Educators All Educators All Educators & Children	On travel & arrival to the venue
Entering & using the Arts Studio	Trips, slips, falls Using appropriate behaviour with Arts Teachers	Low	Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours	All Educators All Children	Whilst using the venue

Using the art equipment & supplies		Moderate Moderate High	Have Asthma medication and anaphylactic pens accessible to children with reactions	All educators All children	Whilst using the art studio and the supplies at the venue
Eating lunch in the park / playground	Children at risk of allergies /anaphylaxis Hygiene	High	Have asthma and anaphylactic medications accessible to all children with reactions	All educators All children	Whenever eating lunch/snacks
Using the park / playground equipment	Tripping, falling when getting up from chair to receive prizes Social / emotional well-being	Low	Verbally and physically demonstrate to children correct use of the BINGO markers Ensure children are seated appropriately, enough space to get out from chairs Encourage children and give support when they don't win a prize. Listen to BINGO staff and other club staff members	All educators All children All children	Whilst at the park/playground
Using the toilets	Children using toilets at the venue	Moderate	Children to go in small groups of same gender	All educators All children	Whilst using toilets

	Children using toilets at the park	Moderate	Regular head counts and roll calls		
	Missing child	High	Educators to walk children in groups at a time and remain near toilet block area until children have finished.		
	Hygiene	Moderate			

Plan prepared by	Kerri Wickenden	Emmi Walker	
Prepared in consultation with:	Tiyani Fernando, Rachel Warner & Emmi Walker		
Communicated to:	Tiyani Fernando, Rachel Warner, Alexander Whipp and all educators on the day		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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