

Name of Centre: Normanhurst Outside School Hours Care	
Address:	C/ Normanhurst Public School. 2-12 Normanhurst Road, Normanhurst. NSW 2076
Contact Number:	PH: (02) 9489 0178 Mobile: 0437 712 178 Email: normanhurstoshc@outlook.com
Nominated Supervisor:	Kerri Wickenden PH: 040 945 7758
Responsible Persons:	Tiyani Fernando Alex Whipp
Excursion checklist	
<input type="checkbox"/> First aid kit Available	<input type="checkbox"/> List of adults participating in the event
<input type="checkbox"/> List of children in attendance	<input type="checkbox"/> Necessary information for each adult (educator &/ or visitor)
<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					
Event	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Infectious Diseases / viruses	<ul style="list-style-type: none"> Educators having a lack of awareness about different infectious diseases / viruses 	High	<ul style="list-style-type: none"> Keeping up to date with NSW Health – websites and media 	Nominated supervisor & Educators	Prior or at commencement of sessions

			symptoms to look for, treatments and to follow the relevant exclusion <ul style="list-style-type: none"> • Seek relevant counsellors as required for debrief to educators, children and families 		During/after the incidents
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Plan prepared by	Kerri Wickenden		
Prepared in consultation with:	Tiyani Fernando, Megan Pearce & Rachel Warner		
Communicated to:	All Educators 2 nd March 2020)		
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