



Excursion details:			
Date(s) of Excursion		Excursion destination	
Departure and arrival times	These are approximate times due to train timetabling during school holiday period. Depart Centre: Arrive Venue: Depart Venue: Arrive back at NOOSH:		
Proposed activities	Playing pacman Lazer tag incursion Lazer maze Pom pom shooter craft Target craft Newspaper dress up Sport Bullrush dodgeball	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route			
Name of excursion co-ordinator			
Contact number of excursion co-ordinator			
Number of children attending incursion	Intended: 45	Number of educators/parents/volunteers	5 Educators in total
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 (1 Extra educator due to children with disability/special needs)		

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Corona virus risks	Transmission of germs between children	moderate	Social distancing, regular hand washing, cleaning of equipment.	Staff and children	All day
Pacman/bullrush	Tripping or falling on hard surface	High	Staff enforcing a no running rule	Staff and children	All day
Lazer Warriors incursion	Power Leads as a tripping hazard Tripping or falling on hard surface Player collisions	Low High Moderate	Avoid area where power leads are exposed, only trained staff to use power inflators Staff enforcing a no running rule Explained it's a no contact game, no running. Rules explained and reinforced if a player breaks the rules. If repeated rule breaking they sit out.	Staff and children and lazer warriors staff Staff and children Staff and children and lazer warriors staff	
Using the equipment & supplies	Touching the face and eye area when using the art supplies and getting paint on them. Use the equipment provided appropriately.	Moderate Low	Have Asthma medication and anaphylactic pens accessible to children with reactions Ensure children avoid touching the face and eye	All educators All children	Whilst using the equipment and the supplies at the venue

			area when using the art supplies.		
Afternoon games	Use of scissors	Low	Children reminded to take care when cutting, do not leave scissors on the floor, do not cut if the object is attached to a person	All children and staff	Afternoon
	String as a choking hazard	Moderate	Children reminded to not put string around their neck	All children and staff	
	Tripping risks	High	Staff enforcing a no running rule	All children and staff	
	Dodgeball (balls being thrown into face)	low	Reminder to kids to keep balls down, only counts as an out if its below the hips	All children and staff	
Afternoon craft	Hot glue gun	Low	Staff members to be the only ones to use the hot glue gue	Staff	
	Scissors	Low	Children reminded to take care when cutting, do not leave scissors on the floor, do not cut if the object is attached to a person	All children and staff	
	Firing projectiles	High	Children instructed not to fire at peoples faces	All children and staff	

	Cutting self on sharp edges of cup	Low	Tape over any exposed edges	All children and staff	
Using the toilets	Children using toilets at Noosh Hygiene	Moderate Moderate	Children to go in small groups of same gender Children encouraged to follow proper hand washing procedures	All educators All children	Whilst using toilets
Food allergies	Children with an allergy being exposed to allergens	High	Staff are to be aware of children with allergies	All children and staff	Lunch, morning tea, afternoon tea, breakfast, late snack

Plan prepared by Alex Whipp & Sean Kennedy			
Prepared in consultation with:			
Communicated to:	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