Jillys Early Childhood Development and Educational Centre

Form - Excursion risk management plan

Excursion details			
Date(s) of excursion	As per 'Vacation Care Programme' on Jillys web site, www.jillys.com.au	Excursion destination	**Walking across car park**
Departure and arrival times	As per 'Vacation Care Programme' on web site, www.jillys.com.au		
Proposed activities	This risk plan is to be attached to other risk assessments as required		Water hazards? No
Method of transport, including proposed route	Walking across car park, typically after hopping off the bus or train and proceeding to planned venue.		
Name of excursion co-ordinator	Lisa Coleman (Diploma of Childrens Services)		
Contact number of excursion co-ordinator	(BH) 02 9606 9201	(M) 0415 778 321	
Number of children attending excursion	Upto 45 children	Number of educators	As per next line below
Educator to child ratio, including whether this excursion warrants a higher ratio?	Min 2 carers (1 x Dip, 1 x Cert III). Ratio is 1:10 and if near water 1:5. Non-excursion ratio is 1:15		

Excursion checklist	
☐ First aid kit	☐ List of adults participating in the excursion
☐ List of children attending the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical information for each child	☐ Other items, please list

Risk assessment					
Activity	**Hazard identified**	**Risk assessment (use matrix)**	**Elimination/control measures**	**Who**	**When**
Walking across car park	Tripping while getting on and off the bus-	Low	Children ask to be careful	Children / educators	All times
	Slip/trip/fall with potential for impact on object or furniture	Low	Students asked to walk, not run and to form a line two by two	Children / educators	All times
	Being hit by a moving vehicle	Low	Students asked to be careful regarding moving cars, look right and left and don't run.	Children / educators	Planned cleaning

Plan prepared by	Lisa Coleman		
Prepared in consultation with:	Chris Buchtmann		
Communicated to:			
Venue and safety information reviewed and attached	Yes 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

Likelihood	Consequence: Insignificant	Minor	Moderate	Major	Catastrophic
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

Driveway safety

NSW GOVERNMENT | Transport for NSW

The responsibility of the adults in your child's life

Tragically, young children can be run over in their own home driveway.

- The CHILDREN are usually under 3 years old.
- The DRIVERS are usually parents, family members or friends and are unaware that the child is on the driveway.
- The VEHICLES are usually moving slowly and reversing.

Hold their hands or hold them close to keep them safe.

Young children are extremely vulnerable on driveways because they:

- Are small and hard for drivers to see.
- Can be unpredictable and suddenly dart away without adults realising.
- Love to explore but don't know they have to move out of the way of a moving vehicle.
- Want to be where the action is – and run to greet the driver or to wave goodbye.
- Can quickly run from safety into danger without the driver even knowing.
- Are fast, so drivers don't know the child is now behind or near the car.

It only takes a second for a tragedy to happen!

Always expect the unexpected!

- You've said goodbye.
- You've checked your mirrors and reverse camera.
- You're on your way.
- And you think your child is safe.

BUT …
YOU MAY BE WRONG

When cars are about, young children need an adult with them.

To protect young children from driveway injury or death

- Hold their hand or hold them close to keep them safe.
- Always expect the unexpected – it takes just a second for a tragedy to happen.
- Make sure another adult is protecting your child before you start or move your car – or buckle up your child safely in the car with you.
- Separate play areas from home driveways wherever possible.
- Stay alert – reverse cameras and parking sensors can help you detect objects – including children – near your vehicle. But children move fast and you may not be able to stop in time!
- Nothing can replace close adult supervision.

Talk with all the adults in your children's lives about your family rules to prevent driveway injury or death.

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KIDS and TRAFFIC
Early Childhood Road Safety Education Program
Macquarie University
www.kidsandtraffic.mq.edu.au