

## Excursion Risk Assessment

**Date of Excursion:** Wednesday 19<sup>th</sup> April 2017

**Excursion Destination:** Sydney Wildlife world and Sea Life Aquarium: 1-5 Wheat Road, Sydney NSW 2000

**Departure and arrival times:** Leave service 8.00am – return to the service by 4:30pm.

**Proposed activities:** Travel to venue via chartered bus, walking around the Aquarium/wildlife world, watching talks and shows, and visiting the animal enclosures, and return to service via chartered bus.

**Method of transport:** Chartered bus – Baxters Bus Company.

**Proposed Route of excursion:** To be determined by Bus Company, travelling on suitable authorised road

**Name of Excursion Coordinator:** Rachael Bajo

**Number of Children attending excursion:** max 55 children

**Number of Educators:** 8 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio:** 1 educator: 7 children

**Excursion Checklist:** (Please tick off when packed)

- First aid Kit
- List of children attending the excursion
- Medical information for children – Medication for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- List of Adults participating in the excursion
- Contact information for children and adults
- Mobile phone
- Photo Camera
- \_\_\_\_\_

### **RISK BENEFITS LINKED TO MY TOP OUTCOMES: -**

Play is great for children's well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

**Outcome 1 – Children have a strong sense of Identity** = Through going to Sea Life and Wild Life Sydney children will be open to new challenges, discoveries and experiences, and be able to confidently explore the environment, assisting us to establish and maintain respectful and trusting relationships with peers and educators. This allows children to '*develop their autonomy, interdependence, resilience and sense of agency*' (1.2) and '*children develop knowledgeable and confident self-identities*' (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to '*learn to interact in relation to others with care, empathy and respect*' (1.4).

**Outcome 2 – Children are connected with and contribute to their world** =This excursion will allow children to broaden their understanding of the world in which they live through learning about the animals that we share our planet with, the environment that they live in and what we can do to minimise our impact on them and their habitats. It will allow children to express opinions and engage in discussions that will allow them to investigate ideas, complex concepts and ethical issues that are relevant to their lives and the local community. This will allow '*children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and responsibilities necessary for active participation* (2.1). In addition to this Children will be able to '*become socially responsible and show*

*respect for the environment' (2.4). The Sea Life and Wild Life Sydney will provide an opportunity for the children to gain knowledge and respect for our natural environment and gain an understanding of the impact that humans can have on other living things. It will allow children to show an appreciation for the natural environment and understand how they can better assist to keep these environments healthy for all living things.*

**Outcome 4 – Children are confident and involved learners** = The Sea Life and Wild Life Sydney will allow *'Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity'* (4.1) as well as allow *'Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating'* (4.2). The venue will provide an environment that is flexible and open ended, allowing children to experience a positive sense of self and sense of belonging, developing confidence that will allow children to experiment and explore new ideas not just at the venue but in everyday life. Children will be involved in a variety of experiences that will allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences that they wish to see and engage in as a group. We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences.

**Outcome 5 – Children are effective Communicators** = The Sea Life and Wild Life Sydney will allow children the opportunity to *interact verbally and non-verbally with others for a range of purposes (5.1)* through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus. → Struck by car/bus on road → Trip on uneven footpath	Low Moderate	<ul style="list-style-type: none"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Brief children on rules and behaviour prior to excursion.</li> </ul>	Vac Care Coordinator All Educators All educators	Prior excursion  On excursion Prior Excursion
Road Accident on route to venue or service → Injuries to passengers	Moderate	<ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion.</li> <li>✓ Nobody is to move around the bus when the bus is in motion.</li> <li>✓ Children are not to distract the driver while the bus is in motion.</li> <li>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>	Vac Care Coordinator All educators All educators  All educators	Prior to Excursion On excursion On excursion  On excursion
Road Accident	Moderate	<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> <li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li> <li>✓ Contact centre and Manager as soon as possible.</li> </ul>	All Educators  " " Excursion Supervisor	On Excursion  " " " " " "

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident Continued...	High	<p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> <li>✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</li> <li>✓ Assess casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> </ul> <p>Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</p>	<p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>“ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Mechanical Breakdown	Low	<ul style="list-style-type: none"> <li>✓ Keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li> <li>✓ Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives.</li> </ul>	<p>All educators</p> <p>“ “</p> <p>“ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p>
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> <li>✓ Roll call taken before we leave service and board bus and again when leaving venue and board bus.</li> <li>✓ Head count taken on a regular basis especially when we are moving and boarding bus.</li> <li>✓ Children informed prior to leaving the service of what to do if they become lost from the group.</li> <li>✓ Children all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision.</li> </ul>	<p>Excursion Supervisor</p> <p>All Educators</p> <p>All educators</p> <p>“ “ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>On Excursion</p> <p>“ “ “</p>
Child protection issues	High	<ul style="list-style-type: none"> <li>✓ Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care.</li> <li>✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.</li> <li>✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking etc....</li> <li>✓ Report any suspicious behaviour of general public to excursion supervisor – maintain active supervision at all times.</li> </ul>	<p>All Educators</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>	<p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>

Sea Life Sydney & Wild Life Sydney				
Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Lost child at the Venue/s	High	<ul style="list-style-type: none"> <li>✓ Children should be informed of the rules, to stay with staff at all times and what to do if they become separated from the group.</li> <li>✓ All children will be in centre T-shirt – which has centre phone number on it and informed that they are to seek out Sea Life or Wild Life Sydney staff if they become separated from the group.</li> <li>✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.</li> </ul>	<p>Excursion Supervisor</p> <p>“ “ “</p> <p>All educators</p>	<p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p>
Walking through the public streets/venues → Uneven Footpaths → Tripping and Falling → Exposure to potential allergens	Moderate Moderate Moderate	<ul style="list-style-type: none"> <li>✓ Enforce rule of no running on footpaths at any time</li> <li>✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure.</li> <li>✓ Children’s Allergy medications should be taken on the excursion and kept with the appropriate children at all times.</li> </ul>	<p>Educators</p> <p>“ “ “</p> <p>“ “ “</p>	<p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p>
Observing the animals → Bites from Animals	Moderate	<ul style="list-style-type: none"> <li>✓ Instruct children not to touch any animals in enclosures or put fingers or limbs into enclosures.</li> <li>✓ Carry a first aid kit</li> <li>✓ Obey venue staff instructions at all times</li> <li>✓ Obey warning signs in park at all times</li> <li>✓ Children are not to entre exhibit areas, unless they are designated walk through exhibits.</li> </ul>	<p>Excursion Supervisor</p> <p>Educators</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Falling into touch pools/water tanks → Drowning	Moderate	<ul style="list-style-type: none"> <li>✓ Educators are to ensure that children follow rules, instructions, notices and signs outlined by the Venue staff.</li> <li>✓ Children are not to lean too far into the rock pool tanks.</li> </ul>	<p>Educators</p> <p>Educators</p>	<p>On Excursion</p> <p>“ “ “</p>
Allergens – Asthma/Anaphylaxis	High	<ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, and triggers on booking form. Then chase up management plans, risk minimisation plans and Medications as required.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis is present in each group.</li> <li>✓ Ensure appropriate medication is packed and taken on excursion, and child is aware which educator has their medication.</li> <li>✓ Ensure educators are vigilant in minimising risk on the day, have read child’s risk minimisation plan, and ensuring children are not, to the best of our ability, exposed to known allergens.</li> </ul>	<p>Vac Care Coordinator</p> <p>“ “</p> <p>“ “</p> <p>Excursion Supervisor/ All Educators</p>	<p>Prior to excursion</p> <p>“ “</p> <p>“ “</p> <p>On Excursion</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Fire at Venue	Moderate	<ul style="list-style-type: none"> <li>✓ Evacuation plan is on site and on wall at venue, including illuminating exit points, fire and smoke detectors and alarmed emergency exit doors throughout – Educators to ensure that all children follow the directions of staff in the event of an emergency.</li> <li>✓ Staff and children are to follow directions of Emergency services.</li> </ul>	All Educators  “ “ “	On Excursion  “ “ “

**Plan Prepared By:** Rachael Bajo

**Position:** Vacation Care Coordinator/Assistant Manager  
2017

**Date:** 21<sup>st</sup> February