

Excursion Risk Assessment & Benefit Analysis

Cataract Scout Centre

Date of Excursion: Thursday 01.10.2015

Excursion Destination: Cataract Scout Centre, Baden Powell Drive, Appin, NSW, 2560

Departure and arrival times: Leave service 8:45am – return to the service 4:00pm

Proposed activities: Travel to venue via chartered bus, Participate in various activities at the scout centre (weather dependent and determined by scout staff) including Challenge Valley and low ropes course. We will return to the 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 – from Girraween Activity Centre to Cataract Scout Centre and then return.

Name of Excursion Coordinator: Sharon LeCompte

Number of Children attending excursion: max 53 children

Number of Educators: 7 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details): 1 educator: 8 children.

Excursion Checklist: (Please tick off when packed)

- First aid Kit (for each group)
- 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
-

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 attending the Cataract excursion children will be able to 'develop their autonomy, interdependence, resilience and sense of agency' (1.2) and 'children develop knowledgeable and confident self identities' (1.3). Children will be open to new challenges, discoveries and experiences, and will need to work together with peers and educators to get through the various challenges that they are faced with provided by the scouts centre activities, including "Challenge Valley" and "low ropes course". Children will be able to risk with their decision making and to cope with unexpected – teaching them resilience and a sense of wellbeing. They will learn the value of persistence and 'having a go' if their first attempt is unsuccessful. Children will be motivated to succeed, with the assistance of educators. The excursion venue will promote a sense of belonging to a team environment and encourage them to make choices and decisions, providing opportunities for children to celebrate and acknowledge achievements in completing the 'Challenge Valley', 'low ropes course' and other experience on offer at the scouts centre – providing children with self-belief and self-worth, that if they try hard enough, persevere, and work together with peers they can achieve anything they put their mind to providing them with an sense of identity and a feeling of belonging.

Outcome 3 – Children have a strong sense of Wellbeing = 'Physical wellbeing contributes to children's ability to socialise, concentrate, cooperate and learn'. Through this excursion children will be able to take responsibility and mindful of their own safety and that of peers and provide children with confidence and independence in being able to achieve things for themselves, this will contribute to their sense of becoming, learning and development. The activities children will participate at the scouts centre will allow them to accept challenges, take considered risk, and cope with frustrations, as well as allow

opportunities for children to demonstrate trust and confidence in peers and educators, through collaboration, in addition to sharing moments of humour, happiness, satisfaction and celebration. Educators will be present to ensure that while children are challenged they affirm children efforts, to have knowledge, understanding and respect for each child and support children to persevere when faced with a challenge. This will allow *‘children to become strong in their social and emotional wellbeing’* (3.1). In addition a strong sense of wellbeing will be maintained through *‘children taking increasing responsibility for their own health and physical wellbeing’* (3.2). Children will be having fun, while participating in physical play that will challenge them, demonstrate increasing competence, confidence and skills through manipulating new equipment and tools, with the assistance, encouragement and guidance of educators and scout staff. In taking responsibility for their own wellbeing they will be able negotiate the environment, ensuring their safety and wellbeing as well as that of peers, and develop gross motor skills.

Outcome 4 – Children are confident and involved learners = Cataract Scout centre 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) Physical activity and exposure to new experiences will challenge children’s belief in their own ability, and encourage children to explore, experiment and take appropriate risks. 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 both challenge them and allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities and skills to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences and consider strategies to achieve goals, experiment, have opportunities to engage in trial and error and solve problems.

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"> ✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion. 	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"> ✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Educators are to supervise children at all times to ensure rules are being followed. 	 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"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. 	All Educators “ “ Excursion	On Excursion “ “ “ “ “ “

	High	<ul style="list-style-type: none"> ✓ Contact centre and Manager as soon as possible. <i>If the accident is serious:</i> ✓ 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. ✓ Deal with casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrives. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	Supervisor All Educators “ “ Excursion Supervisor “ “	“ “ “ “ “ “ “ “ “ “ “ “
Mechanical Breakdown	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is safe to do so. ✓ If not move children to a safe location protected from oncoming traffic, sun and heat. ✓ Educators to supervise staff to avoid danger until problem is fixed or replacement bus arrives. 	All educators “ “ “ “	On Excursion “ “ “ “ “ “
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> ✓ Roll call taken before we leave centre and board bus and again when leaving venue and board bus. ✓ Head count taken on a regular basis especially when we are moving and boarding bus. 	Excursion Supervisor All Educators	On Excursion “ “ “
Child protection issues	High	<ul style="list-style-type: none"> ✓ 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. ✓ Educator to accompany groups of children to toilets throughout the excursion. 	All Educators “ “	On excursion “ “ “
Cataract Scout Centre				
Weather Conditions → Over exposure to sun → Dehydration → Wet Weather	Moderate Moderate Low	<ul style="list-style-type: none"> ✓ Parents need to be informed that children advising children must have hats, wear the centre shirt with selves, sunscreen and suitable clothing for changing weather conditions. ✓ Check weather forecast for the day of excursion ✓ Ensure all children have a refillable drink bottle and that both educators and children have sufficient rest times. ✓ Ensure sunscreen is packed and distributed to children throughout the day. ✓ Ensure lunch area is in a well shaded area. ✓ Ensure educators and each group have a fully stocked first aid kit. 	Vac Care Coordinator “ “ All Educators Excursion Supervisor “ “ “ “ “ “ All Educators	Prior to excursion “ “ “ “ “ “ On Excursion “ “ “ “ “ “ “ “ “

		<ul style="list-style-type: none"> ✓ If wet weather venue has indoor spaces and activities available and have procedures in place for various weather conditions. Ensure children are all in sheltered areas and those children take care to walk to avoid slipping/falling over. 		
Lost child at the Venue/s	High	<ul style="list-style-type: none"> ✓ Children should be informed of the rules, to stay with educators at all times and what to do if they become separated from the group. ✓ All children will be in centre T-shirt – which has centre phone number on it and informed that they are to seek out scout staff if they become separated from the group. ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. ✓ On bush walks and similar activities (where children are moving around the centre) ACI Educators are to position themselves at the front and rear of the group and inform all children to stay in front of them and follow Scout staff directions to ensure that educators maintain visual of all children and none can fall behind or go ahead. 	<p>Excursion Supervisor</p> <p>“ “ “</p> <p>All educators</p> <p>All educators</p>	<p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p> <p>On excursion</p>
Walking through Park → Snake/Spider bite	Moderate	<ul style="list-style-type: none"> ✓ Inform children of rules. ✓ Obey any signs and take note of all scout leaders instructions. ✓ Maintain educator/child ratios at all times. ✓ All groups are to have a fully stocked first aid kit with them and a charged mobile phone. ✓ Ensure there is at least one fully qualified first aid certificate holder in each group 	<p>Excursion Supervisor</p> <p>Educators</p> <p>Educators</p> <p>Excursion Supervisor</p> <p>“ “ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to Excursion</p> <p>On Excursion</p>
Walking through the park → Uneven Footpaths → Tripping and Falling → Exposure to potential allergens	Moderate Moderate Moderate	<ul style="list-style-type: none"> ✓ Enforce rule of no running on footpaths at any time ✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure. ✓ Obey signs and notices at all times. ✓ Children’s Allergy medications should be taken on the excursion and kept with the appropriate children at all times. 	<p>Educators</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>	<p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Fire – Bush fire or otherwise	High	<ul style="list-style-type: none"> ✓ Follow instructions of staff at Cataract Scout centre and any emergency services on sight. ✓ Ensure all educators are aware of emergency plan 	<p>Educators</p> <p>Excursion</p>	<p>On excursion</p> <p>Prior to</p>

		<p>at scout centre that has been provided by venue, prior to excursion (attached to risk assessment).</p> <p>✓ IF bushfires in the area... Keep updated on any bushfires in the area closer to the date – any bushfires in the area and we need to assess in consultation with the scout centre if the risk in the area is high and if the excursion will proceed. If unsafe excursion will be called off.</p>	<p>Supervisor</p> <p>Manager</p>	<p>excursion</p> <p>Prior to excursion</p>
<p>Child tripping in games</p> <p>- Falling over in games etc</p>	Moderate	<p>✓ Children are to follow rules and instructions outlined by Cataract Scout Centre staff. Educators are to ensure children are listening to rules and instructions and are using equipment appropriately.</p>	Educators	On excursion
<p>Challenge Valley – Obstacle course</p> <p>Falling over</p>	Moderate	<p>✓ Children are to follow rules and instructions outlined by Cataract Scout Centre staff. Educators are to ensure children are listening to rules and instructions and are using equipment appropriately.</p> <p>✓ Ensure children are not pushed into doing anything that they are not comfortable with. Children are challenged at their skill level.</p> <p>✓ Educators to be on the look out for any potential Hazards throughout the experience and inform Cataract staff of any identified risks, and take immediate action to minimise risk.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>On excursion</p> <p>On Excursion</p> <p>On Excursion</p>
<p>Low ropes Course</p> <p>- Falling, slipping etc</p>	Moderate	<p>✓ Children are to follow the rules and instructions outlined by Cataract Scout Centre staff.</p> <p>✓ Educators are to ensure that children are listening to rules outlined and following all safety instructions outlined.</p> <p>✓ Educators to be on the look out for any potential Hazards throughout the experience and inform Cataract staff of any identified risks, and take immediate action to minimise risk.</p> <p>✓ No child is to be pushed into any activity that they are not comfortable with – educators to ensure that children are challenged at a level that they feel comfortable.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>On Excursion</p> <p>On Excursion</p> <p>On Excursion</p> <p>On Excursion</p>

SITE RISK ASSESSMENT POINTS and SITE RULES

- In an emergency follow the instructions of the Centre Staff.
- Report any danger or emergency to Centre Staff on 46316697 (this number is diverted to the Centre mobile after hours)
- The Centre Siren will be sounded if there is an emergency. This indicates to immediately stop what you are doing and move to the emergency evacuation point which are located around the park and are listed on the attached map.
- In the event of a bush fire, safely and carefully, evacuate to the closest evacuation point to your group.
- There is an emergency telephone located on a pole outside the main office.
- In the event of a building fire, safely and carefully, evacuate to the nominated assembly area.
- The Centre is a bush site; paths, tracks and steps are uneven so please take care and walk only on the paths.
- Snakes and spiders may be present. Exercise caution when walking around the Centre. Appropriate shoes to be worn always.
- In the event of storms or strong winds stop outdoor activities and take cover inside buildings
- After heavy rain creek areas are out of bounds.
- Total Fire Bans must be observed.
- Camp fires/cooking fires must only be lit in specified areas with prior notice to the Centre Staff.
- Smoking is not permitted onsite. Please see CSP Management for designated smoking area.
- Illegal drugs and alcohol are not permitted on the site.
- Lists of participants for each group and their special needs should be given to the Centre Manager before arrival at the Centre.
- Leader in Charge of each group is responsible for the management of medication required by members of their group.
- Leader in Charge of each group is responsible for the management of First Aid for their group and supplying a First Aid Kit.
- Onsite first aid kits are located in the top kitchen and the John Hill building
- Defibrillator machine is located outside the Bowlers Lodge and Scout House
- Fire extinguishers are located in each building – Misuse of an extinguisher will incur a fee. Locations of Fire Hydrants & Hose Reels are displayed on the Emergency Procedure Map.
- The Centre quiet times are from 9pm-6am weekdays and 10pm-7am weekends. PA systems only to be used in main hall.
- Please do not cross grey line into working kitchen area
- No child under 9 to sleep on a top bunk.
- Please obey bunkroom rules when in the rooms.
- No pets allowed onsite - only Guide Dogs are allowed onsite.

EMERGENCY EVACUATION AND PROCEDURE

EMERGENCY ALARM

The camp is equipped with an Emergency Alarm Siren, which in the event of a major emergency will be sounded on a cycle of 2 minutes on and 1 minute off. When you hear this signal all park users should, if safe to do so, return to the site they have been assigned and wait for further instructions by Cataract Scout Park Staff, if you are at an activity your instructor will give you instructions which are to be followed without question. In the case of other staff return to the Cataract Scout Park Site Office which is located at the top of the park inside the weekend security gates.

FIRE

If fire starts shout "FIRE" loudly. Collapse tents and evacuate your site
And move quickly to the form up point on your site.

STORM & FLOOD

In the unlikely event of a major storm or flood requiring emergency action, you will be advised by your leader as to the appropriate action to follow.

MEDICAL

In the event of accident or illness you should go, if able, to the Rangers' House (Bowlers Lodge) on weekends it is located at the top end of the park and during the week you should report to the main Scout Booking Office located at the end of Stock Road.

SECURITY

The scout representative will control the security at Cataract Scout Park. The security of personal effects is your responsibility. All personal equipment should be marked with your name and address. No responsibility will be taken for lost items by the park management.

LOST PROPERTY

Please hand in all property found on the site then please take it to the Main Office.

EMERGENCY MESSAGES

- Emergency phone messages for all groups on weekends can be left on (02) 46316690(Rangers Lodge) and during the week on (02) 46316697 (Booking Office) or (02) 46316695 (Cataract Site Office)

