

Excursion Risk Assessment & Benefit Analysis

Carnival Kingdom

Date of Excursion: Wednesday 27th January 2016

Excursion Destination: Carnival Kingdom, Revesby Workers Club, Entre via Brett Street, Revesby

Departure and arrival times: Leave service 9:00am – return to the service 3:30pm

Proposed activities: Travel to venue via chartered bus, Participate in various activities at Carnival Kingdom including a maze play structure, Slides, Jumping Castles, Flying Fox, Ball Pits, Mini Indoor Soccer, and Wii and Play station. 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: Rachael Bajo

Number of Children attending excursion: max 57 children

Number of Educators: 8 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
- 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 attending Carnival Kingdom 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." 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 – 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. Children will be able to freely choose what they want to do at the venue, allowing them the choice of participating in more physical activities or having some quiet time to do their own thing.

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 = Carnival Kingdom 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 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. ✓ Contact centre and Manager as soon as possible. <p><i>If the accident is serious</i></p>	All Educators “ “ Excursion Supervisor	On Excursion “ “ “ “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident Cont...	High	<ul style="list-style-type: none"> ✓ 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. 	<p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>“ “</p>	<p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
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. 	<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"> ✓ 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. ✓ Children informed prior to leaving the service of what to do if they become lost from the group. ✓ Children all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision. 	<p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> <p>“ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
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 – no child is to go unaccompanied. ✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking etc... ✓ Report any suspicious behaviour of general public to excursion supervisor – maintain active supervision at all times. 	<p>All Educators</p> <p>“ “</p> <p>“ “</p> <p>“ “</p>	<p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Carnival Kingdom				
Vinyl Floor → Slip hazard	Moderate	<ul style="list-style-type: none"> ✓ Ensure children take care and only walk on any vinyl areas. 	All educators	On excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Vinyl Floor Slip hazard CONT...		✓ Children are informed of the rules for no running on any vinyl area. Check weather forecast for the day of excursion	“ “	“ “
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. ✓ Educators are to position themselves around the venue to ensure maximum supervision and that all areas where Activity Centres Children are there is an educator able to supervise. Excursion Supervisor is to ensure that staff are actively supervising and that all staff are aware of the area they are supervising. 	<p>Excursion Supervisor</p> <p>“ “ “</p> <p>All educators</p> <p>All educators & Excursion Supervisor</p>	<p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p> <p>On excursion</p>
Slip/Trip/fall hazards	Moderate	<ul style="list-style-type: none"> ✓ Ensure children take care while walking around venue. ✓ Inform venue of any slip/trip/fall hazards 	<p>All educators</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>“ “ “</p>
<p>Jumping Castle</p> <p>→ Children colliding into each other</p> <p>→ Children falling off</p>	Moderate	<ul style="list-style-type: none"> ✓ Educators to be positioned near the jumping castle at all times actively supervising Jumping castle ✓ If numbers of jumping castle exceed limit pull Activity Centres children from jumping castle and inform Clown Town Staff. 	<p>Educators</p> <p>“ “ “</p>	<p>On excursion</p> <p>“ “ “</p>
Flying Fox	Moderate	<ul style="list-style-type: none"> ✓ Children are to follow rules and instructions outlined by Carnival Kingdom staff. Educators are to ensure children are listening to rules and instructions and are using equipment appropriately. ✓ Ensure children are not pushed into doing anything that they are not comfortable with. Children are challenged at their skill level. ✓ Educators to be on the look out for any potential Hazards throughout the experience and inform Carnival Kingdom of any identified risks, and take immediate action to minimise risk. 	<p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>On excursion</p> <p>On Excursion</p> <p>On Excursion</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Slides - Collisions	Moderate	<ul style="list-style-type: none"> ✓ Children are to follow the rules and instructions outlined by Carnival Kingdom staff. ✓ Educators are to ensure that children are listening to rules outlined and following all safety instructions outlined. ✓ Educators to ensure our children are only going down one at a time. ✓ Ensure there is educators at the slides to ensure that bottom of the slide is clear of children before another child comes down the slide. 	Educators Educators Educators Excursion supervisor	On Excursion On Excursion On Excursion On Excursion
Soccer Area - Collisions - Tripping	Moderate	<ul style="list-style-type: none"> ✓ Children are to follow the rules and instructions outlined by Carnival Kingdom staff. ✓ Educators are to ensure that children are listening to rules outlined and following all safety instructions outlined. ✓ Educators to be on the lookout for any potential Hazards throughout the experience and inform Carnival Kingdom of any identified risks, and take immediate action to minimise risk. ✓ Remind children to take care with other children at the venue and be aware of the surrounds. 	Educators Educators Educators Educators	On Excursion On Excursion On Excursion On Excursion

Plan Prepared By: Rachael Bajo

Position: Vacation Care Coordinator/Assistant Manager

Date: 19th November 2016

