

# Excursion Risk Assessment & Benefit Analysis

## Reading Cinema – Auburn

**Date of Excursion:** Thursday 14<sup>th</sup> July 2022

**Excursion Destination:** 100 Parramatta Road, Auburn

**Departure and arrival times:** Leave service 8:30am – return to the service 2:00pm (approx. times, may vary dependant on movie session times)

**Proposed activities:** Travel to venue via chartered bus, watch a movie (dependent on session times either Lightyear (PG) or Minions: The rise of Gru (PG), 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 64 children

**Number of Educators:** max 8 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details):** 1 educator: 10 children

**Water Hazard:** No Water hazards on this excursion

**Specialised skills needed:** N/A

**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** = Our excursion to the movies is an opportunity for children to be in the here and now and enjoy the simple joys of being a child and enjoying a movie with their friends and peers. It provides the opportunity for children to relax in a safe and secure environment (1.1). A trip to the movies also allows children to spend time with peers and express emotions, thoughts and views about what they have watched with peers. Movies also provide a great opportunity to reflect on actions of characters on the screen and how it impacts on others and then reflect how this translates in real life, helping children to learn how to *interact in relation to others with care, empathy and respect* (1.4)

**Outcome 2 – Children are aware of fairness** = movies provide an opportunity for children to think critically about fair and unfair environments and an example of how to act with compassion and kindness. With peers and educators they engage in discussions about what they have watched and how stereotypes are portrayed. In these discussion, educators and parents can draw children's attention to the issues faced by the characters in the film and how it translates in their world, providing children with a shared experience to enable them to have a greater understanding of fairness and empower children to make appropriate choices in similar situations (2.2).

**Outcome 4 – Children are confident and involved learners** = The movie excursion will provide opportunities for both formal and informal discussions, with educators and peers, to make connections between concepts presented in the moves and experiences they may find themselves in. This will allow children to reflect on the similarities and differences in situations this and to problem solve various solutions. This will help children to develop new understandings.

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>✓ Staff to ensure children remain seated at all times.</li> <li>✓ Educators are to supervise children at all times to ensure rules are bring followed.</li> </ul>	Vac Care Coordinator All educators All educators  All educators	Prior to Excursion On excursion On excursion  On excursion
Road Accident	Moderate       High	<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> <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> <li>✓ Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</li> </ul>	All Educators  “ “ Excursion Supervisor  All Educators  “ “ Excursion Supervisor  “ “	On Excursion  “ “ “ “ “ “  “ “ “  “ “ “  “ “ “
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>	All educators “ “  “ “	On Excursion “ “ “  “ “ “
Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> <li>✓ Roll call taken before we leave centre 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> </ul>	Excursion Supervisor All Educators	On Excursion  “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Child becomes lost during Transition from one point to another CONT...	Low	<ul style="list-style-type: none"> <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> <li>✓ Coloured wrist bands provided to identify which service the child belongs to.</li> </ul>	<p>All educators</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>
<b>Venue – Reading Cinema</b>				
<p>Movies – Reading Cinema</p> <ul style="list-style-type: none"> <li>➔ Trip Hazards</li> <li>➔ Ensure adequate supervision</li> <li>➔ Allergy – asthma/anaphylaxis</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>✓ Due to the high level of people in this area all educators need to be diligent in watching the children that they don't get lost in the crowd. All children need to have their vacation shirt visible at all times.</li> <li>✓ Inside the theatre – there is a lot of steps, all educators need to remind all children not to push others and watch where they are walking.</li> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Inform venue of any slip/trip/fall hazards</li> <li>✓ Educators are to be situated throughout the group, when seated, to provide children access to an educator close by when needed and/or in case of emergency.</li> <li>✓ Ensure everybody is seated before the lights go down in the cinema.</li> <li>✓ Ensure children who require asthma medication or anaphylaxis medication are seated near the suitably trained educator who has their medication and both educator and child are aware of where the other is.</li> </ul>	<p>Excursion Supervisor/All Educators</p> <p>All educators</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Stairs – No handrail in cinema walking to seats	Moderate	<ul style="list-style-type: none"> <li>✓ Ensure children walk to seats and take care on stairs through supervision and reinforcing the no running rule.</li> </ul>	All educators	On excursion

Venue – Reading Cinema				
→ Slip/Trip/fall hazards	Moderate	<ul style="list-style-type: none"> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Inform venue of any slip/trip/fall hazards</li> </ul>	All educators Excursion Supervisor	On excursion  On excursion
Distress at poor choice of film	Moderate	<ul style="list-style-type: none"> <li>✓ Read film reviews and inform parents/families of these.</li> <li>✓ Only offer children g or pg movies to watch</li> <li>✓ If possible, watch any film rated pg before excursion to determine suitability.</li> <li>✓ Ensure children are well informed of movies.</li> <li>✓ If child becomes distressed while watching film remove child from movie straight away.</li> </ul>	Vac Care Coordinator “ “ “  “ “ “  All Educators	Prior excursion “ “ “ “ “ “ “ “ “  On Excursion

**Plan Prepared By:** Rachael Bajo    **Position:** Vacation Care Coordinator/Assistant Manager    **Date:** Monday 30<sup>th</sup> May 2022