

Excursion Risk Assessment

Excursion Date: Thursday 09/07/2015

Excursion Destination: FX Zone, Uhrig Road, Sydney Olympic Park NSW 2127

Departure and arrival times: Leave service 9:30am – return to the service by 2:30pm (traffic Permitting)

Proposed activities: This will be a combined excursion with Metella Road OOSH – We will meet our friends from Metella Road at the Indoor Trampoline centre. The centre will be closed to the public; providing our children and Metella Road OOSH children with exclusive use of the centre and it's facilities for two hours. Indoor Trampoline area, use of the dodgeball arena, full use of main arena and foam pit.

Method of transport: Charters bus – Baxters Bus Lines.

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

Name of Excursion Coordinator: _____

Number of Children attending excursion: max 55 children

Number of Educators: 7 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio: 1 educator : 8 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
- ☐ Sunscreen
- ☐ _____
- ☐ _____

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 is 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 High	<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> <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. 	All Educators “ “ Excursion Supervisor All Educators	On Excursion “ “ “ “ “ “ “ “ “

		<ul style="list-style-type: none"> ✓ 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 arrive. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	<p>“ “</p> <p>Excursion Supervisor</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 from exhibits and boarding bus. 	<p>Excursion Supervisor</p> <p>All Educators</p>	<p>On Excursion</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. 	<p>All Educators</p> <p>“ “</p>	<p>On excursion</p> <p>“ “ “</p>
Trampoline/arena safety	Moderate	<ul style="list-style-type: none"> ✓ On arrival Excursion Supervisor to either assign and educator or conduct assessment themselves of all facilities and trampolines looking for any potential risks to children safety – including (but not exclusively) ensuring the condition of the mats make it safe to jump, that mats are undamaged, not trip or slip hazards identified. Any hazards noticed are to be reported to FX Zone staff, and the area either made safe or isolated to no children can enter the area/ 	<p>Excursion Supervisor</p>	<p>On Excursion</p>
Trampoline Jumping/use of facilities <ul style="list-style-type: none"> - Foam Pit - Dodge ball arena - Trampoline arena 	Moderate	<ul style="list-style-type: none"> ✓ Children are to be informed before attending the excursion that not tricks, wrestling, tackling, or landing on head will be permitted on the trampolines. Children are not to pull or push one another, throw objects at one another, and no touching, climbing, leaning or hanging on nets. Failure to do so will result in children being pulled off the equipment and not be permitted to play for the rest of the excursion. ✓ Children advised that throughout the excursion all FX Zone rules must be followed and their staff instructions and advice must be followed. ✓ FX Zone has a first aid room, portable first aid kits and at least one first aid officer on site at all times. On arrival educators should become familiar with these facilities and become aware of locations and availability. ✓ In addition to this – Excursion supervisor to ensure we bring our our first aid kits with us and distribute these amongst first aid qualified staff we have on the excursion. ✓ Educators ensure that children are listening to all instructions, demonstrations, and assistance that FX Zone staffs provide in their lessons and instructions to the children on how to use the equipment safely. Educators to ensure these instructions are followed at all times. ✓ FX Zone safety signage to be followed and obeyed at all times and pointed out to the children before children enter play area and 	<p>Excursion Supervisor</p> <p>“ “</p> <p>All Educators</p> <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “ “</p>	<p>Prior to excursion</p> <p>“ “ “</p> <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p>

		<p>throughout the excursion.</p> <p>✓ Educators to ensure the above points are enforced and obeyed throughout the remainder of the excursion by all educators. Any child not following these rules is to be removed from the arena and not permitted to play for the safety of all children at the venue.</p>	“ “ “	“ “ “
Collisions with other children	Moderate	<p>✓ No running in arena rule enforced and children are reminded throughout.</p> <p>✓ Children to be advised to be aware of where other children are in the arena and no 'double bouncing' permitted.</p>	All educators “ “ “	On Excursion “ “ “
Fire	Moderate	<p>✓ 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 FX Zone staff in the event of an emergency.</p>	All Educators	On Excursion
Toileting	Low	<p>✓ No child is to attend the toilets on his or her own.</p> <p>✓ At least one educator must accompany more that one child to and from the toilets.</p>	All educators	On excursion

Plan Prepared By: Rachael Bajo

Position: Vacation care Coordinator

Date: 20th May 2015