

Excursion Risk Assessment

Date of Excursion: Wednesday 23/04/2014

Excursion Destination: Baden Powell Scout Centre, Pomona Street, Pennant Hills, NSW, 2120

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 the scout centre including games such as Pirate ship, Spiders web, ski's, scavenger hunt, eggs, vine walk, river crossing and learn scouting skills like tie useful knots, read maps use a compass and many more. We will have a picnic lunch at the venue in the grounds of the scout centre. 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 to Pennant Hills.

Name of Excursion Coordinator: to be advised closer to the date _____

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
- 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
- _____
- _____

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 	All educators All educators All educators	Prior to Excursion On excursion On excursion On excursion

		ensure rules are bring followed.		
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 center and Manager as soon as possible. 	All Educators " " Excursion Supervisor	On Excursion " " " " " "
	High	<p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> ✓ Move those able to walk away form 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 arrive. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	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 " " "
Baden Powell 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. 	Vac Care Coordinator	Prior to excursion

		<ul style="list-style-type: none"> ✓ 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. ✓ 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 that children take care to walk to avoid slipping/falling over. 	<p>“ “</p> <p>All Educators Excursion Supervisor</p> <p>“ “ “</p> <p>“ “ “</p> <p>All Educators</p>	<p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
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 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 → (Captive and wild)	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. 	<p>Excursion Supervisor</p> <p>Educators Educators</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to Excursion</p>
Walking through the park → Uneven Footpaths	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 	<p>Educators</p> <p>“ “ “</p>	<p>On excursion</p> <p>“ “ “</p>

→ Tripping and Falling → Exposure to potential allergens	Moderate Moderate	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.	“ “ “ “ “ “	“ “ “ “ “ “
Fire – Bush fire or otherwise	High	✓ Follow instructions of staff at Baden Powell Scout centre and any emergency services on sight. ✓ Ensure all educators or aware of emergency plan at centre that has been provided to educators prior to excursion (attached to risk assessment). ✓ 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.	Educators Excursion Supervisor Vac Care Coordinator	On excursion Prior to excursion Prior to excursion
Child tripping in games - Falling over in games etc	Moderate	✓ Children are to follow rules and instructions outlined by Baden Powell Scout Centre staff. Educators are to ensure children are listening to rules and instructions and are using equipment appropriately.	Educators	On excursion

Plan Prepared By: _____ Position: _____

Sign: _____ Date: _____

Prepared in Consultation With: _____ Position: _____

Sign: _____ Date: _____

**THE SCOUT ASSOCIATION OF AUSTRALIA
NEW SOUTH WALES BRANCH
BADEN-POWELL SCOUT CENTRE**

EMERGENCY PROCEDURES SITE RISK ASSESSMENT PLAN

- In an emergency follow the instructions of the Centre Staff.
- Report any danger or emergency to Centre Staff on 94842278.
- The Centre Siren will be sounded if there is an emergency. This indicates to stand-by and be ready to evacuate. Three separate blasts require the full and immediate evacuation of the site.
- In the event of a bush fire, safely and carefully, evacuate to the nominated assembly area on the lawn opposite front gates of the Centre.
- In the event of a building fire, safely and carefully, evacuate to the nominated assembly area on the lawn opposite front gates of the Centre.
- The Centre is a bush site; paths, tracks and steps are uneven.
- 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. Smokers may use bottom car park as a designated area and all butts must be placed in ashtrays (wet weather alternative can be arranged).
- Illegal drugs 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.
- Rules of the swimming pool must be adhered to – Rules on Fence.
- 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.
- Please see Centre Staff upon arrival for any updates.
- The Centre siren switch is located in an emergency break glass red box outside the office main door.

EMERGENCY PROCEDURE



SCOUTS AUSTRALIA NSW BADEN POWELL SCOUT CENTRE POMONA STREET, PENNANT HILLS

IF YOU SEE A FIRE/EMERGENCY:

REPORT

Warn anyone in immediate danger.
If appropriate activate Site alarm.

Ensure the Emergency Services are called - '000'.

Notify Chief Warden 9484 2278
other staff on site.

If safe and trained control fire/emergency.

EVACUATION

If in danger order the area to be evacuated.

Follow the instructions of Staff/Wardens.
Escort visitors.

If safe, shut down processes and/or equipment.

If safe, secure valuables and personal effects.

Use closest safe exit.
Escort people with disabilities.

In a fire evacuation, do not carry objects.

In a bomb evacuation, carry out personal effects.

Proceed calmly in a group to your assembly area.

CENTRE EMERGENCY WARNING SIGNALS; LONG TONE, STANDBY AND BE READY TO EVACUATE.
3 BURSTS OF TONE, IMMEDIATELY EVACUATE THE SITE.

EMERGENCY ASSEMBLY AREA

