

Excursion Risk Assessment

Excursion Destination: Australian Reptile Park

DATE: Wednesday 27th September 2017

Departure and arrival times: Leave service 8.30am – return to the service by 5pm.

Proposed activities: Travel to venue via chartered bus, walking around the Reptile Park, watching park talks and shows, and visiting the animal enclosures, and return to service via chartered bus.

Method of transport: Chartered bus – Baxter’s 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 55 children

Number of Educators: 7 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio: 1 educator: 8 children

Water Hazard: No Water hazards on this excursion

Specialised skills needed: N/A

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
- _____
- _____

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 going to the Reptile Park children will be open to new challenges, discoveries and experiences, and be able to confidently explore the environment, assisting us to establish and maintain respectful and trusting relationships with peers and educators. This allows children to ‘develop their autonomy, interdependence, resilience and sense of agency’ (1.2) and ‘children develop knowledgeable and confident self-identities’ (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to ‘learn to interact in relation to others with care, empathy and respect’ (1.4).

Outcome 2 – Children are connected with and contribute to their world =This excursion will allow children to broaden their understanding of the world in which they live through learning about the animals that we share our planet with, the environment that they live in and what we can do to minimise our impact on them and their habitats. It will allow children to express opinions and engage in discussions that will allow them to investigate ideas, complex concepts and ethical issues that are relevant to their lives and the local community. This will allow ‘children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and responsibilities necessary for active participation (2.1). In addition to this Children will be able to ‘become socially responsible and show

respect for the environment' (2.4). The Reptile Park will provide an opportunity for the children to gain knowledge and respect for our natural environment and gain an understanding of the impact that humans can have on other living things. It will allow children to show an appreciation for the natural environment and understand how they can better assist to keep these environments healthy for all living things.

Outcome 4 – Children are confident and involved learners = The Reptile Park 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). 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 allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences that they wish to see and engage in as a group. We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences.

Outcome 5 – Children are effective Communicators = The Reptile Park will allow children the opportunity to *interact verbally and non-verbally with others for a range of purposes (5.1)* through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

| 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 | Prior excursion On 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 " " | On Excursion " " " " " " |

| Activity/Hazard | Risk (use matrix) | Risk Control | Who | When |
|---|----------------------|---|--|---|
| Road Accident Cont... | 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 arrive. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. | <p>Excursion Supervisor</p> <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>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. ✓ 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>On excursion</p> <p>“ “ “</p> |

| Activity/Hazard | Risk (use matrix) | Risk Control | Who | When |
|---|----------------------------------|---|--|--|
| THE REPTILE PARK | | | | |
| 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 for changing weather conditions. ✓ Check weather forecast for the day of excursion ✓ Ensure all children have a refillable drink bottle. ✓ Ensure sunscreen is packed and distributed to children throughout the day. ✓ Ensure lunch area is in a well shaded area ✓ Ensure staff and each group have a fully stocked first aid kit. ✓ If wet weather excursion to Reptile Park will not go ahead due to lack of shelter – decision to be made by 11:30am 26.09.2017 – we will attend movies instead (this will be based on weather forecasts etc.) | Vac Care Coordinator “ “ “ All Educators Excursion Supervisor “ “ “ “ “ “ Vac Care Coordinator | Prior to excursion “ “ “ “ “ “ On Excursion “ “ “ “ “ “ Prior to excursion |
| Lost child at the Reptile Park | High | <ul style="list-style-type: none"> ✓ Children should be informed of the rules, to stay with staff 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 Reptile Park 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. | Excursion Supervisor “ “ “ All educators | On Excursion Prior to Excursion On excursion |
| 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. | Educators “ “ “ “ “ “ “ “ “ | On excursion “ “ “ “ “ “ “ “ “ |
| Walking through Park → Snake/Spider bite (Captive and wild) | Moderate | <ul style="list-style-type: none"> ✓ Inform children of rules. ✓ Obey exhibit signs and take note of all reptile park staff instructions. ✓ Maintain educator/child ratios at all times. ✓ All groups are to have a fully stocked first aid kit with them and all educators will have a map which highlights where Reptile Park first aid stations are located. | Excursion Supervisor Educators Educators Excursion Supervisor | On Excursion “ “ “ “ “ “ “ “ “ |

| Activity/Hazard | Risk (use matrix) | Risk Control | Who | When |
|---|----------------------|--|--|---|
| Observing the animals → Bites from Animals | Moderate | <ul style="list-style-type: none"> ✓ Instruct children not to touch any animals in enclosures or put fingers or limbs into enclosures. ✓ Carry a first aid kit ✓ Obey warning signs in park at all times ✓ Children are not to entre exhibit areas. | Excursion Supervisor Educators " " " " " " | On Excursion " " " " " " |
| Observing the Animals → Zoonosis | Low | <ul style="list-style-type: none"> ✓ Instruct and inform children of Australian reptile park rules ✓ Children are to wash hands and wash stations before eating food and after handling any animals. | Excursion Supervisor All educators | Prior to excursion On Excursion |
| Playground – Fall/Physical Injury | Moderate/High | <ul style="list-style-type: none"> ✓ Children told rules before leaving for the excursion. ✓ Educators to do visual check and risk assess the equipment before the children are aloud onto the equipment. Hazards identified and Australian reptile staff informed. ✓ If any risks are identified, children are not to play on the equipment. ✓ Children should be told rules safety rules before going onto the playground equipment. ✓ Educators to supervise at all times. ✓ Obey all warning signs at all times. | Educators " " " " " " " " " " " " " " " | On Excursions " " " " " " " " " " " " |

Plan Prepared By: Rachael Bajo

Position: Vacation Care Coordinator

Date: 24th August 2017