

## Excursion Risk Benefit Analysis and Assessment – I-MAX Sydney

**Excursion Date:** Tuesday 12<sup>th</sup> July 2016

**Excursion Destination:** Darling Harbour, Sydney – I-max Theatre & Tumbalong Park

**Departure and arrival times:** Leave service 8:45am – return to the service by 3:00pm.

**Proposed activities:** Watching movie 'Finding Dory' in 3D - at the I-Max then walking from the theatre eastward to grass area for lunch then children will have free play in the Tumbalong Park (weather and time permitting), with exclusion of the Octanet and water park sections.

**Method of transport:** Chartered 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 56 children

**Number of Educators:** 8 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: \_\_\_\_\_

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- List of Adults participating in the excursion
  - Contact information for children and adults
  - Mobile phone
  - Photo Camera
  - Walkie Talkie's
  - Sunscreen
  - \_\_\_\_\_

### **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 3 – Children have a strong sense of Wellbeing** = If Weather and time permits we will be able to have a play at Tumbalong Park. 'Physical wellbeing contributes to children's ability to socialise, concentrate, cooperate and learn'. Through playing at the park children will be able to take responsibility 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. Playing in the park will 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. Activities and experiences undertaken will challenge children to engage and persevere, and we will have repeated opportunities to build and extend on children's ideas and suggestions. 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, and be able to negotiate environments to ensure they stay safe as well as their peers.

**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 is 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>✓ Educators are to supervise children at all times to ensure rules are being followed.</li> </ul>	All educators All educators All educators	Prior to Excursion On excursion On excursion On excursion
Road Accident	Moderate  High	<p><b><i>If the accident is not serious:</i></b></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><b><i>If the accident is serious:</i></b></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>✓ Deal with 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. – Educators 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 staff 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 around and boarding bus.</li> <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> </ul>	Excursion Supervisor All Educators " " " "	On Excursion " " " " " " " " "

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
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>
Weather Conditions → Over exposure to sun → Dehydration → Wet Weather	Moderate Moderate Low	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Check weather forecast for the day of excursion</li> <li>✓ Ensure all children have a refillable drink bottle.</li> <li>✓ Ensure sunscreen is packed and distributed to children throughout the day. Educators must follow the sun protection policy and ensure children have access to sunscreen and hats is required</li> <li>✓ Ensure lunch area is in a well shaded area</li> <li>✓ Ensure staff and each group have a fully stocked first aid kit.</li> <li>✓ If wet weather we will not go to Tumbalong Park and will only watch the movie at IMAX and return to the service due to insufficient shelter.</li> </ul>	<p>Vac Care Coordinator</p> <p>“ “</p> <p>All Educators Excursion Supervisor</p> <p>“ “ “</p> <p>“ “ “</p> <p>Excursion Supervisor</p>	<p>Prior to excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>On Excursion</p>
<b>Venue: - IMAX Sydney/Tambalong Park</b>				
I-Max theatre → Trip Hazards → Ensure adequate supervision → Allergy – asthma/anaphylaxis	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 centres 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 step, all educators need to remind all children not to push others and watch where they are walking.</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 educator who has their medication and both educator and child are aware of where the other is.</li> </ul>	<p>Excursion Supervisor</p> <p>“ “ “</p> <p>All educators</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p> <p>“ “ “</p>
Distress at choice of film  “Finding Dory” in 3D	Moderate	<ul style="list-style-type: none"> <li>✓ Read film reviews and inform parents 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 and content.</li> <li>✓ If child becomes distressed while watching film remove child from movie straight away.</li> </ul>	<p>Vac Care Coordinator</p> <p>“ “ “</p> <p>“ “ “</p> <p>All Educators</p>	<p>Prior excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>On Excursion</p>
3D Glasses → Trip hazard → Overwhelmed by 3D experience on big screen	Low	<ul style="list-style-type: none"> <li>✓ Children are not to put on 3D glasses while walking around the cinema or to there seat. All Educators to supervise and enforce.</li> <li>✓ Ensure families are informed that this movie will be shown in 3D so parents and children are informed of the experience.</li> <li>✓ If child becomes distressed or ill (motion sickness) while watching film remove child from movie straight away.</li> </ul>	<p>All Educators</p> <p>Excursion Supervisor All Educators</p>	<p>On Excursion</p> <p>Prior to Excursion On Excursion</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking from I-Max theatre to Tumbalong Park	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 centres children that they don't get lost in the crowd. All children need to have their vacation shirt visible at all times. This shirt should be placed over jumpers if required.</li> <li>✓ Due to the park having water pool and streams around educators are to remind children to keep clear of the areas and ensure that when walking in as a group that we walk well away from the water.</li> </ul>	Educators  " " "	On excursion  " " "
Tumbalong Park	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 centres children that they don't get lost in the crowd. All children need to have their vacation shirt visible at all times.</li> <li>✓ Educators are to position themselves throughout the play area and around the perimeter to ensure no child leaves the play area and that children are actively supervised at all times.</li> <li>✓ The Octanet and Water park sections of Tumbalong are considered out of bounds for the children on this excursion. Due to the higher risk of injury, these are marked on the map attached to this risk assessment</li> </ul>	Excursion Supervisor & Educators " " "  " " "	On Excursion  " " "  " " "
Toileting	Low	<ul style="list-style-type: none"> <li>✓ No child is to attend the toilets on his or her own.</li> <li>✓ At least one educator must accompany more than one child to and from the toilets and ensure that they are monitoring who is going in and out and maintain verbal contact with the children using the facilities.</li> </ul>	All educators " " "	On excursion

**Plan Prepared By:** Rachael Bajo

**Position:** Vacation care Coordinator/

**Date:** 02<sup>nd</sup> June 2016