

# Excursion Risk Assessment & Benefit Analysis

## Fun Day Out Carnival Day

### Venue – Macarthur Centre for Sustainable Living

**Date of Excursion:** Wednesday 23.09.2015

**Excursion Destination:** Macarthur centre for sustainable living' Water carnival day– (1 Mt Annan Drive, Mt Annan)

**Departure and arrival times:** Leave service 8:30am – return to the service 4:00pm

**Proposed activities:** Travel to venue by chartered bus. Children will be participating in and OOSH only event where we will join other vacation care services for a fun day out of Zorb Balls, Bubble Soccer, Sumo suits, Gladiator Duels, art and craft, races, bubble play, cooking, learn about beekeeping, Farmer Dave and his Muttley crew – his rescue dog show, and Face Painting. Return to the service by 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 55 children

**Number of Educators:** max 9 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details):** 1 educator: 6 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
- \_\_\_\_\_

<p><b><u>RISK BENEFITS LINKED TO MY TOP OUTCOMES:</u></b> -</p> <p>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.</p>
<p><b><u>Outcome 1 – Children have a strong sense of Identity</u></b> = Through attending the 'Fun day out carnival day' excursion children will be provided with the opportunity to <i>'feel safe, secure and supported'</i> (1.1) children being provided with the opportunity to confidently explore and engage with social and physical environments through relationships and play, and staff providing supporting the development of children's friendships. This excursion will provide an opportunity for children to interact with, and develop friendships, from children from different OOSH centres across NSW, through their being a number of OOSH services attending this OOSH only event. It will also allow children to <i>'learn to interact in relation to others with care, empathy and respect'</i> (1.4). Children will engaged in, and have the opportunity to contribute to the various play experiences on offer, allowing children to spend leisure time with peers, and allow children the opportunity to have small and large group interactions, allowing for meaningful play opportunities.</p>
<p><b><u>Outcome 2 – Children are connected with and contribute to their world</u></b> = This excursion will provide children an opportunity to broaden their understandings of the world through discussions and demonstrations, understanding the role animals and nature play in our society and lives, providing them with an opportunity for children to investigate ideas and express ideas. It will allow children the opportunity to build connections within the wider community through interaction with other services. This excursion will allow children to develop knowledge and respect for natural environments and</p>

explore a greater understanding and appreciation of how the land, people, plants and animals are all interdependent on one another. As this event is being held at the Macarthur centre for sustainable living, we will also explore ways we can become more sustainable, how we can embrace sustainable living and up cycle and children will be provided with access to natural materials to create. All this will indicate that children are able to *‘develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation’* (2.1) and *‘Children become socially responsible and show respect for the environment’* (2.4).

**Outcome 3 – Children have a strong sense of Wellbeing** = This activity will promote a strong sense of wellbeing; this 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, demonstrate increasing competence, confidence and skills through manipulating new equipment and tools, with the assistance, encouragement and guidance of educators and scout staff. In taking responsibility for their own wellbeing they will be able negotiate the environment, ensuring their safety and wellbeing as well as that of peers, and develop gross motor skills.

**Outcome 4 – Children are confident and involved learners** = This excursion 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 resource their learning through Connecting with people, place, technologies and natural and processed materials’* (4.4). Physical activity and exposure to new experiences will challenge children’s belief in their own ability, and encourage children to explore, experiment and take appropriate risks. 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 both challenge them and allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities to be involved with other services and children from all areas of Sydney, providing them with opportunities to collaborate and be involved with the wider community, beyond the school age care setting.

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus. → Struck by car/bus on road → Trip on uneven footpath → Stairs	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
Mechanical Breakdown	Low	<ul style="list-style-type: none"> <li>✓ Keep children safe by staying on the train 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 train.</li> <li>✓ Head count taken on a regular basis especially when we are moving and boarding train.</li> </ul>	Excursion Supervisor All Educators	On Excursion “ “ “
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</li> </ul>	All Educators	On excursion

		<p>individual or group of children in our care.</p> <ul style="list-style-type: none"> <li>✓ Educator to accompany groups of children to toilets throughout the excursion.</li> </ul>	“ “	“ “ “
<b>Venue – MacArthur Centre for sustainable Living/Fun Day out Carnival Day</b>				
Slip/Trip/fall hazards	Moderate	<ul style="list-style-type: none"> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Ensure children follow directions of staff at Venue</li> <li>✓ Inform venue of any slip/trip/fall hazards</li> <li>✓ Educators to scan and observe the environment for any potential hazards if any &amp; identify these to children, other educators and venue and event organisers.</li> </ul>	<p>All educators</p> <p>All Educators Excursion Supervisor</p>	<p>On excursion</p> <p>On excursion On Excursions</p>
Separated/Lost Children	Moderate	<ul style="list-style-type: none"> <li>✓ Head count taken on a regular basis especially when we are moving onto new areas.</li> <li>✓ Staff to maintain a high level of supervision at all times. Maintain educator/child ratios at all times.</li> <li>✓ Children to be advised if they become separated from the group they are to approach venue staff/event organisers and/or security.</li> <li>✓ All children will be in ACI T-shirts throughout the day. Children informed that our phone number is in shirts – if they become lost this is the number to use.</li> </ul>	<p>Educators</p> <p>Educators</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p>	<p>On excursion</p> <p>On excursion</p> <p>Prior to Excursion</p> <p>Prior to Excursion</p>
Collisions with other children	Moderate	<ul style="list-style-type: none"> <li>✓ No running in the park at any time rule needs to be enforced.</li> </ul>	Educators	On excursion
<p>Environmental conditions</p> <ul style="list-style-type: none"> <li>→ Sun stroke</li> <li>→ Strong winds</li> <li>→ Snakes/spiders and other wildlife</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>✓ Stay in shaded areas as much as possible</li> <li>✓ Have sunscreen and apply regularly</li> <li>✓ All educators and children to have hat and shoulders covered as well as a refillable drink bottle</li> <li>✓ Obey any signs and take note of all MSCL Staff instructions.</li> <li>✓ Maintain educator/child ratios at all times.</li> <li>✓ All groups are to have a fully stocked first aid kit with them.</li> </ul>	<p>Educators “ “</p> <p>Excursion Supervisor Educators</p> <p>Educators Excursion Supervisor</p>	<p>On excursion “ “</p> <p>Prior to Excursion On excursion</p> <p>On excursion Prior to Excursion</p>
<p>Walking through the venue</p> <ul style="list-style-type: none"> <li>→ Uneven Footpaths</li> <li>→ Tripping and Falling</li> <li>→ Exposure to potential environmental allergens</li> </ul>	<p>Moderate</p> <p>Moderate</p> <p>Moderate</p>	<ul style="list-style-type: none"> <li>✓ Enforce rule of no running on footpaths at any time</li> <li>✓ Any child with potential for allergic reaction should be monitored and kept away from potential exposure.</li> <li>✓ Obey signs and notices at all times.</li> <li>✓ List of children with Allergies to be taken on</li> </ul>	<p>Educators “ “ “</p> <p>“ “ “</p> <p>“ “ “</p>	<p>On excursion “ “ “</p> <p>“ “ “</p> <p>“ “ “</p>

		<p>excursion and all educators aware of who is on the excursion with them and who has allergies etc.</p> <ul style="list-style-type: none"> <li>✓ Children's Allergy medications should be taken on the excursion and kept with the appropriate children at all times.</li> </ul>	" " "	" " "
<p>Exposure to Allergens</p> <ul style="list-style-type: none"> <li>→ Food</li> <li>→ Wildlife – bees etc</li> <li>→ Asthma</li> </ul>	Moderate/ High	<ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, on booking form. Then chase up management plans and Medications required.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis is present on excursion</li> <li>✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications.</li> <li>✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located.</li> <li>✓ Ensure child/ren with allergies are aware which educator has their medication – so if they are feeling unwell, they know who to go to. Ensure that educator who is holding child's medication is in the same group as child.</li> <li>✓ Ensure educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens.</li> </ul>	<p>Service Manager</p> <p>" " "</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>All Educators</p>	<p>Prior to excursion</p> <p>" " "</p> <p>" " "</p> <p>" " "</p> <p>" " "</p> <p>On Excursion</p>
Fire – Bush fire or otherwise	High	<ul style="list-style-type: none"> <li>✓ Follow instructions of staff at venue and any emergency services on sight.</li> <li>✓ Supervisor is to familiarise themselves with the emergency procedures at the venue, Ask venue what the procedures are on arrival, meeting points, etc. Supervisor to ensure all staff have been informed of this and are aware of what to do and where to go in an emergency situation.</li> <li>✓ 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. If unsafe excursion will be called off.</li> </ul>	<p>Educators</p> <p>Excursion Supervisor</p> <p>Service Manager/ Vac Care Coordinator</p>	<p>On Excursion</p> <p>On Excursion</p> <p>Prior to excursion</p>
<p>Jumping Castle</p> <ul style="list-style-type: none"> <li>→ Children colliding into each other</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>✓ Educators to be positioned near the jumping castle at all times actively supervising Jumping castle</li> </ul>	Educators	On Excursion

→ Children falling off		✓ If numbers of jumping castle exceed limit pull Activity Centres children from jumping castle and inform Circus Factory Staff.	“ “	“ “
Behaviour, inappropriate or unsafe	Low	✓ Children that don't follow the rules set down by the educators, and display behaviour that may affect the safety of themselves or others, will be guided to other activities.	Educators	On activity day
Water Hazzard – Dam/pond on site – fall in and drown	High	<ul style="list-style-type: none"> <li>✓ Instruct children that they are not to enter the water at any time, and are to listen to staff at all times.</li> <li>✓ Maintain supervision and educator to child ratio at all times.</li> </ul>	Excursion Supervisors Educators	Prior to Excursion On Excursion

**Plan Prepared By:** Rachael Bajo

**Position:** Vacation Care Coordinator

**Date:** 20.08.2015