

# Excursion Risk Assessment & Benefit Analysis

## Attractivity Entertainment

**Date of Excursion:** Thursday 21<sup>st</sup> January 2016

**Excursion Destination:** Sydney Corporate Park, 126-196 Bourke Road, Alexandria, NSW 2015

**Departure and arrival times:** Leave service 9:00am – return to the service 2:00pm

**Proposed activities:** Travel to venue via chartered bus, Participate in various activities including ten pin bowling, ropes climbing course, dodgem tracks, crypt shooting gallery, theatre, laser frenzy, and amusement games. 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 Activity Centre to Attractivity Entertainment in Alexandria and then return.

**Name of Excursion Coordinator:** Rachael Bajo

**Number of Children attending excursion:** max 57 children

**Number of Educators:** 8 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 (for each group)
- 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
- 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** = The excursion to Attractivity will allow the children to have explore and engage with social and physical environments at a pace they feel comfortable. They will have free choice of what activities they wish to participate in and will have an opportunity to establish and maintain respectful and trusting relationships with other children and educators, all helping children *feel safe, secure, and supported* (1.1). Children will also be able to *'develop their autonomy, interdependence, resilience and sense of agency'* (1.2) and *'children develop knowledgeable and confident self identities'* (1.3). Children will be open to new challenges, discoveries and experiences, as well as being able to take risks with their decision making and to cope with unexpected – teaching them resilience and a sense of wellbeing. They will learn the value of persistence and 'having a go' if their first attempt is unsuccessful. Children will be motivated to succeed, with the assistance of educators. The excursion venue will promote a sense of belonging to a team environment and encourage them to make choices and decisions, providing opportunities for children to celebrate and acknowledge achievements, of not only themselves but of their peers, in mastering a new skill and achievement at the various activities available at the venue – providing children with self-belief and self-worth, that if they try hard enough, persevere, and work together with peers they can achieve anything they put their mind to providing them with an sense of identity and a feeling of belonging.

**Outcome 2 – Children are connected with and contribute to their world** = The nature of this excursion means that children will be provided with a multiple of ways that they can participate in and contribute to group activities with peers. It will provide children to learn how to negotiate roles and relationships in play experiences with one another and *develop a sense of belonging to groups and communities* (2.1).

**Outcome 3 – Children have a strong sense of Wellbeing** = ‘Physical wellbeing contributes to children’s ability to socialise, concentrate, cooperate and learn’. Through this excursion children will be able to take responsibility and mindful 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. The activities children will participate at Attractivity will allow them to accept challenges, take considered risk, and cope with frustrations, as well as 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. 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, demonstrate increasing competence, confidence and skills through manipulating new equipment and tools, with the assistance, encouragement and guidance of educators and venue 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** = Attractivity Entertainment 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) 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 and skills to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences and consider strategies to achieve goals, experiment, have opportunities to engage in trial and error and solve problems.

| Activity/Hazard  | Risk<br>(use matrix) | Risk Control   | Who   | When  |
|--|----------------------|--|---|---|
| Walking to and from bus.<br>→ Struck by car/bus on road<br>→ Trip on uneven footpath | Low<br>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<br>Coordinator<br>All Educators<br><br>All educators | Prior excursion<br><br>On excursion<br><br>Prior Excursion                        |
| Road Accident on route to venue or service<br>→ Injuries to passengers               | Moderate             | <ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver are 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<br><br>All educators<br><br>All educators       | Prior to<br>Excursion<br><br>On excursion<br><br>On excursion<br><br>On excursion |

| Activity/Hazard   | Risk<br>(use matrix)        | Risk Control  | Who  | When   |
|---|-----------------------------|---|--|--|
| Road Accident   | <p>Moderate</p> <p>High</p> | <p><i>If the accident is not serious:</i></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><i>If the accident is serious:</i></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 arrives.</li> <li>✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents.</li> </ul> | <p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>“ “</p> | <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> |
| 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>   | <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"> <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 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>   | <p>Excursion Supervisor</p> <p>All Educators</p>   | <p>On Excursion</p> <p>“ “ “</p>   |
| 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> </ul>  | <p>All Educators</p> <p>“ “</p>  | <p>On excursion</p> <p>“ “ “</p>   |

|  |                   | <ul style="list-style-type: none"> <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>   | “ “<br>“ “  | “ “ “<br>“ “ “   |
|--|-------------------|---|---|--|
| Activity/Hazard  | Risk (use matrix) | Risk Control  | Who   | When   |
| <b>Attractivity Entertainment</b>                          |                   |   |   |  |
| Lost child at the Venue/s                                  | High              | <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.</li> </ul>   | Excursion Supervisor<br>“ “ “<br>All educators                                  | On Excursion<br><br>Prior to Excursion<br><br>On excursion               |
| Walking through Park<br>→ Snake/Spider bite                | Moderate          | <ul style="list-style-type: none"> <li>✓ Inform children of rules.</li> <li>✓ Obey any signs and take note of all scout leaders 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 and a charged mobile phone.</li> <li>✓ Ensure there is at least one fully qualified first aid certificate holder in each group</li> </ul>   | Excursion Supervisor<br>Educators<br>Educators<br>Excursion Supervisor<br>“ “ “ | On Excursion<br><br>“ “ “<br>“ “ “<br>Prior to Excursion<br>On Excursion |
| <u>High ropes Course</u><br>- Falling, slipping etc        | Moderate          | <ul style="list-style-type: none"> <li>✓ Children are to follow the rules and instructions outlined by Attractivity Entertainment staff.</li> <li>✓ Educators are to ensure that children are listening to rules outlined and following all safety instructions outlined.</li> <li>✓ Educators to be on the look out for any potential Hazards throughout the experience and inform Attractivity Staff of any identified risks, and take immediate action to minimise risk.</li> <li>✓ No child is to be pushed into any activity that they are not comfortable with – educators to ensure that children are challenged at a level that they feel comfortable.</li> </ul> | Educators<br><br>Educators<br><br>Educators<br><br>Educators                    | On Excursion<br><br>On Excursion<br><br>On Excursion<br><br>On Excursion |
| <u>Dodgem Cars</u><br>- Crashes, inappropriate driving etc | Moderate          | <ul style="list-style-type: none"> <li>✓ Children are to follow the rules and instructions outlined by Attractivity Entertainment staff.</li> </ul>   |   |  |

| Activity/Hazard   | Risk<br>(use matrix) | Risk Control   | Who   | When   |
|---|----------------------|--|---|--|
| <u>Dodgem Cars</u><br>- Crashes, inappropriate driving etc<br>Cont...         | Moderate             | <ul style="list-style-type: none"> <li>✓ Educators to be on the lookout for any potential Hazards throughout the experience and inform Attractivity Staff of any identified risks, and take immediate action to minimise risk.</li> <li>✓ Ensure children are wearing seat belts whilst in the dodgem cars.</li> </ul>   |   |  |
| <u>Bowling</u><br>- Slip hazard   | Moderate             | <ul style="list-style-type: none"> <li>✓ Ensure children take care and only walk on any vinyl areas.</li> <li>✓ Children are informed of the rules for no running on any vinyl area.</li> <li>✓ Ensure children don't eat or drink in this area to minimise spillages.</li> </ul>  | All educators<br>" "<br>" "                               | On excursion<br>" "<br>" "                   |
| <u>Bowling</u><br>- Slippery lane surface beyond the foul line                | Moderate             | <ul style="list-style-type: none"> <li>✓ Ensure children are aware, through verbal instruction and enforcing of the rules that they are not to cross the foul line as surface is slippery.</li> </ul>  | Excursion Supervisor                                      | On Excursion                                 |
| <u>Bowling</u><br>- Slip/Trip/fall hazards                                    | Moderate             | <ul style="list-style-type: none"> <li>✓ Ensure children take care while walking around venue.</li> <li>✓ Inform venue of any slip/trip/fall hazards</li> </ul>  | All educators<br>Excursion Supervisor                     | On excursion<br>On excursion                 |
| <u>Bowling</u><br>- Ball Return – Hands in ball return – lots of moving parts | High                 | <ul style="list-style-type: none"> <li>✓ Educators to position themselves near the ball return and ensure that no child places their hand in the ball return.</li> <li>✓ Children are to be informed that they are not to put their hands in the ball return but to wait for the ball to emerge or call AMF staff if there is an issue.</li> </ul>                               | Educators<br>Excursion Supervisor                         | On excursion<br>On excursion                 |
| <u>Laser Tag</u><br>- Collisions with other children                          | Moderate             | <ul style="list-style-type: none"> <li>✓ No running in arena rule enforced and children are reminded throughout.</li> </ul>  | Educators   | On Excursion                                 |
| <u>Laser Tag</u><br>- Child tripping in arena                                 | Moderate             | <ul style="list-style-type: none"> <li>✓ No running in arena rule enforced and children are reminded throughout.</li> <li>✓ Highlight the painted walls, floors and ramps for children to observe when in the arena.</li> </ul>  | Educators<br>Educators                                    | On excursion<br>" "                          |
| <u>Amusement Games</u><br>- Slip/Trip/fall hazards                            |                      | <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 &amp; other educators.</li> </ul> | All educators<br>All Educators<br>Excursion<br>Supervisor | On excursion<br>On excursion<br>On Excursion |

| Activity/Hazard  | Risk<br>(use matrix) | Risk Control  | Who   | When   |
|--|----------------------|---|---|--|
| <u>Amusement Games</u><br>- 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.</li> <li>✓ Children are not to enter arcade area until educators have given permission and positioned themselves at this area to view play and supervise appropriately.</li> </ul>          | Educators<br><br>Educators<br><br>Educators | On excursion<br><br>On excursion<br><br>On Excursion |
| <u>3D Theatre</u><br>- Slip/fall from running in the room<br>- Jarring of body from chair movement |                      | <ul style="list-style-type: none"> <li>✓ No running in the room needs to be enforced.</li> <li>✓ Let children know that the seats move and that there are lighting and effects and if they don't want to do that don't do the activity.</li> <li>✓ If children become distressed during the theatre inform Attractivity staff so that children can be removed as soon as possible.</li> </ul> | Educators<br>Educators<br><br>Educators     | On Excursion<br>On Excursion<br><br>On Excursion     |
|  |                      | ✓   |   |  |

**Plan Prepared By:** Rachael Bajo

**Position:** Vacation Care Coordinator/Assistant Manager

**Date:** 19<sup>th</sup> November 2015

