

Excursion Risk Assessment & Benefit Analysis

World Ju Jitsu Ninja Warriors (K-2)

Date of Excursion: Tuesday 22nd January 2019

Excursion Destination: 1943A Victoria Ave, West Ryde, NSW, 2114

Departure and arrival times: Leave service 8:30am-3:30pm (Traffic Permitting)

Proposed activities: Travel to venue via chartered bus, Participate in various activities at World Ju Jitsu Ninja Warriors (Team based games, Circuit Games and learn Ju Jitsu self-defence). 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 Escape Hunt premises and then return.

Name of Excursion Coordinator: Rachael Bajo

Water Hazard: NO

Number of Children attending excursion: max 64 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 World Ju Jitsu Ninja Warriors will allow the children to have explore and engage with social and physical environments at a pace they feel comfortable. 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, – 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).

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident Cont...		<ul style="list-style-type: none"> ✓ 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 arrives. <p>Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents.</p>	<p>“ “</p> <p>Excursion Supervisor</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 – no child is to go unaccompanied. ✓ 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>“ “</p> <p>“ “</p>	<p>On excursion</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 	<p>Excursion Supervisor</p> <p>“ “ “</p>	<p>On Excursion</p> <p>Prior to Excursion</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Lost child at the Venue/s Cont...		<ul style="list-style-type: none"> seek out 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. 	All educators	On excursion
World Ju Jitsu Ninja Warriors Venue				
- Slip/Trip/fall hazards	Moderate	<ul style="list-style-type: none"> ✓ Ensure children take care while walking around venue. ✓ Ensure children follow directions of staff and signs at Venue ✓ Inform venue of any slip/trip/fall hazards ✓ Educators to scan and observe the environment for any potential hazards if any & identify these to children, other educators and venue. ✓ 	Educators Educators Educators Educators	On Excursion On Excursion On Excursion On Excursion
Exposure to Allergens - Food - Asthma	Moderate/ High	<ul style="list-style-type: none"> ✓ Ask parents prior to excursion to detail any allergies, on booking form. Then chase up management plans and Medications required. ✓ Ensure first aid officer and staff trained in anaphylaxis is present on excursion ✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications. ✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located. ✓ 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. 	Vac Care Coordinator “ “ “ Excursion Supervisor Excursion Supervisor Excursion Supervisor	Prior to Excursion “ “ “ On Excursion “ “ “ “ “ “
Behaviour, inappropriate or unsafe	Low	<ul style="list-style-type: none"> ✓ 1 educator will be allocated to each team and room – educators to ensure children are behaving appropriately. ✓ 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 Excursion “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Collisions with other children	Moderate	<ul style="list-style-type: none"> ✓ No running in the venue at any time rule needs to be enforced. ✓ Children to be advised to be aware of where other children are in the arena. ✓ ACI educators are to position themselves best to observe children's movement and behaviour. This will ensure that we are in the best areas to enforce rules and minimise collisions and accidents. 	Educators " " " " "	On excursion " " " " " "
Injury from incorrect use of equipment and resources at venue	Moderate	<ul style="list-style-type: none"> ✓ Follow directions of trained venue staff at all times/ Educators responsibility to ensure children are listening and following all safety instructions at all times. Children not following instructions, will not be able to participate. ✓ At least 1 educator will be allocated to each group—educators to ensure children are using equipment correctly. ✓ Fully stocked (1 for each group) First aid kits and each group educators with first aid training will be at the venue and to ensure that treatment is provided if needed 	All Educators Excursion Supervisor	On Excursion " " "
Fire	High	<ul style="list-style-type: none"> ✓ Follow instructions of Ju Jitsu staff ✓ ACI staff to become familiar with venue emergency exits on arrival 	Educators	On excursion
Toileting	Low	<ul style="list-style-type: none"> ✓ No child is to attend the toilets on his or her own. ✓ At least one educator must accompany more than one child to and from the toilets. 	All educators " "	On excursion " " "
Distress at activity	Low	<ul style="list-style-type: none"> ✓ All activities are child appropriate – however if child becomes distressed ACI staff are to remove them from the activity. 	All educators	On excursion

Plan Prepared By: Rachael Bajo

Position: Vacation Care Coordinator/Assistant Manager

Date: 22nd November 2018

