

# Excursion Risk Assessment & Benefit Analysis

## Oz Funland Excursion

**Date of Excursion:** Thursday 12<sup>th</sup> July 2018

**Excursion Destination:** Oz Funland – Unit 2 11 Hollylea Road, Leumeah, NSW 2560

**Departure and arrival times:** Leave service 8.30am – return to the service 2:30pm

**Proposed activities:** Travel to venue via chartered bus, all children will play at Oz Funland, watch a dazzling interactive show, and play at the playmaze and jumping castle (indoor play centre) and return to 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

**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.

**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
- \_\_\_\_\_

### 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 attending this excursion to Oz Fuland children will be able to ‘*develop their autonomy, interdependence, resilience and sense of agency*’ (1.2) and ‘*children develop knowledgeable and confident self-identities*’ (1.3). Our excursion to this venue is an opportunity for children to be in the here and now and enjoy the simple joys of being a child and enjoying a show with their friends and peers. It provides the opportunity for children to relax in a safe and secure environment (1.1). Children will be open to new challenges, discoveries and experiences.” Children will be able to take risk with their decision making and to learn to manage and 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 and peers. The excursion venues 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 – 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. Children will be able to freely choose what they want to do at Oz Funland, allowing them the choice of participating in more physical activities or having some quiet time to do their own thing.

**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 Oz Funland 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** = Oz Funland 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 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>All educators | Prior excursion<br>On excursion<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>✓ Staff to ensure children remain seated at all times.</li> <li>✓ Educators are to supervise children at all times to ensure rules are bring followed.</li> </ul> | All educators<br>All educators<br>All educators           | Prior to<br>Excursion<br>On excursion<br>On excursion<br>On excursion |
| Road Accident  | Moderate             | <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</li> </ul>   | All Educators<br>“ “                                      | On Excursion<br>“ “ “   |

| Activity/Hazard   | Risk<br>(use matrix) | Risk Control  | Who  | When   |
|---|----------------------|---|--|--|
| Road Accident Cont...   | High                 | <p>oncoming traffic.</p> <ul style="list-style-type: none"> <li>✓ Contact service and Manager as soon as possible.</li> </ul> <p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> <li>✓ If possible, 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 will begin contacting parents as soon as it is safe to do so.</li> </ul> | <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>“ “</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 service 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> </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, venue operators 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>       |

| Oz Funland   |                      |   |  |   |
|--|----------------------|---|--|---|
| Activity/Hazard  | Risk<br>(use matrix) | Risk Control  | Who  | When                                    |
| Flooring<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> </ul>   | All educators<br>“ “   | On excursion<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> <li>✓ Educators to identify any hazards on arrival and inform Oz Funland staff to remove hazard or minimise risk.</li> </ul>  | All educators<br>Excursion<br>Supervisor                       | On excursion<br>On excursion            |
| Entry Gate<br>→ Fingers caught in gate   | Moderate             | <ul style="list-style-type: none"> <li>✓ Gate to be opened/closed only by Educators.</li> </ul>   | Educators  | On excursion                            |
| Jumping Castle<br>→ Children colliding into each other<br>→ Children falling off                               | Moderate             | <ul style="list-style-type: none"> <li>✓ Educators to be positioned near the jumping castle at all times actively supervising Jumping castle</li> <li>✓ Assess safe numbers limit to be on the castle at any given time.</li> <li>✓ If numbers of jumping castle exceed limit pull Activity Centres children from jumping castle and inform Oz Funland Staff.</li> </ul>  | Educators<br>“ “<br>“ “  | On Excursion<br>“ “<br>“ “              |
| Play area/Climbing<br>→ Collisions with other children<br>→ Slippery dip<br>→ Fall, trip and slip<br>→ Choking | Moderate             | <ul style="list-style-type: none"> <li>✓ On arrival an educator will look over equipment to ensure it is safe to play on with no broken parts.</li> <li>✓ On arrival children will be told the rules of the play equipment and the consequences of not following rules.</li> <li>✓ When Activity Centres Inc children are on equipment, educators will be continually supervising children to ensure they are playing safely and monitoring rules.</li> <li>✓ To avoid choking, children will not be permitted to play on the equipment with loose items of clothing that could become stuck and present a choking or other such injury, e.g.: - scarves, etc.</li> </ul> | Educators<br>Excursion<br>Supervisor<br>Educators<br>Educators | On Excursion<br>“ “ “<br>“ “ “<br>“ “ “ |
| Distress at fog and Lighting System<br>(during show)   | Low                  | <ul style="list-style-type: none"> <li>✓ Inform children of special effects at the venue are throughout the course.</li> <li>✓ If child becomes distressed, remove them from the situation</li> </ul>   | Vac Care<br>Coordinator<br>All Educators                       | Prior excursion<br>“ “ “                |
| Fire   | High                 | <ul style="list-style-type: none"> <li>✓ Follow instructions of Oz Funland staff</li> <li>✓ ACI staff to be familiar with floorplan and exits at venue – map located in excursion folder.</li> <li>✓ Take roll call at assembly point.</li> </ul>   | Educators<br>“ “<br>“ “  | On Excursion<br>“ “ “<br>“ “ “          |

| Activity/Hazard           | Risk<br>(use matrix) | Risk Control   | Who  | When  |
|---------------------------|----------------------|--|--|---|
| 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 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> <li>✓ Educators are to position themselves around the venue, throughout the various themed spaces to ensure maximum supervision and that all areas where Activity Centres Children are there is an educator able to supervise.</li> <li>✓ Excursion Supervisor is to ensure that staff are actively supervising and that all staff are aware of the area they are supervising</li> </ul> | <p>Excursion Supervisor</p> <p>“ “ “</p> <p>All educators</p> <p>All educators</p> <p>Excursion Supervisor</p> | <p>On Excursion</p> <p>Prior to Excursion</p> <p>On excursion</p> <p>On excursion</p> |

**Plan Prepared By:** Rachael Bajo    **Position:** Vacation Care Coordinator/Assistant Manager    **Date:** 07<sup>th</sup> June 2018