

Excursion Risk Assessment & Benefit Analysis

Luna Park

Date of Excursion: Wednesday 01st October 2019

Excursion Destination: Luna Park

Departure and arrival times: Leave service 9.00am – return to the service 4:00pm

Proposed activities: Travel to venue by chartered bus, unlimited access to Luna Park, go on rides, lunch overlooking harbour, and chartered bus back to the service.

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 52 children

Number of Educators: 7 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details): 1 educator: 8 children.

Water Hazard: Darling Harbour

Specialised skills needed: N/A – we will not be entering the water

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 = The excursion to Luna Park 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. 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 Luna Park 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.

Outcome 4 – Children are confident and involved learners = Luna Park 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.

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from train station – from service and Luna Park. → Struck by car/bus on road → Trip on uneven footpath	Low Moderate	<ul style="list-style-type: none"> ✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion. 	Vac Care Coordinator All Educators All educators	Prior excursion On excursion Prior Excursion
Mechanical Breakdown	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the train 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. 	All educators “ “ “ “	On Excursion “ “ “ “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
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 train. ✓ Head count taken on a regular basis especially when we are moving around from ride to ride and area to area. 	Excursion Supervisor All Educators	On Excursion “ “ “
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 to excursion supervisor – maintain active supervision at all times. 	All Educators “ “	On excursion “ “ “
Luna Park				
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 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. 	All educators All Educators Excursion Supervisor	On excursion On excursion On Excursions
Separated/Lost Children	Moderate	<ul style="list-style-type: none"> ✓ Children will be informed to stay with educators at all times and what to do if they become separated from the group. Educators not to leave children unattended at venue and to ensure all children stick together in their group. ✓ All children will be in centre T-shirt – this shirt must be visible – which has centre phone number on it and informed of what they should do if they become separated from the group. ✓ Children will be in groups throughout the day, with educators. All educators will be provided with a list of children who are in their group. Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. ✓ Educators to have service mobile phones on them to ensure communication between groups 	Educators Educators Excursion Supervisor	On excursion On excursion Prior to Excursion
Amusement rides Malfunction	Moderate	<ul style="list-style-type: none"> ✓ Follow the directions of Luna Park staff at all times when going onto Luna park rides and attractions 	Educators	On Excursion
Children becoming Motion sick	Moderate	<ul style="list-style-type: none"> ✓ If children display any motion sickness take them off the ride and ensure they receive appropriate care 	“ “	“ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Carnival Rides	Moderate	<ul style="list-style-type: none"> ✓ Educators to assess the ability and age of children on the day – if children are not confident or do not wish to go on then we will not go out. ✓ Children and staff are to follow safety instructions of the venue staff at all times. Any children not following appropriate safety instructions or behaving in an unsafe manner will be removed from the activity. ✓ If rides look unsafe or there are concerns about safety in and around the area then the children who are with ACI will not be permitted to go on the ride. ✓ Due to high volume of general public at the venue –if we can't stay in the groups that we are in, while participating in the rides, due to safety and child protection reasons, we will not participate in the rides at this venue. Keeping children together and safe is the priority. ✓ Luna Park Rides all have a height safety limit – staff are to ensure that no child goes on any ride that they are not the correct height for. 	<p>All Educators</p> <p>All Educators</p> <p>All Educators</p> <p>All Educators</p> <p>All Educators</p> <p>All Educators</p>	<p>On Excursion</p> <p>On Excursion</p> <p>On Excursion</p> <p>On Excursion</p> <p>On Excursion</p> <p>On Excursion</p>
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. ✓ Fully stocked (1 for each group) First aid kits and each group educators with first aid training will be at the venue and in each group to ensure that treatment is provided if needed 	<p>All Educators</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>“ “ “</p>
Behaviour, inappropriate or unsafe	Low	<ul style="list-style-type: none"> ✓ 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
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. 	<p>Service Manager</p> <p>“ “ “</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>Prior to Excursion</p> <p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Exposure to Allergens → Food → Asthma CONT...		<ul style="list-style-type: none"> ✓ 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, and that this Educator has the appropriate qualifications to administer (Asthma/Anaphylaxis). ✓ 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. ✓ Children are not to buy food from the venue and only eat what is packed by their family from home for the day. 	<p>All Educators</p> <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “ “</p>	<p>On Excursion</p> <p>On day, prior to leaving service.</p> <p>On Excursion</p> <p>“ “ “</p>
Collisions with other children	Moderate	<ul style="list-style-type: none"> ✓ No running throughout Luna park at any time needs to be enforced. 	Educators	On excursion
Fire	High	<ul style="list-style-type: none"> ✓ Follow instructions of Luna Park/Emergency services staff 	Educators	On excursion
Environmental conditions → Sun stroke → Strong winds → rain	Moderate	<ul style="list-style-type: none"> ✓ Stay in shaded areas as much as possible ✓ Have sunscreen and apply regularly ✓ All educators and children to have hat and shoulders covered as well as a refillable drink bottle ✓ Wet weather – ensure children have ponchos ✓ If weather – high wind & rain – call Luna Park (it is park policy to shut down rides in extreme weather) 	<p>Educators</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>“ “</p> <p>“ “</p>	<p>On excursion</p> <p>“ “</p> <p>Prior to Excursion</p> <p>“ “</p> <p>“ “</p>
Walking through Park → Snake/Spider bite	Moderate	<ul style="list-style-type: none"> ✓ Inform children of rules. ✓ Obey any signs and take note of all surroundings – ✓ Maintain educator/child ratios at all times. ✓ All groups are to have a fully stocked first aid kit with them and a charged mobile phone. ✓ Ensure there is at least one fully qualified first aid certificate holder in each group 	<p>Excursion Supervisor</p> <p>Educators</p> <p>Educators</p> <p>Excursion Supervisor</p> <p>“ “ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>Prior to Excursion</p> <p>On Excursion</p>
Inappropriate clothing	Low	<ul style="list-style-type: none"> ✓ Children and families will be reminded prior to the excursion that they need to wear clothing that is appropriate to be walking and moving around in all day. 	Vacation Care Coordinator	Prior to excursion
Darling Harbour – Fall in drowning	Moderate	<ul style="list-style-type: none"> ✓ No child is permitted to be close to the shore line – Educators are to discuss this with the children and will position themselves between the water and the children. ✓ 	Educators	On Excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Darling Harbour – Fall in drowning CONT...		<ul style="list-style-type: none"> ✓ Ensure educators on excursion hold a current first aid certificate with CPR. ✓ Educators are to maintain active supervision at all times to ensure children stay away from the edge of the piers and not leaning over any barriers. 	Educators Supervisor	On Excursion Prior to Excursion

Plan Prepared By: Rachael Bajo **Position:** Vacation Care Coordinator/Assistant Manager **Date:** 21st August 2019