

# Excursion Risk Assessment & Benefit Analysis

## Zone Bowling and Laser Skirmish

**Date of Excursion:** Wednesday 09<sup>th</sup> October 2019

**Excursion Destination:** Zone Bowling/Laser Skirmish, 62-72 Batt Street, Jamisontown

**Departure and arrival times:** Leave service 9.15am – return to the service 2:00pm

**Proposed activities:** Travel to venue via chartered bus, play 1 game of AMF Bowling, 1 game of laser Skirmish, Arcade games 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 the Bowling and Laser Tag excursion children will be provided with the opportunity to ‘*feel safe, secure and supported*’ (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. It will also allow children to ‘*learn to interact in relation to others with care, empathy and respect*’ (1.4). Children will engaged in, and have the opportunity to contribute to the 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.

**Outcome 2 – Children are connected with and contribute to their world** = This excursion will allow children to cooperate with others to negotiate roles and relationships in play and leisure experiences. 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).

**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. Children will be showing enthusiasm for participating in physical play and negotiate environments to ensure their own safety and wellbeing of themselves and their peers.

**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.

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> <li>✓ Remind children to watch where they walk and not to push forward.</li> </ul>	Vac Care Coordinator All Educators  All educators	Prior excursion  On excursion  Prior Excursion
Road Accident on route to venue or service → 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>	Excursion Supervisor  All educators All educators All educators All educators	Prior to Excursion  On excursion  On excursion  On excursion
Road Accident	Moderate          High	<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 form 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>	All Educators  “ “  “ “  Excursion Supervisor All Educators  “ “  Excursion Supervisor	On Excursion  “ “ “  “ “ “  “ “ “  “ “ “  “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
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>	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 bus.</li> <li>✓ Head count taken on a regular basis especially when we are moving and boarding bus.</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, 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>	All Educators " " " " " "	On excursion " " " " " " " " "
<b>AMF Bowling</b>				
Vinyl Floor → 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 " "	On excursion " "
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
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 Excursion Supervisor	On excursion On excursion
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  Excursion Supervisor	On excursion  On excursion
<b>Laser Skirmish</b>				
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
Child tripping in arena	Moderate	<ul style="list-style-type: none"> <li>✓ No running in arena rule enforced and children are reminded throughout.</li> </ul>	Educators	On excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Child tripping in arena cont...		✓ Highlight the painted walls, floors and ramps for children to observe when in the arena.	Educators	On Excursion
Fire	High	✓ Follow instructions of Code Red Staff	Educators	On excursion
Injury from moving doors	Low	✓ Insure all staff is listening and understand the workings of the doors when code red staff is briefing the children. ✓ All children will be aware that the doors open and close randomly before they entre the arena	Educators " "	On excursion " "
Distress at fog and Lighting System	Low	✓ Inform children of special effects at the venue are throughout the course. ✓ If child becomes distressed, remove them from the situation	Vac Care Coordinator All Educators	Prior excursion " " "
<u>Amusement Games</u> - Separated/Lost Children	Moderate	✓ Head count taken on a regular basis especially when we are moving onto new areas. ✓ Staff to maintain a high level of supervision at all times. ✓ Children are not to entre arcade area until educators have given permission and positioned themselves at this area to view play and supervise appropriately.	Educators Educators Educators	On excursion On excursion On Excursion
<u>Amusement Games</u> - Slip/Trip/fall hazards		✓ 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 Educator Excursion Supervisor	On excursion On excursion On Excursion
Lost child at the Venue	High	✓ 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 seek out scout 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.	Excursion Supervisor " " " All educators	On Excursion Prior to Excursion On excursion
Exposure to Allergens → Food → Asthma	Moderate/ High	✓ 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.	Vac Care Coordinator " " " Excursion Supervisor	Prior to Excursion On Excursion " " " " " "

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Exposure to Allergens → Food → Asthma  CONT...		<ul style="list-style-type: none"> <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, and that this Educator has the appropriate qualifications to administer (Asthma/Anaphylaxis).</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> <li>✓ Children are not to buy food from the venue and only eat what is packed by their family from home for the day.</li> </ul>	All Educators  Excursion Supervisor   All Educators  “ “ “	On Excursion  On day, prior to leaving service.   On Excursion  “ “ “

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