



Insert Name of : **Zone Bowling Penrith**

Service Name **Toongabbie West**

Risk Rating Key

Very High

High Risk

Medium Risk

Low Risk

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Travel Via Bus			*as per Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law*		
	Driver is unqualified	Low	- Bus company provides correctly qualified driver for size of vehicle - Check bus driver's license prior to embarking the bus at the service	Bus company	At all times
	Bus is unregistered	Low	- Ensure bus is registered	Bus company, Coordinator	Prior to travel
	Safety equipment is not operational	Medium	- Every fire extinguisher fitted in a commercial vehicle will be of a type with a hose to assist in gaining access to awkward locations	Bus company	At all times
	Onboard fire	Medium	- If a fire occurs, Bus Driver must immediately stop the Bus and with Educators get all passengers safely off the Bus. Driver will assess situation and if safe, will use fire extinguisher. Educator to contact Service as soon as practicable to report incident. Service to contact Head Office ASAP.	Driver, educators, responsible person	If required

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Walking to bus	High	- Educators ensure children walk along footpath in single line to Bus - Educators are to be positioned so 1 is at the front, 1 is at the back, and the rest spread between the children.	All educators	When walking to and from the bus
	Trips/falls when (dis)embarking	Medium	- Educators actively supervise children and monitor footpath for hazards while walking together along footpath. - Educators physically assist children to embark where required.	All educators	When walking to the bus and embarking
	Injury due to non-use/incorrect use of restraints	Moderate	- Only a bus with fitted seatbelt restraints will be used - Educators will remind children seatbelts must be always worn throughout travel - Educators visually monitor and check that children are correctly wearing seat belts. - If child is not wearing seat belt whilst bus is in motion, the bus will be stopped until seat belt is correctly worn. - Educators will position themselves throughout the bus to actively supervise all children	Bus company Educators and children Educators Child, educator, driver	At all times Throughout the trip before leaving and regularly If required
	Vehicle breakdown or malfunction	High	- Keep children on bus if safe to do so. If not move children to a safe location protected from oncoming traffic, sun and heat. - Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives. - Educator to contact Service as soon as practicable. Service to contact Head Office ASAP. Children encouraged to have full water bottles in case of an incident.	All educators All educators Responsible person	When embarking If required If required

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Crash involvement	High	- Objects are safely stowed and secured in vehicle to minimise movement in a crash. - Charged mobile phone and contact numbers carried on board. - At least 1 educator will have current first aid, asthma and anaphylaxis training. - Bus Driver and Educators will assist all passengers safely off the Bus. - Educators will move children to a safe area (if able to move children). - Educator will provide First Aid (if required). - Educator to contact Emergency Services (if required). - Bus Driver to contact Bus Company. - Educator to contact Service as soon as practicable to report incident. - Service to contact Head Office ASAP	Children, educators and driver Responsible person Management Driver and all educators All educators Educator with first aid Responsible person Driver Responsible person Responsible person	At all times At all times When rostering If required If required If required If required If required
	Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>embark</u> the vehicle	High	Procedures to be carried out by Educators when children embark the vehicle Educators will: - mark each child's name off the Children Signed In and Out of Transport document as children embark the vehicle - record time of the child embarking and Educator's signature - conduct headcount	Educators Educators Educators	When embarking When embarking When embarking

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
TimeZone Penrith	Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>disembark</u> the vehicle	High	Procedures to be carried out by Educators when children disembark vehicle Educators will:		
			- mark each child's name off the Children Signed and Out of Transport document as children disembark the vehicle	Educators	When disembarking
			- record time of the child disembarking the vehicle and Educator's signature	Educators	When disembarking
			- conduct head count	Educators	When disembarking
	Documentation not completed and signed off by Educator Children being abducted/leaving location	Medium	- Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children	Educators	As required
		High	- Children informed prior to leaving the service of what to do if they become lost from the group	Educators	Prior to leaving
			- Children all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision.	Educators and children	Prior to leaving
			- Head count taken on a regular basis especially when moving around.	Educators	Frequently
			- Coloured wrist bands provided and placed on child's wrist will have the service's phone number.	Educators and children	Prior to leaving If required
			- Educator to be stationed near entrance/exit when applicable and all educators to be aware of children's movements eg. Toileting.	Educators	If required
			If a child cannot be located:		

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			- Search immediate area. - Responsible person/Educators to coordinate searchers and search area while supervision of other children is maintained - Notify Emergency Services e.g., police, fire, ambulance. - If missing child not found within reasonable time contact Head Office. - Head Office to notify parents.	Responsible person, educators	If required
			- Children will be informed to always stay with educators and what to do if they become separated from the group.	Responsible person Responsible person Head office	If required If required If required
	Children become separated from group	High	- When using the bathroom, staff will check to ensure nobody else (when possible) in is there. Children will go in groups of 2 minimum, while the educator stands at the door. - Educators not to leave children unattended at venue and to ensure all children stick together in their group (if applicable) - All children will be in blue Excursion T-shirt which must be visible - Regular head counts and roll calls to be conducted throughout the day to ensure all children are present and accounted for. - Educators to have service mobile phones and/or walkie talkies on them to ensure ongoing communication between groups. - Children will wear a coloured wrist bands which has the services mobile phone number on it - Educators will position themselves using PAT approach	Children and educators Educators and children Educators Children and educators Educators Educators Responsible person and Educators	Prior to leaving When required At all times At all times Frequently At all times At all times

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				Educators	If required
	Child protection issues	High	- 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 minimum of 2 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 – always maintain active supervision.	Educators	At all times
		High	- If approached – - Keep still and do not make sudden moves. - Do not use phone in perpetrator’s presence. - Obey perpetrator’s instructions. - Observe perpetrator’s appearance. - Allow perpetrator to leave but do not follow. - Educators are to ensure children stay in designated area and not engage in conversations with strangers. - Notify Emergency Service	Educators Everyone Everyone Everyone Everyone Everyone	At all times If required If required If required If required If required
	Child experiencing Asthma, Allergic or Anaphylactic reaction	High	– List of children with Medical Conditions is taken on Excursion. – Each child’s Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication. – Educators are to be aware which children have Medical Management Plans.	Responsible person Responsible person Educators	If required When on excursion when on excursion at all times

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			– 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.	Responsible person and educators Educators	at all times at all times
	Physical Safety compromised/ inappropriate behaviour	High	- Safety Rules are discussed with children before the Excursion. - Educators are to supervise using Position Awareness Teamwork (PAT). - Hazards – eliminated, sectioned off or totally avoided. - Educators are to ensure children follow instructions from Event Organiser and Zone Bowling Staff. - Children that have Medical Action Plans to Allergies, Asthma will have their Medication Box taken on Excursion.	Educators Educators Responsible person Educators and children Responsible person	Prior to leaving During excursion if required at all times when on excursion
	Arcade Games	High	- As part of our pre-excursion discussion, expectations will be outlined for appropriate behaviour and consequences for inappropriate behaviour. Children and families will be advised that should there be inappropriate behaviour, children will miss out on excursion activities and may even need to be picked up - Children to be made aware of the safety rules for Zone Bowling, along with the OOSH rules. - Appropriate clothing and footwear to be worn at all times - Staff will be stationed near the entrance/exit (if applicable) to ensure no children are able to leave without our direct supervision	Educators, children and families Zone Bowlings taff, educators, children Educators and children Educators	Prior to leaving and as required At all times As required

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			- A minimum of 1:8 educators to child ratio will be maintained at all times to ensure adequate supervision and allow for emergencies	Management	When rostering
	Bowling	High	- Children must wear appropriate shoes and remain behind the 'slip line'. - Children will be reminded to walk not run throughout the premises, especially when bowling. - Staff will be positioned throughout the lanes to adequately supervise - Encourage children to use an appropriate ball size - Ball ramps will be offered - Children will be reminded to move away from the person bowling with at least 1 metre of space	Children, families and educators Educators Educators Educators TimeZone staff Educators	At all times As required At all times when bowling As required As required As required
	Laser Tag	High	- Children will be reminded the laser tag area is dark, and if children express feelings of concern they can stay with an educator - Children will be encouraged to participate in slow, careful movements and an awareness of their surroundings - Staff stationed within the laser tag area to supervise - Zone Bowling will have emergency lighting accessible - Wear closed in shoes - Children reminded no physical contact and encouraged to walk - Educators to monitor and intervene if safety concerns arise - Check with Zone Bowling staff that area has been checked for hazards. - Educators will be identifiable via their orange shirts.	Educators Educators Educators Zone Bowling company Children and educators Educators Educators Educators and Zone Bowling staff Educators	Prior to laser tag game Prior to laser tag game During laser tag At all times At all times Frequently As required Prior to laser tag game At all times

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Completed by: Alanah Rye				Approved By: Liz Sakeson	
Signature:	A.R		Date: 6/11/25	Signature: <i>ES</i>	Date: 11/11/25

Date of Review: 6/11/26		Person/s who completed Review: Alanah Rye		Date of Review:	
Changes Made: YES / NO		Changes Made: YES / NO		Person/s who completed Review:	
Notes: New Risk Assessment for VAC care			Notes:		
Educator/Staff Name -	I have read and understood this Risk Assessment (tick)	Date & Signature	Educator/Staff Name	I have read and understood this Risk Assessment (tick)	Date & Signature