

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Monday 21st January	Excursion destination:	Archie Brothers Cirque Electric Warehouse 2A 160 Bourke Rd Alexandria NSW 2015
Departure and Arrival Times	Bus to leave centre at 8:30am and leave Alexandria 2pm, for 3pm arrival at centre.		
Proposed Activities	Participate in play on archie brothers equipment and eat mornign tea and lunch	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Method of transport, including proposed route	Private Bus (route is detailed in map below)		
Name of RPD	To Be Determind	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
Educators on excursion (Names): * * * *	Educator Training: * * * *	Educators Contact Details (to be completed on staff copy of RA only): * * * *	Educators to Sign once they have read & understood the Risk Management Plan: * * * *
Plan Prepared By:	Benjamin Caswell	Date Prepared: 26-11-2018	
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant change occurs.			
Excursion Checklist			

☐ First Aid Kits incl tissues, plastic bags, sick bags

☐ Roll of Children attending excursion and contact numbers

☐ List of Medical information for each child attending excursion

☐ Camera

☐ Mobile Phone with Battery

☐ Sunscreen

☐ Spare Administer Medication Sheet

☐ Centre Phone on divert to RPD mobile

☐ Excursion T Shirts worn by each child

☐ Medication and Action Plans for each child with a Medical Condition

☐ All children checked for food applicable, full water bottle and hat

☐ Mobile Phones (1 per educator)

☐ Portable Ice-packs (2) in Bag

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple	Being injured by traffic while crossing road or walking	Extreme	Staff: child ratio will be a maximum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.	Educators and children	Children will be advised of instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk to the venue. Educators will remain in this format for entire walk from leaving the centre to the venue and on the return trip.	Moderate
Walking to and from Venue - multiple			The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators		
Educators on excursion			The lead Educator will cross to the middle of the side street prior to children beginning to cross the road. The Educator in the middle of the group will take over from the lead Educator in the middle of the road as the children cross, allowing the lead Educator to continue with the front of the group. The last Educator will cross at the end of the group, ensuring no children are crossing the road behind them. This formation will allow the educators to block oncoming traffic turning into, or out of, the side streets.	Educators		
			Children will be reminded prior to the excursion to cross only when advised by Educators.	Educators		
Walking to and from Venue	Tripping while walking up steps / escalators.	Moderate	Children will be reminded prior to and whilst on the excursion to take the trip up and down any steps slowly and to wait for those in front of them.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low
General	Lost Child	Extreme	All children will wear excursion T-Shirts whilst on the excursion.	Educators to organise T-Shirts	Shirts to be worn by each child before departing the OOSH building.	Moderate

			Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.		Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.	
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	<p>UV rating will be checked prior to excursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre</p> <p>Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for drink bottles and asked to ensure all are filled prior to the excursion. Any child without water will be given a sealed pre-purchased water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated</p> <p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p> <p>Prior to leaving the Centre</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low

General	Wet Weather	Moderate	Children will be reminded to bring their wet weather gear on the excursion. Where possible, the centre will provide wet weather gear, such as umbrellas. When there is wet weather, Educators will direct children to use their wet weather for any outdoor time on the excursion	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			Parents will be reminded to pack wet weather gear before excursions.	Educators and Parents	Prior to excursion.	Low
General	Toilet Supervision	Moderate	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low
General- multiple Educators on Excursion	Serious injuries to a child	Moderate	Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre.	Children and Educators	During excursion	Low

General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre	Educators	During excursion	Low
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
Eating & Drinking on Excursion	Food Allergies	Extreme	<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children's will be asked about their morning tea and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low

Riding on Bus	Injury from sudden braking	High	Children will be reminded to sit while travelling on the bus and to face towards the direction of travel	Educators	During Excursion	Low
Riding on Bus	Boarding and Disembarking off bus	High	Children will be reminded to watch their step when getting on and off the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low
Riding on Bus	Bus breakdown	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized, Once the replacement bus arrives, the children will swap busses. Where remaining on the bus is considered dangerous (due to heat or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.	Children and Educators	During excursion	Low
Riding on Bus	Bus Accident	High	<p><i>If the accident is not serious:</i> On regular road keep children safe by staying on the bus if it is safe to do so.</p> <p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p> <p><i>If the accident is serious:</i> 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.</p> <p>Assess 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 arrive.</p>	Educators and Children directed by Educators	During excursion	Low

			<p>Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>			
Walking to and from Venue Walking to and from Venue	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	Should the temperature become too hot to return to OOSH by foot, alternative arrangements will be made to ensure the safety of each child. Parents will be contacted and notified immediately should there be changes to the daily programs travel arrangements / pickup location.	Educators	Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made	Low
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	Educators and Children directed by Educators	During Excursion	Low
Archie Brothers - VR Ride	Injury from mis-use of equipment.	High	Due to nature of this ride, it is restricted to those who are aged 10 years + and are taller than the VR Bar. An Archie Brothers staff will supervise the VR Rides whenever they are in use. Children and staff are not to use the VR ride at any other times. During the VR ride, children are to put their hands through the straps as a safety measure to keep them on the bar. Children to be briefed that some VR experiences can cause giddiness and that they can stop at any time. The Rollercoaster VR track will only be chosen on a second term as this is a fast moving title and is the one most likely to cause giddiness.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low

Archie Brothers - Party Room	Bags and items left around venue causing tripping hazard.	Medium	Educators will direct all children to leave their personal belongings including bags in the party room to avoid them becoming tripping hazards and any loss to belongings.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement	Low
Archie Brothers - Dodgem Cars	Injury caused from bumping or whiplash.	High	Educators will explain to children before commencement of the activities the rules of each area. For Dodgem cars, educators will remind children that they are to wait in line in the designated area next to the fence. Children are to follow Archie Brothers staff, including which car to get into, when to stop and when to hop out. Children will be reminded to put on the seatbelts before they can use the cars. A maximum of 2 children per car is allowed.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low
Archie Brothers - Laser Floor	Injury caused from too many children in floor room and bumping into each other.	High	Educators will explain to children before commencement of the activities the rules of each area. For Laser Floor, it is designed for 1 child at a time to use, however, Archie Brothers staff have advised it can be used to a maximum of 4 children at a time. Children will line up outside the laser floor area before having their turn and reminded to wait for those who have had their turn to come out before going in. Children also reminded that when ducking lasers, to be careful of each other and when getting to the floor, being aware it is hard and there is no need to fall down quickly.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low

Archie Brothers - Arcade Games Generic	Injury caused from equipment of the arcade games, including soft hammer (Crocodile Game), movement of parts (Typhoon) and balls (Rolling Ball Game).	High	Educators will explain to children before commencement of the activities the rules of each area. Children will be reminded their arcade cards will only work on Blue and Green console coloured machines only. Children will be reminded that some arcades have moving parts and that they should exercise caution when using each game. If unsure, ask an Educator or Archie Brothers staff. With the Crocodile Hammer game, children will be made aware of the hammer and to be careful when hitting crocodiles as missing may hit their hand. Children will be made aware of Typhoon which moves for each turn, and that each child should line up outside the console. For the balling rolling games, basketball shooting and others, children will be made aware some balls could fly and to be alert at all times. For the motorbike game, children will be advised to stand back as the motorbikes swing and to wait until turn is finished until hopping onto the motorbikes.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low
Archie Brothers - Laser Tag	Injury caused from mis-use of equipment.	High	Educators will explain to children before commencement of the activities the rules of each area. Children will be reminded that there is one laser pack per child. There will be a maximum of 16 children in the laser tag arena at any time. Children will be reminded they are not to run in the arena and also to be aware of others as they may walk into another child with their laser pack. Archie Brothers will have a minimum of one staff patrolling the laser tag arena when in use.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low

Archie Brothers - Laser Tag	Injury from moving animatronics. Animatronics can be scary for younger children.	Moderate	Educators will explain to children before commencement of the activities the rules of each area. Where possible, the Educators will request the Archie Brothers staff to turn off the sensors to the animatronic skeleton and werewolves. Children will be advised of fake creatures in the laser tag arena. If animals are unable to be turned off, Educators will direct the younger children away from that part of the arena.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low
Archie Brothers - 3D Ride	Injury from moving 3D Ride and a couple of scenes may be scary for younger children.	High	Educators will explain to children before commencement of the activities the rules of each area. Children will be advised of the 3D cinema which moves. There is a maximum of 8 people per ride, one per seat. Children are to wait at the booth outside the 3D Cinema for a turn. During the ride, they are to stay seated with the seatbelt on where directed. Younger children will be advised that a couple of scenes may be a little scary.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement, During Activity	Low
Archie Brothers - Bar & Restaurant Area	Injury from bar area	Moderate	Educators will explain to children before commencement of the activities the rules of each area. Children will be advised that the bar and restaurant area is out of bounds. Children are to walk around through the arcade area to access bowling or the ticket area in the main foyer. Eating for morning tea and lunch will occur in the party room.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement	Low

Archie Brothers - Bowling Area	Injury from dropped balls, collecting balls in machine, banging into other people, slippery surfaces from wearing normal shoes	High	Educators will explain to children before commencement of the activities the rules of each area. Children will be advised that they will be split into lanes and that they are to stay at their lane. A maximum of 4 lanes will be operating for the Centre at one time. Educators will collect the bowling balls for the children from the racks per their request. Children will be advised to access the balls from the holding machine only when it is their turn. One child per bowling turn and frame. Children are to remain seated either on the couch or nearby stools provided when waiting their turn near their lane. Children will be provided by Archie Brothers will bowling shoes to be used on the alley/lanes during the bowling turn. Children will put the bowling shoes on prior to activity and remove them only when the activity has finished.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement	Low
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Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other people of the community
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Continue to develop relationships with key Educators whilst on the excursion
* Child Protection issues with members of the public	* To develop their hand eye-co-ordination through the use of the activities of Dodgem Cars, Laser Tag, VR, Bowling
* Injury to children or staff from slips / trips / falls	*To encourage and develop decision making when choosing which arcade games to choose from and which activities to participate in first
* Choking / food allergy issues when consuming food brought from home	* To develop awareness of others when in areas such as Laser Floor, Dodgem Cars, Laser Tag
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Children being concerned or confronted due to the content or of moveable parts of the 3D Cinema or Laser Tag Arena	* To develop confidence in physical abilities when using the arcade machines, laser tag equipment, 3d Cinema
* Injury from mis-use of arcade equipment, laser tag equipment, 3D Cinema Equipment, VR Equipment	* To develop sharing skills and taking turns with activities involved in Bowling, Laser Floor, Dodgem Cars, Arcade Games
	* FUN!

