

NWOOSH Vacation Care

Incursion Risk Assessment

Incursion Details			
Dates of Incursion	11th October 2019		
Departure and Arrival Times	N/A		
Proposed Activities	N/A	Water Hazards?	Yes/ No
		If yes, detail in risk assessment below	
Method of transport, including proposed route	Private Bus (route is detailed in map below)		
Name of RPD	TBD	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.	1:15 Ratio as per normal in centre ratio- no higher staffing requirements needed.		
Plan Prepared By:	Blake Jervis	Date Prepared:	17th August 2019
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Excursion Checklist			

☐ 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, sick bags ☐ walkie talkies (1 per educator)

☐ Camera

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
Inside Gamerz Bus	Children falling while entering or exiting the bus	Moderate	<p>Educators will position themselves at the entry/exit of the bus for the entire duration of the incursion.</p> <p>The children will be allowed to enter and exit the bus one at a time and will be reminded to walk.</p>	<p>Educators</p> <p>Educators and children</p>	Children will be advised of instructions prior to incursion. Educators will position themselves at the beginning of the line and the end of the line.	Moderate
Inside Gamerz Bus	Falling/ Tripping inside the bus due to darkness	Moderate	<p>Educators will conduct a thorough inspection of the bus to ensure there are no hazards which may cause students to trip or fall due to darkness.</p> <p>Educators will assist students entering the bus one at a time and ensure they are seated safely before allowing remaining children to enter the bus.</p> <p>Children will be reminded to sit immediately when on the bus and take extra caution while walking in and on the bus</p>	<p>Educators</p> <p>Educators</p> <p>Children</p>	Educators will conduct an inspection of the bus prior to the commencement of the incursion. Children will be advised of the instructions prior to entering the bus. Staff member will be placed inside the bus and the outside of the bus to supervise.	Moderate
Inside Gamerz Bus	Children having sensory concerns from loud noise / bright lights / darkness	Moderate	Children who are known to have sensory concerns will be placed in seats close to supervising Educators.	Educator	Staff will be informed of students who may be sensitive to sensory overload prior to the commencement of the incursion	Low
Outside Gamerz Bus	Injury from surrounding trees	Moderate	The bus will be parked away from overhanging trees	Incursion provider and educators	Prior to commencement of the incursion	Low

Outside Gamerz Bus	Injury from cars in the carpark	Moderate	Educators will place cones around the bus which will outline safe boundaries for the children away from traffic or cars	Educators	Staff will place cones around the area prior to the commencement of the incursion while children are still inside.	Moderate
Gamerz Bus General	Injury from child contact (Controllers)	Moderate	Educators will ensure the children are seated beyond an arms length of each other Children will be reminded to be cautious of their surroundings and remain beyond an arms length of peers	Educator Children	Children will be advised of the instructions prior to the commencement of the incursion. Staff will supervise throughout the entire duration of the incursion.	Low
Gamerz Bus General	Injury from bus doors slamming	Moderate	Staff will be placed near the doors of the bus to ensure they are secure throughout the entire duration of the incursion Educators will ensure children are placed far away from the doors particularly while lining up to enter or exit the bus Children will be reminded to remain clear of the doors at all times	Educator Educator Children	Staff will conduct a thorough inspection of the area prior to the commencement of the incursion	Low
Gamerz Bus General	Serious injury while entering/exiting the bus due to wet weather conditions	Moderate	Staff are to inspect the steps of the bus prior to the incursion beginning to ensure they are dry and do not serve as a danger to the children due to wet weather. Staff will be placed on supervision at the steps of the bus to ensure children are assisted on safely. Children will be reminded to watch their step when getting on and off the bus	Educators	Staff will conduct a thorough inspection of the area prior to the commencement of the incursion. Children will be advised on the instructions prior to the commencement of the incursion.	Moderate
Gamerz Bus General	External door/cover of the bus falling on children	Moderate	Staff are to inspect the external doors of the bus prior to the incursion beginning to ensure they are secure and do not serve as a danger to the children	Educators	Prior to the commencement of the incursion	Low

Gamerz Bus General	Broken equipment	Moderate	Children will be reminded to keep all controllers in their hands and ensure controllers are wrapped around their wrists and unable to be thrown	Children and Educators	Children will be advised of instructions prior to commencement of the incursion. Educators will position themselves inside the bus and outside to ensure strict supervision	Moderate
Gamerz Bus General	Electrocution	Moderate	Educators will conduct a thorough inspection of the bus to ensure there are no hazards which may cause students to be electrocuted.	Educator	Prior to commencement of the incursion	High
Gamerz Bus General	TV Screens falling	Moderate	Educators will ensure TV screens are secure during an inspection Children will be reminded to remain seated and keep a safe distance between themselves and the tv screens	Educators Children	Prior to the commencement of the incursion. Children will be advised of instructions prior to the commencement of the incursion	Low

Risk Benefit Analysis

Risk	Benefit
* Injury to children or staff from slips / trips / falls	* Development of social skills & expected behaviours re turn taking / sharing / being a good sport
* Injury from misuse of equipment / faulty equipment or over excitement	* Continue to develop relationships with key Educators whilst on the excursion
* Injury from care movement in carpark	* Fun and Recreation

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	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