

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	4/01/2019	Excursion destination:	Archie Brothers Cirque Electriq, Alexandria
Departure and Arrival Times	Leave centre at 9:30am, leave at 2pm.		
Proposed Activities	Children play a range of games at Archie Brothers' including bowling, arcade games and laser tag.	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Bus route attached		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 80 Actual:	Number of educators/parents/volunteers	Estimated: 8 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Normal excursion ratio		
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:
* TBC * TBC * TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC * TBC * TBC	* * * * * *	* * * * * *
Plan Prepared By:	Jake Marsden	Date Prepared:	20/11/2018
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Excursion Checklist			

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| <input type="checkbox"/> Pack First Aid Kits incl tissues, hand sanitiser, sick bags | <input type="checkbox"/> PRIOR Excursion hats worn by each child |
| <input type="checkbox"/> Pack Roll of Children attending excursion and contact numbers | <input type="checkbox"/> PRIOR All children checked for food applicable and full water bottle |
| <input type="checkbox"/> Pack List of Medical information for each child attending excursion | <input type="checkbox"/> PRIOR Wristbands to be worn by all children |
| <input type="checkbox"/> Pack Camera | <input type="checkbox"/> PRIOR Conduct Roll call prior to excursion and give instructions |
| <input type="checkbox"/> Pack Mobile Phone with Battery | <input type="checkbox"/> PRIOR check permission notes are signed |
| <input type="checkbox"/> Pack Sunscreen | <input type="checkbox"/> PRIOR Put children into groups if necessary |
| <input type="checkbox"/> Pack walkie talkies (1 per educator) | <input type="checkbox"/> PRIOR Centre Phone on divert to RPD mobile (*21 phonenum ber #)
undivert #21# |
| <input type="checkbox"/> Pack Medication and Action Plans for each child with a Medical Condition | |

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple Educators on excursion	Being injured by traffic while crossing road or walking	Extreme	<p>Staff: child ratio will be a minimum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>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.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Lost Child	Extreme	All children will wear excursion hat and wristband whilst on the excursion.	Educators to organise wristbands and check children have yellow hat	Hats and wristbands to be worn by each child before departing the OOSH building.	Moderate
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>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Laser Tag	Collisions/Injuries with obstacles	Moderate	Children are to follow the instructions of centre staff and incursion staff, including the use of obstacles in the games. Children cannot lie on top of or climb on the obstacles, or run through the course.	Children and Educators	Before commencing activity	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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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 and medical plans are to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Children will be reminded not to share food</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			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.	Children, directed by educators	Prior to excursion.	
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>	Educators and Children directed by Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<p>Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>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> <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 excursion 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
Dodgem Cars	Injury from bumping into other cars	High	Child will be notified of risks of cars before entering the ride. Child will be discouraged from purposefully bumping into the other cars. Centre staff and educators will supervise ride.	Educators and centre staff staff	Prior to activity and during activity	Moderate
Dodgem Cars	injury from foreign objects on Track	Moderate	Centre staff will monitor track for change and any safety hazards. Educators to also inspect before children commence activity.	Educators and centre staff	Prior to activity	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Ten Pin Bowling	Injury from Dropping Bowling ball	High	Children will be instructed to sit down unless it is their turn to bowl. Educators will assist children finding a ball that is adequate for their size so the risk of dropping a ball that is too heavy is reduced. Children also have the ability to use a ramp rather than bowl the balls.	Educators	Educators will instruct children during roll call of that morning and assist children during the activity.	Moderate
Ten Pin Bowling	Slipping on bowling floor	High	Children will be given bowling shoes while they bowl that are fitted to their size. Children will also be instructed to bowl the ball before the line ensuring the floor is not as slippery.	Educators and centre staff	Before beginning the activity	Moderate
Arcade Games	injury from Electrical/Physical Damage to machines	Extreme	Educators and children to monitor games for any damage to the machines, including electrical faults or physical damage. If any damage is seen, children will advise educators who will advise centre staff. Educators will instruct children not to play on any equipment that is damaged.	Children, Educators and centre staff	Anytime during excursion	High
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	During Excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Archie Brothers - VR Ride	Injury from misuse of equipment	High	Due to the nature of this ride, it is restricted to those who are aged 10 years plus and are taller than the VR bar. An Archie Bros staff member will supervise the VR rides whenever they are in use. The rides are not to be utilised if no supervision is currently in place. During the VR ride, children are to put their hands through the straps as a safety measure to keep them on the bar. Children are to be briefed that some VR experiences can cause giddiness and that they can stop at any time. The roller coaster VR track will only be chosen on a second turn as this is more prone to children feeling giddy.	Educators, children directed by Educators, and Archie Bros staff	During excursion	Low
Archie Brothers - laser Floor	Injury caused from too many children in floor room bumping into each other	High	Educators will explain to children before the commencement of the activities, the rules of each area. Laser floor is only for a limited number of children- up to 4 at a time. Children will line up outside the floor area to wait their turn, and must wait for those currently playing to move out of the area, before they step in.	Educators and Children	During excursion, at briefing on arrival	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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Bonding with peers and educators
* Child Protection issues with members of the public	* Independence in travelling alone without parents
* Traffic injury/Bus breakdown	* Fun and enjoyment playing games!
* Faulty equipment/games	* Emerging interests in new ideas and games
* Injuries from equipment/games	* Break from school routine - Fun day out with friends
* Choking/Allergies while eating food	* Learning new skills/abilities

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

