**RISK MANAGEMENT PLAN**

APRIL SCHOOL HOLIDAYS 2021

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| **INCURSION DETAILS** | | | | |
| **Date(s) of incursion** | Tuesday 6/4/21 | **Departure & arrival times** | | 10am to 1pm |
| **Incursion destination** | 160 HAMERSLEY RD, SUBIACO | | | |
| **Proposed activities** | IN-CENTRE: WILLY WONKA  We are letting our imaginations run wild as today is all about Willy Wonka as we design our own treats | | | **WATER HAZARDS?**  NO |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | |  | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | 6 or 7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

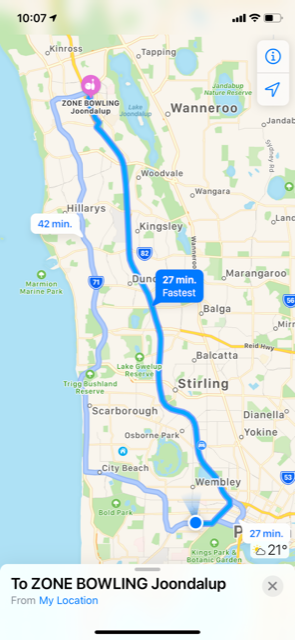
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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Designing our own treats – baking & food handling | Injury  Allergy | Low    Low | * Children are closely supervised throughout the activity and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times * Children will most likely be split into groups to when handling food, to enhance the level of supervision and support during this activity to reduce risk of injury occurring * We will not have any ingredients that pose an allergy risk to our children – such as nuts * The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. | | All Educators | Throughout activity. |
|  | | | | | | |
| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of Incursion** | Wednesday 7/4/21 | **Incursion activity times** | | 10am to 12pm |
| **Incursion destination** | 160 HAMERSLEY RD, SUBIACO | | | |
| **Proposed activities** | Incursion: Cube Sports  Cube Sports will be here to teach us some soccer and netball skills | | | **WATER HAZARDS?**  NO |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of Incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of Incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(CUBE SPORTS)** 0420 586 910 | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | 6 or 7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Cube Sports  Cube Sports – basketball court  Cube sports – oval  Cube sports skills | Unauthorised persons entering the centre  Sports injury  Sports injury  Sports injury  Dehydration | Low | * Upon arrival, members facilitating the incursion will be asked to sign the visitor log book and asked for details (WWCC, time, date entering and leaving the centre) * Children potentially separated into groups based on age & ability to better judge the need for additional supervision or assistance. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Children will be frequently reminded to hydrate with water before, during and after the incursion. * The first aider will be on duty to identify if any children are at risk of dehydration and will assist accordingly. | | Qualified staff member  All Educators | During the Cube Sports incursion |
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| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | Thursday 8/04/21 | **Departure & arrival times** | | 9.10am to 1pm |
| **Excursion destination** | Zone Bowling – Unit 1, 23 Franklin Lane, Joondalup 6027 | | | |
| **Proposed activities** | Excursion: Zone Bowling  Today we are off to Zone Bowling for some bowling and arcade games. | | | **WATER HAZARDS?**  NO |
| **Method of transport, including proposed route** | Chartered bus with fitted seatbelts | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(Zone Bowling)**  (08) 7079 4385 | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | **6 or 7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Transition from Centre to bus, and bus to Zone Bowling  Bus ride | Losing children  Children running across the road  Traffic incident | Low  Low  Low | * Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus * Head count is then conducted by two staff * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road * A staff member is sent up before any children to check the bus and move to the back * Headcount then takes place with one staff member doing a headcount on children as they move into the bus * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio * Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | All Educators | Leaving for excursion and whilst on the bus |
| Zone bowling & arcade games | Injuries | Low | * Qualified First aider will be on duty at all times & first aid kit will come on the excursion also | | Qualified first aider | During bowling & arcade games |
| Lunch at Zone Bowling – children bring their own lunch | Allergies | Low | * Staff sit with children during the mealtime and supervise. * Staff remind children that we don’t share our own food with others * Qualified first aider is on duty at all times and first aid kit, action plans, emergency contacts, epi pens and anaphylaxis forms are accessible at all times | | All staff members  Qualified first aider | During lunch |
| Toilet breaks | Stranger danger  Children wandering away | Low  Low | * Staff will remind children at the beginning of the excursion that they will need to come directly to a staff member if they need to use the bathroom and a staff member will go with them * Staff are dispersed evenly across the bowling lanes & through the arcade to ensure a high level of supervision is maintained * High visibility bibs are worn by the children so that we can easily identify our children * Head count & roll call is done upon arrival and before departure * A head count of children going to the toilet is done before & after to ensure that those who went in to the toilets have come back out * Toilets are checked before children enter and staff ensure that they can still hear children whilst in the bathroom | | All staff members | During toilet breaks & transition between activities |
|  | | | | | | |
| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |



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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | Friday 9/4/21 | **Departure & arrival times** | | 12pm to 3pm |
| **Excursion destination** | Spare Parts Puppet Theatre, 1 Short St, Fremantle 6160 | | | |
| **Proposed activities** | Miss Lily’s Fabulous Feather Boa:  Today we are watching the play ‘Miss Lily’s Fabulous Feather Boa’ at the Spare Puppet Theatre in Fremantle. | | | **WATER HAZARDS?**  **No** |
| **Method of transport, including proposed route** | Chartered bus with fitted seatbelts. | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(Spare Parts Puppet Theatre)**(08) 9335 5044 | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | **6 or 7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Transition from centre to bus, and bus to Health Ledger Theatre  Bus ride | Lost child  Child running across road of wandering off  Traffic incident | Low | * Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus * Head count is then conducted by two staff * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road * A staff member is sent up before any children to check the bus and move to the back * Headcount then takes place with one staff member doing a headcount on children as they move into the bus * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio * Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | All educators | Throughout excursion. |
| Watching the play & toilet breaks | Stranger danger  Children wandering away  Injury | Low | * Staff are spread across the rows and on the outskirts of the rows to ensure no children wander off and ensure adequate supervision * Staff will brief the children about the rules around watching the play and asking staff if they need the toilet, SCC staff will be put into groups in order to ensure sufficient supervision * Florescent bibs for easy visibility of children under our care and uniforms are worn by staff members to ensure children can easily identify them * Head count and roll call is to be done upon arrival and before departure * Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger * Headcount is done outside the toilet area before returning to the theatre to ensure all children are accounted for. Ratio is kept at all times during all excursion activities. * Children are closely supervised throughout the play and if an emergency occurs, we have a first aider on duty and first aid kit | | All staff members | At all times during excursion |
|  | | | | | | |
| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |



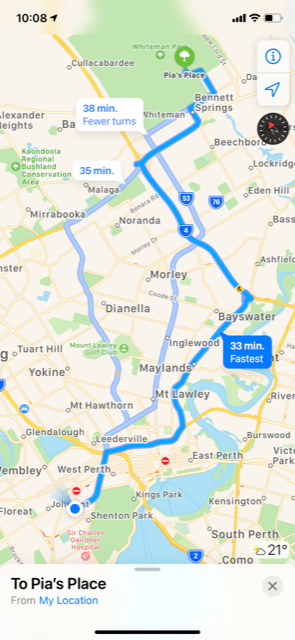
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| **INCURSION DETAILS** | | | | |
| **Date(s) of incursion** | Monday 12/04/21 | **Departure & arrival times** | | 10am to 12pm |
| **Incursion destination** | 160 Hamersley Road, Subiaco 6008 | | | |
| **Proposed activities** | RAC Incursion:  RAC is here today to teach us all about roadside safety. | | | **WATER HAZARDS?**  NO |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(RAC Community Education)** 9436 4471 | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | **6 or 7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| RAC Road safety incursion | Non-authorised persons entering the centre | Low | * Upon arrival, members facilitating the incursion are asked to sign the visitor log book and asked for details (WWCC, time, date entering and leaving the centre). Outside these hours, they will not be permitted to be on the premises | | All educators | Throughout the incursion |
|  | | | | | | |
| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | Tuesday 13/04/21 | **Departure & arrival times** | | 9.15am to 1.30pm |
| **Excursion destination** | Pia’s Place Playground - Lot 99a Lord Street, Whiteman 6068 | | | |
| **Proposed activities** | Excursion: Pia’s Place playground  We are off to Pia’s Place playground to check out their 13m slide! | | | **WATER HAZARDS?**  No |
| **Method of transport, including proposed route** | Chartered bus with fitted seat belts | | | |
| **Name of excursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | |  | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | **6 or 7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | **Who** | **When** |
| Pia’s Place playground free play | Injury to self or others | Low | * Children are closely supervised throughout their play and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times * Staff will be evenly dispersed throughout the playground and will rotate frequently to ensure adequate supervision of all areas of the play ground | All staff | During the excursion |
| Returning to the centre via charted bus | Losing children  Leaving children behind    Children running across the road    Traffic incident | Low  Low  Low  Low | * Roll call of the children is done before leaving the venue. * At least two educators conduct a head count of the line. * Staff are dispersed between the line with one staff member in front and one at the back. * Children are escorted to the bus using the safest possible route, with educators blocking roads if necessary for children to cross. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached the centre, roll call is done immediately on the mat. | All educators | Leaving excursion and arrival at the centre. |
| Transition from Centre to bus & bus to excursion | Losing children    Children running across the road    Traffic incident | Low  Low  Low | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | All educators | While getting on and off the bus |
| Toilet breaks | Stranger danger  Children getting lost | Low | * Staff will escort children in numbered group to the toilet and will do a headcount before and after to ensure they have all their allocated children * Staff will position themselves where they can have visibility of the bathroom entry & exits to ensure safety and supervision | All staff | During the excursion |

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| **Plan prepared by** | Sarah Banks | **Prepared in consultation with:** | Ji Ni Chooi |
| **Communicated to:** | All staff members on duty | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** |



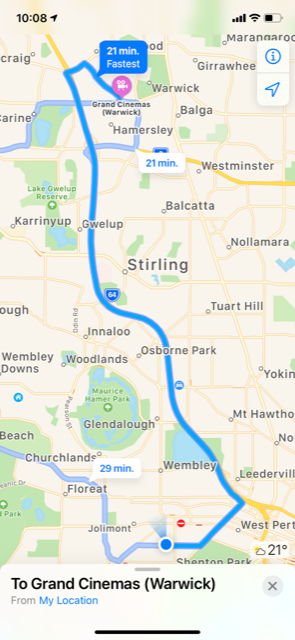
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| **INCURSION DETAILS** | | | | |
| **Date(s) of incursion** | Wednesday 14/04/21 | **Departure & arrival times** | | 10am to 1pm |
| **Incursion destination** | **160 Hamersley Road, Subiaco 6008** | | | |
| **Proposed activities** | Incursion: Scitech  Today Scitech is here to help us become animal detectives and learn all about the scientific side of animals. | | | **WATER HAZARDS?**  No |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(Scitech)** 9381 8962 | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | **6 or 7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Scitech incursion | Unauthorised persons entering the centre | Low | * All persons facilitating the incursion are asking to sign in with the visitor’s log and asked details such as WWCC, date & time in and out. These persons are not permitted access to the centre outside of the agreed times. | | All staff | During the incursion |
|  | | | | | | |
| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of incursion** | Thursday 15/04/21 | **Departure & arrival times** | | 10am to 12pm |
| **Incursion destination** | 160 Hamersley Road, Subiaco 6008 | | | |
| **Proposed activities** | Incursion – 2 Deadly Food  Today 2 Deadly Food and Fitness are here to show us how to make Indigenous foods and play some indigenous games with us! | | | **WATER HAZARDS?**  NO |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Ji Ni Chooi | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(2 Deadly Food)** 0407 084 304 | |
| **Number of children attending** | **50** | **Number of educators/parents/volunteers** | | **6 or 7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **Yes / No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
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| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| 2 Deadly Food incursion | Unauthorised persons entering the centre | Low | * All persons facilitating the incursion are required to sign in with the visitor’s log and provide details such as WWCC, date & time in and out. These persons will not be permitted access to the centre outside of the agreed times | | All staff | During the incursion |
| Food part of the incursion | Allergies | Low | * Qualified staff are aware of children’s allergies and dietary requirements as indicated by their enrolment forms and action plans displayed in the pantry * Epi-pens and allergy medication are checked and in date and qualified first aiders are aware of action plans * If a child has an allergy to any of the ingredients, they will be offered alternatives | | Qualified staff  First aiders | During the incursion |
|  | | | | | | |
| **Plan prepared by** | Sarah Banks | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXCURSION DETAILS** | | | | | | | | | | |
| **Date(s) of excursion** | | Friday 16/4/21 | | | **Departure & arrival times** | | | 9.15am to 12.30pm | | |
| **Excursion destination** | | Grand Cinemas, 639 Beach Road, Warwick 6024 | | | | | | | | |
| **Proposed activities** | | Excursion: Movies  Today we are headed off to watch Disney’s Raya and the Last Dragon. | | | | | | **WATER HAZARDS?**  **NO** | | |
| **Method of transport, including proposed route** | | Chartered bus with fitted seatbelts | | | | | | | | |
| **Name of excursion coordinator** | | Ji Ni Chooi | | | | | | | | |
| **Contact number of excursion coordinator** | | **(SCC MOBILE)**0413 170 223 | | | | **(Grand Cinemas)**9247 7488 | | | | |
| **Number of children attending** | | **50** | | | **Number of educators/parents/volunteers** | | | **6 or 7** | | |
| **Educator to child ratio**  1 : 10 | | | | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | | **No** | | |
| **EXCURSION CHECKLIST** | | | | | | | | | | |
| * First Aid Kit | | | | | * List of adults participating in the excursion | | | | | |
| * List of Children attending the excursion | | | | | * Contact information for each adult | | | | | |
| * Contact information for each child | | | | | * Mobile phone/ other means of communicating with the service & emergency services | | | | | |
| * Medical Information for each child | | | | | * Other items, please list | | | | | |
| **Risk Assessment** | | | | | | | | | | |
| **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | | | | **Who** | **When** |
| Transition from centre to bus & bus to cinemas  Bus ride | Losing children  Children running across the road  Traffic incident | | Low  Low | * Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus * Head count is then conducted by two staff * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road * A staff member is sent up before any children to check the bus and move to the back * Headcount then takes place with one staff member doing a headcount on children as they move into the bus * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio * Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | | | | All staff | Leaving for excursion and whilst on the bus |
| Popcorn & drinks at the movie | Allergies | | Low | * All allergies are taken into consideration by parents enrolling their children * Staff are made aware of these allergies and a qualified first aider will be on duty to assist if any reactions arise | | | | | All staff  First aider | Throughout the movie |
| Toilet breaks & watching movie | Children wandering off  Stranger danger | | Low | * Staff are dispersed evenly amongst the children during the movie, with a staff member at the end of each row to ensure adequate supervision * Children are reminded to ask a staff member if they can take them to the toilet, and the staff member will do a headcount before and after each toilet break to ensure that all their children are with them * Staff will make sure they can see the entry and exits of the bathrooms * Our centre’s children remain sitting until the movie is over and other patrons have left to ensure a smooth and calm exit from the venue | | | | | All staff | Throughout the movie |
|  | | | | | | | | | | |
| **Plan prepared by** | Sarah Banks | | | **Prepared in consultation with:** | | | Ji Ni Chooi | | | |
| **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | | | **Yes / No**  **Comment if needed:** | | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | | |



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| **EXCURSION DETAILS** | | | | | | | | | | |
| **Date(s) of excursion** | | Friday 23/4/21 | | | **Departure & arrival times** | | | 9.20am to 1.30pm | | |
| **Excursion destination** | | 1 City Farm Place, Perth 6004 | | | | | | | | |
| **Proposed activities** | | Excursion: Perth City Farm  Perth City Farm awaits as we head there for a tour and workshop about running a sustainable farm | | | | | | **WATER HAZARDS?**  NO | | |
| **Method of transport, including proposed route** | | Chartered bus with fitted seatbelts | | | | | | | | |
| **Name of excursion coordinator** | | Ji Ni Chooi | | | | | | | | |
| **Contact number of excursion coordinator** | | **(SCC MOBILE)**0413 170 223 | | | | **(Perth City Farm)**  9325 7229 | | | | |
| **Number of children attending** | | **50** | | | **Number of educators/parents/volunteers** | | | **6 or 7** | | |
| **Educator to child ratio**  1 : 10 | | | | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | | **No** | | |
| **EXCURSION CHECKLIST** | | | | | | | | | | |
| * First Aid Kit | | | | | * List of adults participating in the excursion | | | | | |
| * List of Children attending the excursion | | | | | * Contact information for each adult | | | | | |
| * Contact information for each child | | | | | * Mobile phone/ other means of communicating with the service & emergency services | | | | | |
| * Medical Information for each child | | | | | * Other items, please list | | | | | |
| **Risk Assessment** | | | | | | | | | | |
| **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | | | | **Who** | **When** |
| Transitions between centre & bus and excursion & bus  Bus ride | Children wandering off  Children running across the road  Forgotten child  Traffic incident | | Low  Low  Low  Low | * Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus * Head count is then conducted by two staff * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road * A staff member is sent up before any children to check the bus and move to the back * Headcount then takes place with one staff member doing a headcount on children as they move into the bus * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio * Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | | | | All staff | During transitions & during bus ride |
| Activities at PCF | Children wandering off  Injury  Allergy (bee stings etc) | | Low  Low  Low | * Children wear high visibility vests at all time so that staff can easily identify them * Staff are dispersed evenly throughout the group – staff are allocated a group of children and the list of names in each group is communicated to all staff on the excursion * First aider is on duty with the first aid kit and is equipped to handle any injuries should they arise * Staff are made aware of children with insect allergies and will provide additional supervision if there is an added risk due to insects * First aider is on duty and will have epi-pens and allergy medication (checked and within date) on the excursion | | | | | All staff  First aider | Throughout the excursion |
|  | | | | | | | | | | |
| **Plan prepared by** | Sarah Banks | | | **Prepared in consultation with:** | | | Ji Ni Chooi | | | |
| **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | | | **Yes / No**  **Comment if needed:** | | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | | |

