**RISK MANAGEMENT PLAN**

SEPTEMBER/OCTOBER SCHOOL HOLIDAYS 2021

|  |
| --- |
| **IN-CENTRE DETAILS**  |
| **Date(s) of excursion**  | TUESDAY 28/09/2021 | **Departure & arrival times**  | 10AM-12PM   |
| **Excursion destination**  | N/A |
| **Proposed activities**  | In-Centre: Optical Illusion Sand ArtTo start the holidays off we are getting creative making optical illusions out of sand art to trick the common eye.  | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  |  N/A |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(INCURSION NUMBER)**  N/A |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6/7**  |
| **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**  |
| Sand Art | Children injuring themselves through sand in eyes or ingesting sand | Low | * Staff are there to support and assist children if needed
* Children are divided into groups smaller groups when completing the sand art to ensure adequate supervision and staff are able to monitor interactions with the sand
 | All Educators | During Sand Art Activity |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **EXCURSION DETAILS**  |
| **Date(s) of excursion**  | WEDNESDAY 29/09/2021 | **Departure & arrival times**  | 9:25AM – 1PM   |
| **Excursion destination**  | Revolution Sports, 37 Lemnos St Shenton Park WA 6008 |
| **Proposed activities**  | Excursion: Inflatable WorldWe are headed to inflatable world a massive inflatable indoor playground where children can play participate in activities like devils drop, slam dunking, velcro wall, sliding and battling in the gladiator arena. NO SOCKS – NO PLAY.   | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  | Chartered Bus from BusWest with seatbelts:* Seats up to 57 passengers
* Bus drops at the front of Revolution sports
* Children are not required to cross any roads
* Children are supervised whilst in the carpark
 |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(EXCURSION NUMBER)** 08 9388 3430 |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6**  |
| **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**  |
| Inflatable Playground | Children leavingChildren injuring themselves | LowLow | * Playground is fenced, with one entry point to which a staff member will be placed
* Staff will have stations within the playground and at least 1 roaming to optimize vision points and will rotate.
* Children are to be reminded of safe play before leaving for excursion
* Staff will guide children to play safely whilst at the playground
* Playground is inflatable so soft surfaces
* Majority of staff are first aid trained and able to treat if needed
 | All Educators | Leaving for and at excursion venue. |
| Transition from Centre to bus & bus to Revolution SportsBus 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      | Entering and leaving the bus.  |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **EXCURSION DETAILS**  |
| **Date(s) of excursion**  | THURSDAY 30/09/2021 | **Departure & arrival times**  | 9:15AM – 12:30AM   |
| **Excursion destination**  | GRAND CINEMAS, 639 BEACH RD, WARWICK 6024 |
| **Proposed activities**  | Excursion: Grand Cinemas – Boss Baby 2Come with us as we are off to watch the sequel to the Boss Baby comedy about a baby secret agent and a new boss baby with a cutting-edge approach serve to bring together two estranged brothers and inspire a new family business.  | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  | Map  Description automatically generatedChartered Bus from BusWest with seatbelts:* Seats up to 57 passengers
* Bus drops at the front of Grand Cinemas
* Children are not required to cross any major roads
* Children are supervised whilst in the carpark area
 |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(EXCURSION NUMBER)** 08 9247 7488 |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6** |
| **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 childrenChildren running across the roadTraffic incident  | LowLowLow | * 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 and at excursion venue. |
| Popcorn and drinks at the movieToilet breaks and watching the movie | AllergiesChildren wandering offStranger danger | Low  LowLow | * 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
* 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 Educators First Aider    All educators  |  Throughout the movieThroughout the movie |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **INCURSION DETAILS**  |
| **Date(s) of excursion**  | FRIDAY 01/10/2021 | **Departure & arrival times**  | 10AM – 12PM   |
| **Excursion destination**  | N/A |
| **Proposed activities**  | Incursion: Bob ‘Till You Drop Trivia Game ShowToday Bob 'Till You Drop is here to run a trivia game show with us complete with a spinning wheel, buzzers and minute to win it challenges! We will be putting out skills and knowledge to the test today in our very own Subiaco Children's game show. | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  |  N/A |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(INCURSION NUMBER)  1300 13 03 13** |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6/7**  |
| **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**  |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card
* Will report to supervisor to check and record their working with children’s card
* Supervisor will assess if they are in a state fit to be around children
 | Nominated Person in Charge (Supervisor) | Before the incursion begins  |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **IN-CENTRE DETAILS**  |
| **Date(s) of excursion**  | MONDAY 04/10/2021 | **Departure & arrival times**  | 10AM – 2PM   |
| **Excursion destination**  | N/A |
| **Proposed activities**  | In-Centre: Mad Hatters Tea PartyDon’t be late for this very important date! We are having a mad hatter’s tea party, baking treats and playing croquet and other fun new lawn games. We will also be making some Alice in Wonderland themed crafts. | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  |  N/A |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(INCURSION NUMBER)**  |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6/7**  |
| **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**  |
| Croquet/Lawn Games | Sun Exposure | Medium | * Children are to not spend more than 45 minutes in the sun at one given time
* Children will be rotated through the outdoor games and inside to limit prolonged sun exposure
* Children will be provided sunscreen
* Children are expected to wear hats at all times whilst in the sun
* Sun safe clothing is suggested
 | All Staff | During Activity |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **EXCURSION DETAILS**  |
| **Date(s) of excursion**  | TUESDAY 05/10/2021 | **Departure & arrival times**  | 9.25AM – 12:30PM   |
| **Excursion destination**  | City [West centre, Corner Railway Street & Sutherland Street, Perth WA 6005](https://www.bing.com/local?lid=YN3983x300682230&id=YN3983x300682230&q=Scitech&name=Scitech&cp=-31.94437599182129%7e115.84689331054688&ppois=-31.94437599182129_115.84689331054688_Scitech) |
| **Proposed activities**  | Excursion: ScitechWe are off to Scitech today to watch the stars in their planetarium and explore all the weird and wonderful sides of science. | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  | C:\Users\kiara\AppData\Local\Packages\microsoft.windowscommunicationsapps_8wekyb3d8bbwe\LocalState\Files\S0\551\Attachments\IMG_0823[42491].jpgChartered Bus from BusWest with seatbelts:* Seats up to 57 passengers
* Bus drops at the front of Revolution sports
* Children are not required to cross any roads
* Children are supervised whilst in the carpark
 |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(EXCURSION NUMBER)** 9215 0700 |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6/7**  |
| **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**  |
| Going through all the exhibits Toilet breaks | Children wandering offChildren wandering off/Stranger danger | Low  Low | * Staff are dispersed evenly amongst the groups of children to ensure adequate supervision (in line with ratio requirements)
* Staff are dispersed evenly amongst the groups of children 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
 | All Educators    All educators  | Throughout the excursionThroughout the excursion |
| Transition from Centre to bus & bus to ScitechBus ride  | Losing children   Children running across the road Traffic Incident  | LowLowLow | * 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
* 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 seatbels
 | All Educators | Entering, leaving and whilst on bus |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **EXCURSION DETAILS**  |
| **Date(s) of Incursion**  | WEDNESDAY 06/10/2021 | **Departure & arrival times**  | 10AM – 12PM   |
| **Incursion destination**  | Progress Drive, Just South of Hope Road, Bibra Lake WA 6163 |
| **Proposed activities**  | Excursion: Bibra Lake PlaygrondThe Bibra Lake regional playground has something for everyone, from a double flying fox to water squirting bulrushes and giant talking rocks telling local Nyungar stories | **WATER HAZARDS?  YES**  |
| **Method of transport, including proposed route**  | Chartered Bus from BusWest with seatbelts:* C:\Users\kiara\AppData\Local\Packages\microsoft.windowscommunicationsapps_8wekyb3d8bbwe\LocalState\Files\S0\551\Attachments\IMG_0824[42492].jpgSeats up to 57 passengers
* Bus drops at the front of Revolution sports
* Children are not required to cross any roads
* Children are supervised whilst in the carpark
 |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(EXCURSION NUMBER)** N/A |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | 6/7 |
| **Educator to child ratio** 1 : 10   | **Does this incursion 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
 |

|  |
| --- |
| **Risk Assessment**  |
| **Activity**  | **Hazard identified**  | **Risk Assessment** **(Use matrix)**  | **Elimination / control measures**  | **Who**  | **When**  |
| Free play & Toilet Breaks | Stranger danger Children get lostInjury | LowLowLow | * Florescent coloured vests for easy visibility of children under our care
* Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger
* Staff will be allocated areas and rotate keeping an eye on all exists to ensure all children stay within the boundaries
* 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
 | All staffBy qualified staff  | At all times during this excursionAt all times during this activity |
| Transition from centre to bus & bus to cinemas Bus ride  | Losing childrenChildren running across the roadTraffic incident  | LowLowLow | * 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 and at excursion venue. |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **INCURSION DETAILS**  |
| **Date(s) of excursion**  | THURSDAY 07/10/2021 | **Departure & arrival times**  | 10AM – 12PM   |
| **Excursion destination**  | N/A |
| **Proposed activities**  | Incursion- Dino WorldTravel back to a prehistoric error and learn all about dinosaurs as you see real and replica fossils along with posters, pictures and life size elements of dinosaurs, if you are lucky a life size T-rex might even drop by!  | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  | N/A |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(INCURSION NUMBER)** 0473 737 605 |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6/7**  |
| **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**  |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card
* Will report to supervisor to check and record their working with children’s card
* Supervisor will assess if they are in a state fit to be around children
 | Nominated Person in Charge (Supervisor) | Before the incursion begins  |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **EXCURSION DETAILS**  |
| **Date(s) of Incursion**  | FRIDAY 08/10/2021 | **Departure & arrival times**  | 9:15AM – 1PM  |
| **Excursion destination**  | 95 [Catherine Street, Morley Western Australia 6062](https://www.bing.com/local?lid=YN3989x250674614&id=YN3989x250674614&q=Morley+Rollerdrome&name=Morley+Rollerdrome&cp=-31.902971267700195%7e115.8991928100586&ppois=-31.902971267700195_115.8991928100586_Morley+Rollerdrome) |
| **Proposed activities**  | Excursion: Morley RollerdromeToday we are rolling un over to Morley Rollerdrome to show of our roller-skating skills retro style! | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  | Chartered Bus from BusWest with seatbelts:* C:\Users\kiara\AppData\Local\Packages\microsoft.windowscommunicationsapps_8wekyb3d8bbwe\LocalState\Files\S0\551\Attachments\IMG_0825[42493].jpgSeats up to 57 passengers
* Bus drops at the front of Ninja West
* Children are not required to cross any major roads
* Children are supervised whilst in the carpark area
 |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(INCURSION NUMBER)** 9276 9870 |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | 6/7 |
| **Educator to child ratio** 1 : 10   | **Does this incursion 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
 |

|  |
| --- |
| **Risk Assessment**  |
| **Activity**  | **Hazard identified**  | **Risk Assessment** **(Use matrix)**  | **Elimination / control measures**  | **Who**  | **When**  |
| Roller Skating | Tripping | Medium | * Staff will be on the roller rink in flat shoes to assist children with support
* Children are encouraged to go at their own pace and hold onto rails if needed
* First Aid kit on hand in the event of an incident and the majority of staff are first-aid trained
* Children will be encouraged to distance and make sure they have personal space when skating to avoid dragging others down if they fall
 | All Educators | During Excursion |
| Transition from centre to bus & bus to cinemas Bus ride  | Losing childrenChildren running across the roadTraffic incident  | LowLowLow | * 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 and at excursion venue. |
|   |
| **Plan prepared by**  | Kiara Vivian | **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.**  |

|  |
| --- |
| **IN-CENTRE DETAILS**  |
| **Date(s) of excursion**  | MONDAY 11/10/2021 | **Departure & arrival times**  | 10AM – 2PM   |
| **Excursion destination**  | N/A |
| **Proposed activities**  | In-Centre: Making MonstersToday is the last day of holidays and we are staying at the centre to model our own crazy monsters out of air dry clay and then painting them to bring them to life | **WATER HAZARDS?  NO**  |
| **Method of transport, including proposed route**  | N/A |
| **Name of excursion coordinator**  | Ji Ni Chooi  & Kiara Vivian |
| **Contact number of excursion coordinator**  | **(SCC MOBILE)**0413 170 223  | **(INCURSION NUMBER)** N/A |
| **Number of children attending**  | **50** (expected) | **Number of educators/parents/volunteers**  | **6/7**  |
| **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**  |
| Modelling Monsters | Overcrowding | Low | * Congestion may cause children to become frustrated with each other so this activity will be spread out and taken with smaller groups at a time
* Modelling of the monster is to be done in the morning with painting in the afternoon after lunch
 | Educators | During Activity |
|   |
| **Plan prepared by**  | Rafael Banzon | **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.**  |