

**RISK MANAGEMENT PLAN**  
**SEPTEMBER - OCTOBER SCHOOL HOLIDAYS 2020**

<b>Farm animals - Incursion details</b>			
<b>Date(s) of incursion</b>	TUESDAY 29/09/2020	<b>Departure &amp; arrival times</b>	10am – 12pm
<b>Incursion destination</b>	160 HAMERSLEY RD, SUBIACO		
<b>Proposed activities</b>	Farm animals Meet the animals is stopping by today so we can feed and pet some cuddly animals. You might even spot an alpaca!		<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>
<b>Method of transport, including proposed route</b>	N/A		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of excursion coordinator</b>	<b>(INCURSION COODINATOR NUMBER)</b>	1300 984 343	<b>(SCC PHONE NUMBER)</b> 0413170223
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	6 or 7
<b>Educator to child ratio</b> 1 : 10		<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>	<b>Yes / No</b>

<b>Risk Assessment</b>					
<b>Activity</b>	<b>Hazard identified</b>	<b>Risk Assessment (Use matrix)</b>	<b>Elimination / control measures</b>	<b>Who</b>	<b>When</b>
Meet the animals	Non-authorized persons entering the centre	Low	<ul style="list-style-type: none"> <li>Upon arrival, members facilitating the performance asked to sign the visitor log book and asked for details (WWCC, time, date entering and leaving the centre)</li> </ul>	All educators	Throughout incursion.
	Allergies	Low	<ul style="list-style-type: none"> <li>Make sure that all allergies are known to all staff before the incursion begins</li> </ul>		

	Agitated animal	Low	<ul style="list-style-type: none"> <li>• Administer the appropriate medication to the children should they require anything (e.g. antihistamine) before interacting with the animals 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.</li> <li>• It is expected that the animals are fairly calm however, should an animal become agitated staff members need to move all children away from the area quickly and calmly</li> <li>• The expectation that the children remain calm needs to be communicated prior to their interactions with animals</li> </ul>		
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<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

<b>Trolls movie (at the cinema) – excursion details</b>			
<b>Date(s) of excursion</b>	WED 30/09/2020	<b>Departure &amp; arrival times</b>	9:20am – 1:00pm
<b>Excursion destination</b>	Grand Cinemas Warwick, 639, Beach Rd, Warwick WA 6024		
<b>Proposed activities</b>	Today we are back to the cinemas as we watch the new trolls movie. Popcorn and drink provided.		<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>
<b>Method of transport, including proposed route</b>	Chartered bus fitted with seatbelts		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of excursion coordinator</b>	(EXCURSION COORDINATOR NUMBER) 9247 7488	(SCC MOBILE NUMBER) 0413170223	
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	7
<b>Educator to child ratio</b> 1 : 10	<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>		<b>Yes / No</b>
<b>EXCURSION CHECKLIST</b>			
0 First Aid Kit		0 List of adults participating in the excursion	
0 List of Children attending the excursion		0 Contact information for each adult	
0 Contact information for each child		0 Mobile phone/ other means of communicating with the service & emergency services	

0 Medical Information for each child	0 Other items, please list
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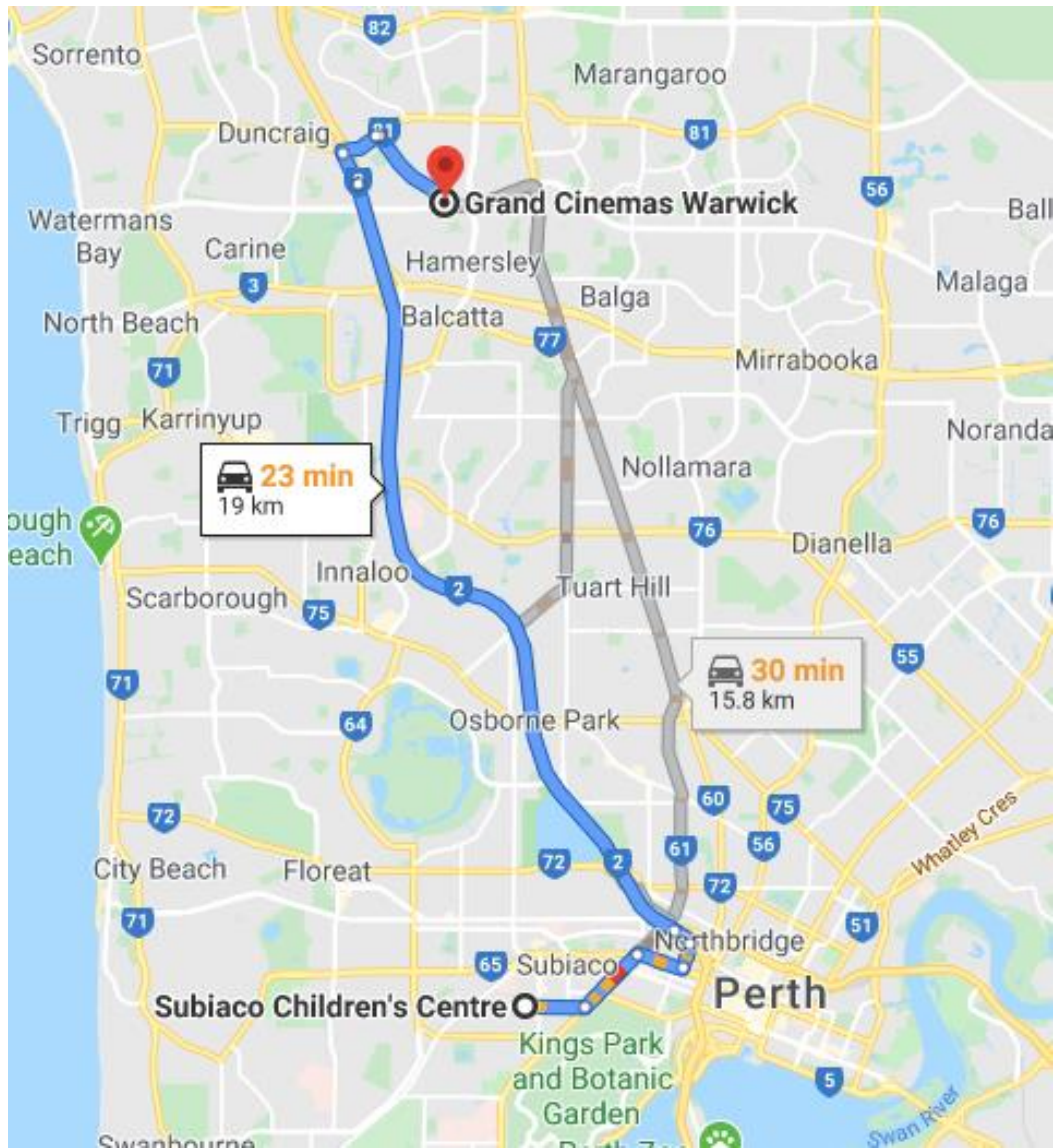
Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Transition from Centre to bus & bus to Cinemas	Losing children	Low	<ul style="list-style-type: none"> <li>Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus</li> <li>Head count is then conducted by two staff</li> <li>Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves</li> <li>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</li> <li>A staff member is sent up before any children to check the bus and move to the back</li> <li>Headcount then takes place with one staff member doing a headcount on children as they move into the bus</li> <li>For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio</li> </ul>	All children	At all times during the excursion
	Children running across the road	Low			
Bus ride	Traffic incident	Low			

			<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Chartered bus fitted with seatbelts</li> </ul>		
Popcorn and drinks handed out at the movie	Allergies and stranger danger	Low	<ul style="list-style-type: none"> <li>• All allergies were taken into consideration by parents who have enrolled their child for this excursion</li> <li>• 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</li> </ul>	All staff members  Qualified staff members	At all times during this activity

Watching The movie & Toilet Breaks	Stranger danger	Low	<ul style="list-style-type: none"> <li>• Staff from the cinema, spread across the rows and on the outskirts of the rows to ensure no children wander off and ensure adequate supervision</li> <li>• Staff will brief the children about the rules around watching the movie and asking staff if they need the toilet, SCC staff will be put into groups in order to ensure sufficient supervision</li> <li>• Florescent bibs for easy visibility of children under our care and uniforms are worn by staff members to ensure children can easily identify them</li> <li>• Head count and roll call is to be done upon arrival and before departure</li> <li>• Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger</li> <li>• Headcount is done outside the toilet area before returning to the cinema to ensure all children are accounted for. Ratio is kept at all times during all excursion activities.</li> <li>• Children are closely supervised throughout the movie and if an emergency occurs, we have a first aider on duty and first aid kit</li> </ul>	All staff members	At all times during this excursion
	Children wonder off	Low		By qualified staff	At all times during this activity
	Injury	Low			

<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All Staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Bus route (may change depending on driver's preferred bus route)





Bop 'till you drop - Incursion details					
<b>Date(s) of incursion</b>	Thursday 1/10/2020	<b>Departure &amp; arrival times</b>		10am – 12pm	
<b>Incursion destination</b>	160 HAMERSLEY RD, SUBIACO				
<b>Proposed activities</b>	Get your dancing shoes and singing voices ready as bop 'till you drop are here today for a disco and karaoke party.			<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>	
<b>Method of transport, including proposed route</b>	N/A				
<b>Name of excursion coordinator</b>	Ji Ni Chooi				
<b>Contact number of excursion coordinator</b>	<b>(INCURSION COODINATOR NUMBER)</b>	1300 130 313	<b>(SCC PHONE NUMBER)</b>	0413170223	
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>		6 or 7	
<b>Educator to child ratio</b> 1 : 10		<b>Does this excursion warrant a higher ratio?</b> If yes, please provide details.		<b>Yes / No</b>	
Risk Assessment					
<b>Activity</b>	<b>Hazard identified</b>	<b>Risk Assessment (Use matrix)</b>	<b>Elimination / control measures</b>	<b>Who</b>	<b>When</b>
Disco dance workshop	Non-authorized persons entering the centre.  Injury to themselves or others	Low	<ul style="list-style-type: none"> <li>Upon arrival, the members hosting the workshop will be asked to sign into our visitor log book and will be asked for their details with WWCC and time and date they will arrive and leave the Centre, outside these hours, they will not be permitted to be on the premises.</li> <li>Children should be broken up into groups, most likely by age, to ensure sufficient</li> </ul>	All educators	Throughout incursion

			<p>supervision by educators and plenty of available assistance.</p> <ul style="list-style-type: none"> <li>• Children and educators will be briefed regarding safe and proper conduct during this activity. The educators will supervise and ensure these rules are being followed</li> <li>• 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.</li> </ul>	
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<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

## RISK MANAGEMENT PLAN

INCURSION DETAILS			
Date(s) of excursion	20/12/2019	Departure & arrival times	9:30am to 12:15pm
Excursion destination	The Beach House, 4-6 Halley Rd, Balcatta Western Australia 6021		
Proposed activities	The Beach House Indoor Playground		WATER HAZARDS? YES / <b>NO</b> (IF YES, DETAIL IN RISK ASSESSMNT BELOW)
Method of transport, including proposed route	Bus – Hamersley road, left onto Thomas street, Left onto Wanneroo rd, left onto Halley Road		
Name of excursion coordinator	Ji Ni Chooi		
Contact number of excursion coordinator	(BH) 04 1317 0223	(M) 04 1163 5540	
Number of children attending	40	Number of educators/parents/volunteers	6
Educator to child ratio 1 : 10		Does this excursion warrant a higher ratio? If yes, please provide details.	Yes / <b>No</b>
EXCURSION CHECKLIST			
0 First Aid Kit		0 List of adults participating in the excursion	
0 List of Children attending the excursion		0 Contact information for each adult	
0 Contact information for each child		0 Mobile phone/ other means of communicating with the service & emergency services	
0 Medical Information for each child		0 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 destination	Losing children	Low	<ul style="list-style-type: none"> <li>Children wear florescent bibs, roll call is done on the mat before lining up in Centre with their partner for the bus</li> <li>Head count is then conducted by two staff members</li> <li>Staff are dispersed between the line as well as one staff member positioned front and one at the back to lock the Centre after everyone leaves</li> <li>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 same side of the road</li> <li>A staff member is sent up before any children to check the bus and move to the back</li> <li>One staff member then conducts a second headcount as the children step into the bus</li> <li>For every 10 children on the bus, one staff member is let onto the bus to keep ratio inside and outside areas</li> <li>Children are seated on the bus from the back to the front and children are to fasten seatbelts as they sit down. This is double-checked by all staff moving throughout the bus.</li> </ul>	All children	At all times during the excursion
	Children running across the road	Low			
Bus ride	Traffic incident	Low			

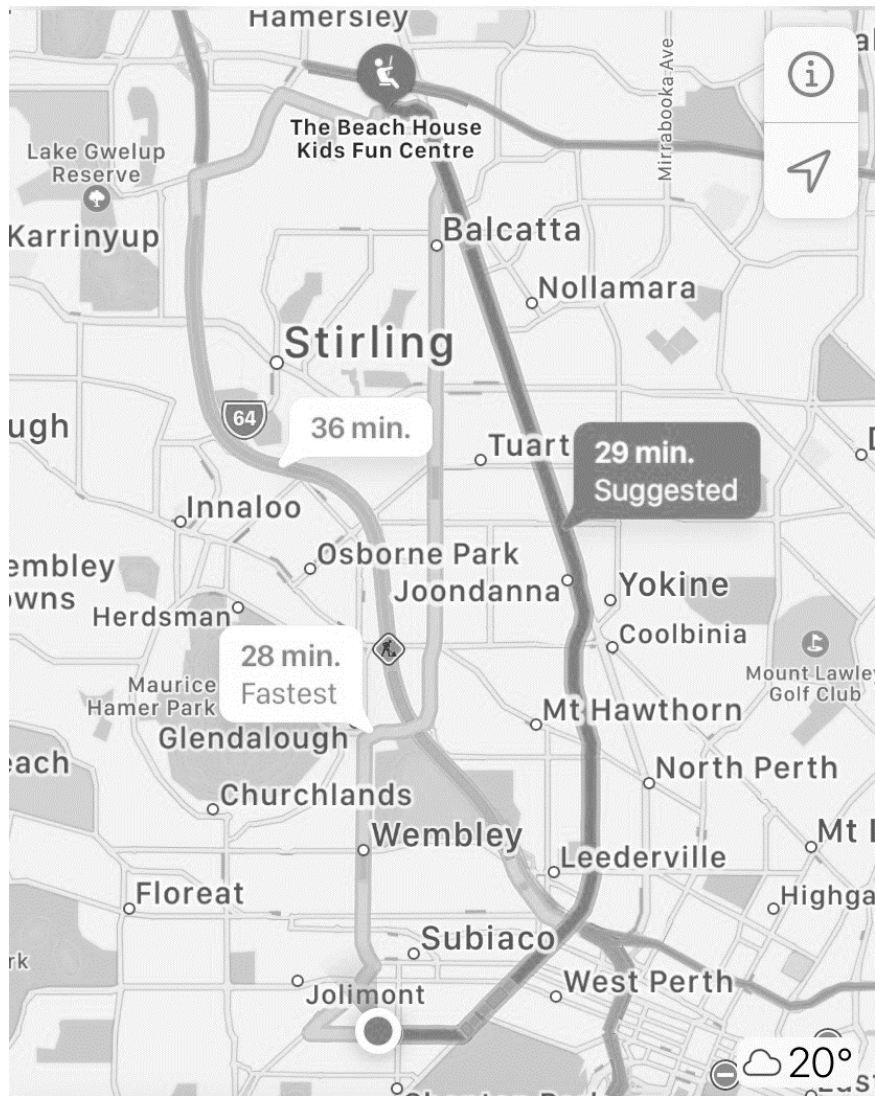
			<ul style="list-style-type: none"> <li>• A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed</li> <li>• Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/lost property remains on the bus.</li> <li>• Once we have reached our excursion destination, roll call is done and all staff are assigned groups in order to ensure high levels of supervision throughout the excursion.</li> <li>• Chartered bus fitted with seatbelts</li> </ul>		
Playing at Beach House	Risk of injury and/or losing children / children wandering off,	Low	<ul style="list-style-type: none"> <li>• Member from the Beach House and Staff will debrief children about the rules around exploring and playing SCC staff will be put into groups in order to ensure sufficient supervision and movement between areas.</li> <li>• When separated into groups kids in each group will be recorded on phone by staff and/or roll.</li> <li>• All children will be wearing florescent bibs to ensure easy visibility of them in the public space and staff members will have their uniform on so children and easily recognize them too.</li> </ul>	All staff and workers	At all times during this excursion
Free play & Toilet Breaks	Stranger danger  Children get lost	Low  Low	<ul style="list-style-type: none"> <li>• Florescent colored vests for easy visibility of children under our care</li> <li>• Children are escorted by staff member and in groups to toilets in</li> </ul>	All staff members	At all times during this excursion

	Injury	Low	<p>order to avoid children being alone and in risk of danger</p> <ul style="list-style-type: none"> <li>Children are closely supervised throughout their play and if an emergency occurs, we have a first aider on duty and first aid kit</li> </ul>	By qualified staff	At all times during this activity
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<b>Plan prepared by</b>	Kiara Vivian	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**

Proposed Bus Route to The Beach House: 02/10/2020



Kids in the Kitchen – in-centre details			
<b>Date(s) of excursion</b>	Monday 5/10/2020	<b>Departure &amp; arrival times</b>	8:45am to 1pm
<b>Excursion destination</b>	160 Hamersley Road, Subiaco		
<b>Proposed activities</b>	We are putting our cooking skills to the test as we make chicken and vegetable dumplings to eat.	<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>	
<b>Method of transport, including proposed route</b>	N/A		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of in-centre coordinator</b>		<b>(SCC MOBILE NUMBER) 0413170223</b>	
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	7
<b>Educator to child ratio 1 : 10</b>		<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>	<b>Yes / No</b>

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Cooking with the kids	Allergies	Low	<ul style="list-style-type: none"> <li>All allergies were taken into consideration by parents who have enrolled their child for this excursion thus staff will be aware of any serious allergies</li> <li>Children with special dietary requirements on the day as well as allergies will have their ingredients for cooking on a separate table to the rest to</li> </ul>	Qualified staff members	At all times during this activity



	Injury with cooking instruments	Low	<p>ensure no cross contamination takes place</p> <ul style="list-style-type: none"> <li>Epi pens are checked and in date at all times while child is on our premises as well as any action plans in case of emergency</li> <li>Qualified First aider will be on duty at all times</li> <li>All the handling in the kitchen with hot or sharp (hazardous) appliances will be handled by staff and not children to ensure minimum risk of injury</li> <li>Children will be split into groups for this activity to ensure sufficient supervision throughout</li> <li>PPE will be worn by staff and children which includes closed shoes, aprons and gloves while handling food</li> </ul>	All staff members	
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<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Archery – Incursion details			
<b>Date(s) of excursion</b>	Tuesday 6/10/2020	<b>Departure &amp; arrival times</b>	10am – 1:30pm
<b>Excursion destination</b>	160 HAMERSLEY RD, SUBIACO		
<b>Proposed activities</b>	Fitkids is here to teach us how to do some archery. So get your aim ready as we try to hit some bulls-eyes	<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>	
<b>Method of transport, including proposed route</b>	N/A		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of excursion coordinator</b>	(INCURSION COODINATOR NUMBER 0416249513	(SCC MOBILE NUMBER)	0413170223
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	7
<b>Educator to child ratio 1 : 10</b>		<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>	<b>Yes / No</b>

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
Archery	Children injuring themselves or others with the bow and arrow	Low	<ul style="list-style-type: none"> <li>Children will be broken up into groups, most likely by age, to ensure sufficient supervision by educators and plenty of available assistance.</li> <li>Children and educators will be briefed regarding safe and proper use of the equipment. The educators will supervise and ensure these rules are being followed</li> </ul>	All Educators	During Archery Lesson

	<p>Non-authorized persons entering the centre.</p> <p>Children wondering off</p>	<p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>• This activity will take place on the oval so there is plenty of space to spread out and avoid accidental injuries.</li> <li>• 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.</li> <li>• Upon arrival, the members hosting the workshop will be asked to sign into our visitor log book and will be asked for their details with WWCC and time and date they will arrive and leave the Centre, outside these hours, they will not be permitted to be on the premises.</li> <li>• All children on the oval will be required to wear our high-vis vest for greater visibility and supervision. The supervision ratio will be followed (1:10).</li> <li>• All names of children exiting the centre are recorded and sent to the centre phone.</li> </ul>		
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<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

<b>Kings park creepy crawlies – excursion details</b>			
<b>Date(s) of excursion</b>	7/10/2020	<b>Departure &amp; arrival times</b>	9:30AM-: 2:00PM
<b>Excursion destination</b>	Kings park, Subiaco 6008 WA		
<b>Proposed activities</b>	Today we head to kings park to explore all the creepy crawlies that live around us. Afterwards we will have lunch and a play at the naturescape playground		<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>
<b>Method of transport, including proposed route</b>	Chartered bus fitted with seatbelts		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of excursion coordinator</b>	<b>(EXCURSION COORDINATOR NUMBER)</b> 9480 3638	<b>(SCC MOBILE NUMBER)</b>	0413170223
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	7
<b>LIST OF STAFF ROSTERED ON</b>   <b>Educator to child ratio</b> 1 : 10		<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>	<b>Yes / No</b>
<b>EXCURSION CHECKLIST (MUST BE TICKED OFF BEFORE EXCURSION)</b>			
<input type="checkbox"/> <b>First Aid Kit</b>		<input type="checkbox"/> <b>List of adults participating in the excursion</b>	
<input type="checkbox"/> <b>List of Children attending the excursion</b>		<input type="checkbox"/> <b>Contact information for each adult</b>	
<input type="checkbox"/> <b>Contact information for each child</b>		<input type="checkbox"/> <b>Mobile phone/ other means of communicating with the service &amp; emergency services</b>	
<input type="checkbox"/> <b>Medical Information for each child</b>		<input type="checkbox"/> <b>Other items, please list</b>	

**Risk Assessment**

<b>Activity</b>	<b>Hazard identified</b>	<b>Risk Assessment (Use matrix)</b>	<b>Elimination / control measures</b>	<b>Who</b>	<b>When</b>
<p>Transition from Centre to bus &amp; bus to destination</p> <p>Bus ride</p>	<p>Losing children</p> <p>Children running across the road</p> <p>Traffic incident</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> <li>• Children wear florescent bibs, roll call is done on the mat before lining up in Centre with their partner for the bus</li> <li>• Head count is then conducted by two staff members</li> <li>• Staff are dispersed between the line as well as one staff member positioned front and one at the back to lock the Centre after everyone leaves</li> <li>• 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 same side of the road</li> <li>• A staff member is sent up before any children to check the bus and move to the back</li> <li>• One staff member then conducts a second headcount as the children step into the bus</li> <li>• For every 10 children on the bus, one staff member is let onto the bus to keep ratio inside and outside areas</li> </ul>	<p>All children</p>	<p>At all times during the excursion</p>

			<ul style="list-style-type: none"> <li>• Children are seated on the bus from the back to the front and children are to fasten seatbelts as they sit down. This is double-checked by all staff moving throughout the bus.</li> <li>• 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</li> <li>• 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.</li> <li>• Once we have reached our excursion destination, roll call is done and all staff are assigned groups in order to ensure high levels of supervision throughout the excursion.</li> <li>• Chartered bus fitted with seatbelts</li> </ul>		
Toilet Breaks	Stranger danger  Children get lost  Injury	Low  Low  Low	<ul style="list-style-type: none"> <li>• Florescent colored vests for easy visibility of children under our care</li> <li>• Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger</li> <li>• Staff will be allocated areas and rotate keeping an eye on all</li> </ul>	All staff    By qualified staff	At all times during this excursion    At all times during this activity

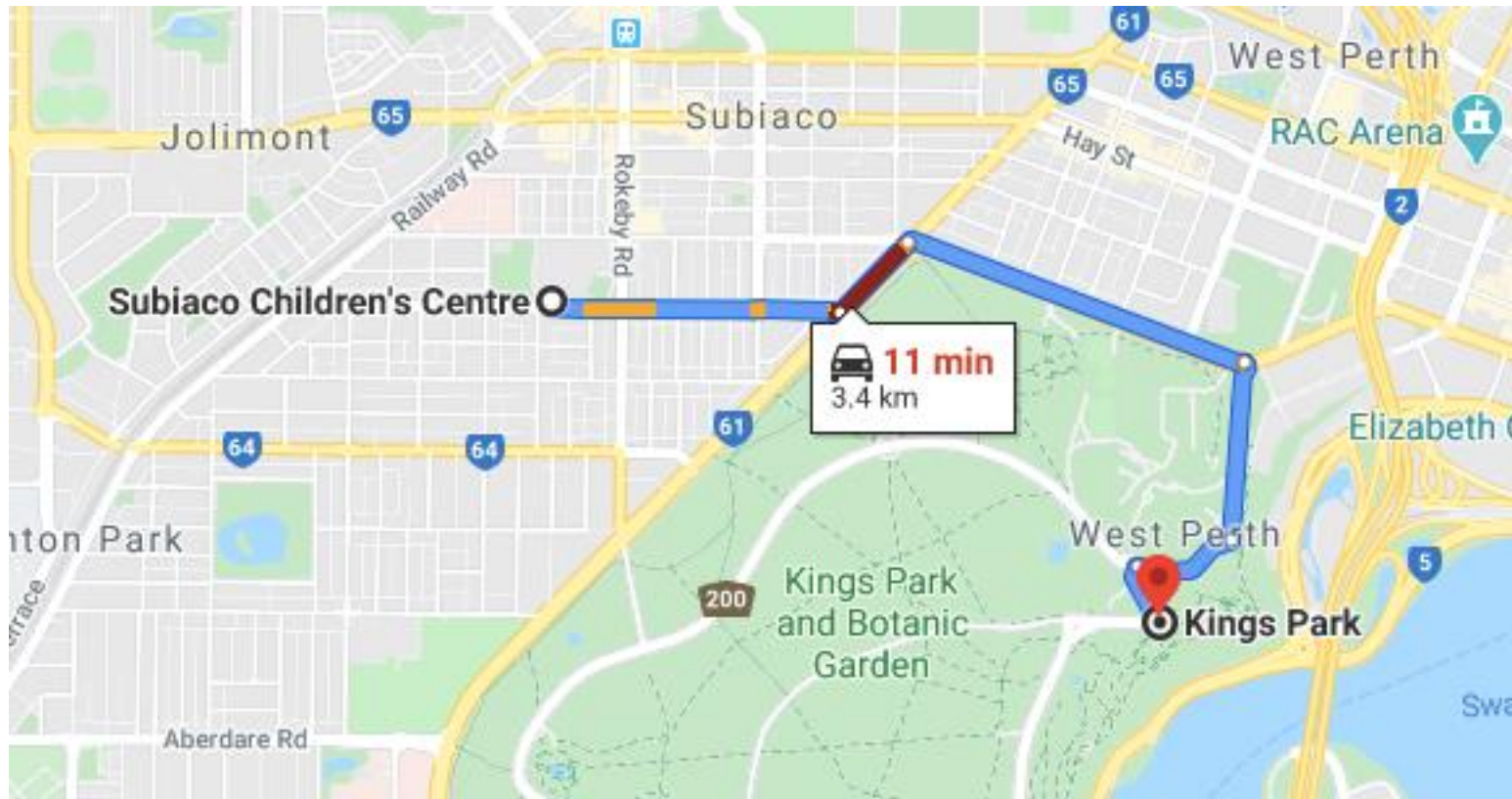
			<p>exists to ensure all children stay within the boundaries</p> <ul style="list-style-type: none"> <li>• Due to previous events we will not allow SCC children to play with other children and we will ensure no opportunities for stranger danger are allowed</li> <li>• Children are closely supervised throughout 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</li> </ul>		
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<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**

Bus route (may change depending on driver's preferred bus route)





AFL – Incursion details			
<b>Date(s) of excursion</b>	Thursday – 8/10/2020	<b>Departure &amp; arrival times</b>	10am – 1:30pm
<b>Excursion destination</b>	160 HAMERSLEY RD, SUBIACO		
<b>Proposed activities</b>	Come dresses in your favourite team colours as today is all about footy as Fitkids is back to teach us some skills to use on the field.	<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>	
<b>Method of transport, including proposed route</b>	N/A		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of excursion coordinator</b>	(INCURSION COODINATOR NUMBER 0416249513	(SCC MOBILE NUMBER)	0413170223
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	7
<b>Educator to child ratio 1 : 10</b>		<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>	<b>Yes / No</b>

Risk Assessment					
Activity	Hazard identified	Risk Assessment (Use matrix)	Elimination / control measures	Who	When
AFL	Children injuring themselves or others	Low	<ul style="list-style-type: none"> <li>Children will be broken up into groups, most likely by age, to ensure sufficient supervision by educators and plenty of available assistance.</li> <li>Children and educators will be briefed regarding safe and proper use of the equipment. The educators will supervise and ensure these rules are being followed</li> </ul>	All Educators	During Archery Lesson

	<p>Non-authorized persons entering the centre.</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• This activity will take place on the oval so there is plenty of space to spread out and avoid accidental injuries.</li> <li>• 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.</li> </ul>		
	<p>Children wondering off</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Upon arrival, the members hosting the workshop will be asked to sign into our visitor log book and will be asked for their details with WWCC and time and date they will arrive and leave the Centre, outside these hours, they will not be permitted to be on the premises.</li> <li>• All children on the oval will be required to wear our high-vis vest for greater visibility and supervision. The supervision ratio will be followed (1:10).</li> <li>• All names of children exiting the centre are recorded and sent to the centre phone.</li> </ul>		

<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

91 Story tree house show – excursion details			
<b>Date(s) of excursion</b>	Friday 9/10/20	<b>Departure &amp; arrival times</b>	9:20am – 12pm
<b>Excursion destination</b>	174 -176 William Street, Perth WA 6000		
<b>Proposed activities</b>	We are off to the Heath Ledger Theatre today to watch Andy Griffiths and Terry Denton's 91 Story treehouse play.	<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>	
<b>Method of transport, including proposed route</b>	Chartered bus fitted with seatbelts.		
<b>Name of excursion coordinator</b>	Ji Ni Chooi		
<b>Contact number of excursion coordinator</b>	<b>(INCURSION COODINATOR NUMBER)</b> 6212 9295	<b>(SCC MOBILE NUMBER)</b>	0413170223
<b>Number of children attending</b>	50	<b>Number of educators/parents/volunteers</b>	7
<b>Educator to child ratio</b> 1 : 10	<b>Does this excursion warrant a higher ratio?</b> If yes, please provide details.	Yes / 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 destination	Losing children	Low	<ul style="list-style-type: none"> <li>Children wear florescent bibs, roll call is done on the mat before lining up in Centre with their partner for the bus</li> <li>Head count is then conducted by two staff members</li> </ul>	All staff	At all times during the excursion
	Children running across the road	Low			
Bus ride	Traffic incident	Low			

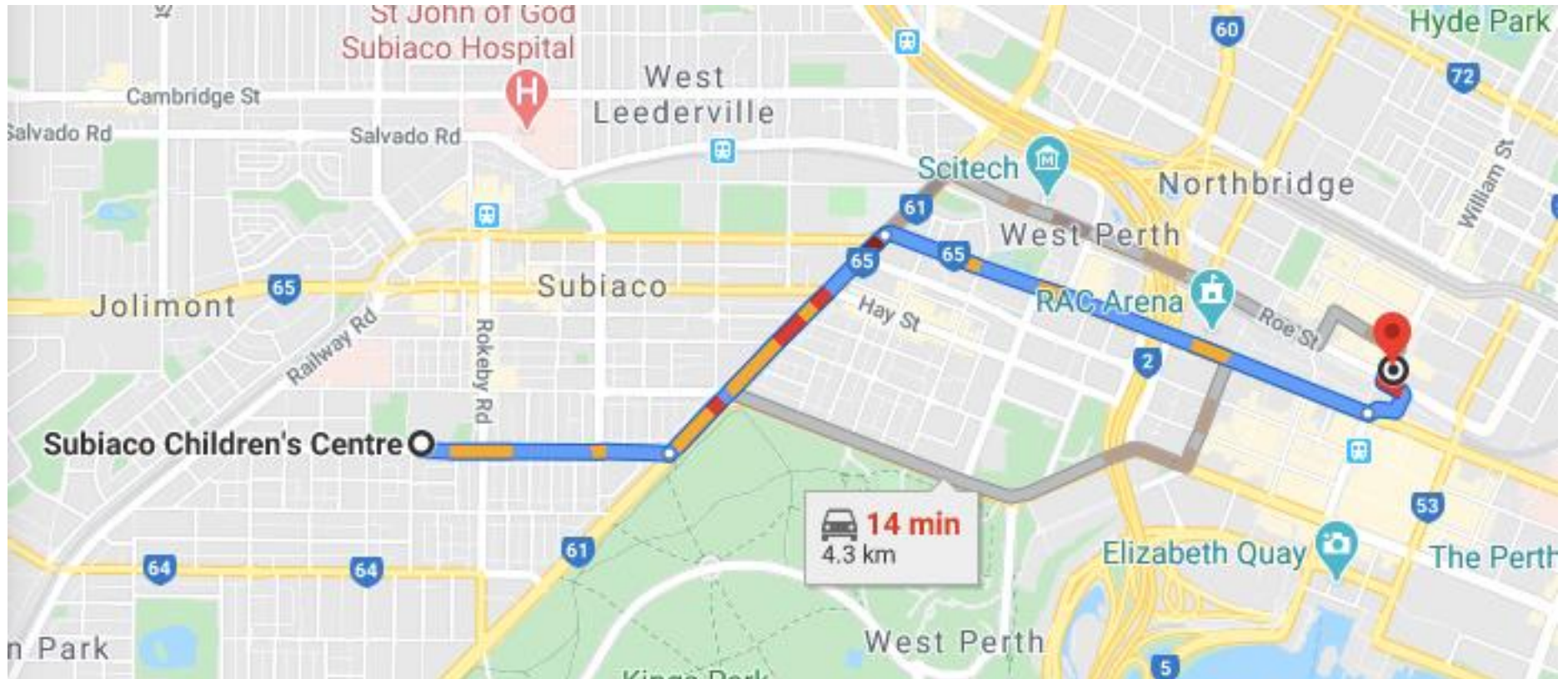
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|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"><li>• Staff are dispersed between the line as well as one staff member positioned front and one at the back to lock the Centre after everyone leaves</li><li>• Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the same side of the road</li><li>• A staff member is sent up before any children to check the bus and move to the back</li><li>• One staff member then conducts a second headcount as the children step into the bus</li><li>• For every 10 children on the bus, one staff member is let onto the bus to keep ratio inside and outside areas</li><li>• Children are seated on the bus from the back to the front and children are to fasten seatbelts as they sit down. This is double-checked by all staff moving throughout the bus.</li><li>• A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened,</li></ul> |  |  |
|--|--|--|--|--|

Toilet breaks	Stranger danger Children get lost	Low	<p>the bus driver is told he/she can proceed</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Once we have reached our excursion destination, roll call is done and all staff are assigned groups in order to ensure high levels of supervision throughout the excursion.</li> <li>• Chated bus fitted with seatbelts</li> <li>• Florescent coloured vests for easy visibility of children under our care</li> <li>• Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger</li> <li>• Staff will be allocated areas and rotate keeping an eye on all exits to ensure all children stay within the boundaries</li> <li>• Due to previous events we will not allow SCC children to play with other children and we will ensure no</li> </ul>		
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	Injury	opportunities for stranger danger are allowed	Qualified educators
		<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul>	
<b>Plan prepared by</b>	Annabel Keay	<b>Prepared in consultation with:</b>	Ji Ni Chooi
<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			



Bus route (may change depending on driver's preferred bus route)



Lino print library bags - In-centre details					
<b>Date(s)</b>	WEDNESDAY 08/07/2020		<b>Departure &amp; arrival times</b>	10am – 3pm	
<b>Destination</b>	160 HAMERSLEY RD, SUBIACO				
<b>Proposed activities</b>	Today we get to make our own library bags as we learn how to make lino print stamps.			<b>WATER HAZARDS? YES / NO (IF YES, DETAIL IN RISK ASSESSMNT BELOW)</b>	
<b>Method of transport, including proposed route</b>	N/A				
<b>Name of excursion coordinator</b>	Ji Ni Chooi				
<b>Contact number of excursion coordinator</b>				<b>(SCC MOBILE NUMBER) 0413170223</b>	
<b>Number of children attending</b>	50		<b>Number of educators/parents/volunteers</b>	7	
<b>Educator to child ratio</b> 1 : 10			<b>Does this excursion warrant a higher ratio? If yes, please provide details.</b>	<b>Yes / No</b>	
Risk Assessment					
<b>Activity</b>	<b>Hazard identified</b>	<b>Risk Assessment (Use matrix)</b>	<b>Elimination / control measures</b>	<b>Who</b>	<b>When</b>
Stained-Glass Suncatchers and Window Clings	Hazardous materials/accidents during activity	Low	<ul style="list-style-type: none"> <li>Children briefed on the instructions and proper use of the activity.</li> <li>The children will be split into smaller groups to allow for adequate supervision</li> </ul>	All educators	During the activity and throughout the day
<b>Plan prepared by</b>	Annabel Keay		<b>Prepared in consultation with:</b>	Ji Ni Chooi	

<b>Communicated to:</b>	All staff members on duty	<b>Venue and safety information reviewed and attached</b>	<b>Yes / No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			