# **RISK MANAGEMENT PLAN**

**SPRING SCHOOL HOLIDAYS 2024**

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  24/09/2024 | **Departure & arrival times** | | 9:15AM – 1:00PM |
| **Excursion destination** | Abernethy Rd, Cloverdale, WA 6105 | | | |
| **Proposed activities** | Excursion: Faulkner Park, Volcano Playground    We are off to Faulkner Park, Volcano Playground, where we have lots of fun 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 Faulkner Park * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **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 | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Playing in the playground | Children wandering off                                      Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | During the excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus & bus  to excursion | Losing children  Children running across the road. | |  | * 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 | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **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 activity** | MONDAY  25/09/2024 | **Activity time** | | 1:30PM – 3:30PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Briks 4 Kidz  The Bricks 4 Kidz is visiting us and bringing many exciting activities with loads of colourful creative-play LEGO® Bricks. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **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 | | |

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| **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 |
| Birks4Kidz | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **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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| **IN-CENTRE DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  26/09/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Minute to Win It    We are doing Minute to Win games today; set up by our amazing educators. The different games will challenge every child. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** NA | |
| **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 | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Minute to Win It games and activities | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision | | All staff members | During the in-centre activity |
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| **Plan prepared by** | Bettina Holly | | **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 activity** | FRIDAY  27/09/2024 | **Departure & arrival times** | | 9:00AM – 1:00PM |
| **Excursion destination** | Perth Zoo, 20 Labouchere Rd, South Perth, WA | | | |
| **Proposed activities** | Excursion: Perth Zoo    We are off to Zoo today, where we can explore different animals, such as monkeys, elephants, giraffes etc. | | | **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 Perth Zoo * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **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 | | |

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|  | **Risk Assessment** | | | | | | | | | |
|  | **Activity** | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | | **When** | |
| Walking around the Zoo | Children wandering off                                  Children injuring themselves or others | | Low                                      Low          Low | * High supervision levels will be kept by educators, and all children will be wearing a high-vis vest for easy identification. * Head counts are performed every 30 minutes by educators. * Children will be split into smaller groups to be monitored by specific educators for greater supervision levels. * Children and educators will be given safety instructions to follow regarding areas of the playground that can and cannot be accessed to lower risk of injury. * Children will be monitored and encouraged to play in areas that match their outdoor play skills, e.g., not climbing too high. * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are always accessible. * Children will have brought their own water bottles or will have water provided to them if they have not brought them. Children will be kept out of direct sunlight during the middle of the day as much as reasonably possible, and will wear sun protective wear (e.g. hats, sunscreen). | | All educators | | Throughout excursion | |  |
| Toilet Breaks | Stranger Danger  Children getting lost | | Low | * Children are escorted by educators in groups to toilets to avoid children being alone and in risk of danger. | | All educators | | During excursion | |  |
| Transition from Centre to bus &  bus  to excursion | Losing children  Children running across the road | |  | * 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 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 to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **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 activity** | MONDAY  30/09/2024 | **Activity time** | | 10:00AM – 12:00AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Traditional Indigenous Sports  We are exploring TIG (Traditional Indigenous Games) with No Limits Sports today with No Limits Sports. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **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 | | |

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| **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 |
| No Limits Sports  Traditional Indigenous Sports | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
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| **Plan prepared by** | Bettina Holly | | **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  01/10/2024 | **Departure & arrival times** | | 9:30AM – 12:30PM |
| **Excursion destination** | 176 Walter Rd W, Morley WA 6062 | | | |
| **Proposed activities** | Zone Bowling Excursion    We are off to Zone Bowling Morley today, which promises a lively and memorable bowling experiences. | | | **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 Zone Bowling Morley * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Minimum number of educators on floor** | | **6** |
| **Minimum 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 incursion | | * 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: N/A | | |

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| **Risk Assessment** | | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | | **Who** | **When** |
| Zone Bowling Morley                                            Transition from bus to Zone Bowling and to the centre                                                                                                                      Play & Toilet breaks | Children injuring themselves-slips, sprains, misuse of equipment and facilities                Stranger Danger                    Losing children        Children running across the road          Traffic incident | Low                                Low                      Low        Low              Low                                                                                              Low | * Staff are there to support and assist children if needed * risk of injury is low due to staff strategically situated in areas/zones for maximum supervision. * Staff will ensure that children in their groups/zones are using the equipment and facilities correctly      * Staff are strategically situated in zones or groups at the venue to maximise supervision * Children are to wear blue vests, roll call is done on the mat at the Centre, before lining up with their partner to proceed * 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 counted onto the bus, one new staff member is let onto the bus to keep ratio * Children fill the bus up 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 to ensure no children/ lost property remains on the bus. * Once we have reached the venue, roll call is done, and staffs are assigned groups or sent to strategic zones in the venue to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts * Children escorted by educators in groups to toilets to avoid risk of children being alone and in risk of danger. * Staff situated around the area in strategic locations to ensure maximum level of supervision * Qualified first aider is always on duty and first aid kit, action plans, emergency contacts, epi-pens and anaphylaxis forms are accessible at all times | | | All Educators | During active portions of the excursion |
| **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty and made available to all parents prior to booking | | | **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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| **IN-CENTRE DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  02/10/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Slime making    We are making Slimes today lead by our educators. It’s about great sensory activity and lots of fun. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** NA | |
| **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 | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Slimes making | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **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 activity** | MONDAY  03/10/2024 | **Activity time** | | 10:30AM – 11:30AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Magic Dale  Today, Magic Dale visits us on a mission to bring us the best of old-school favourites and the latest in modern magic. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **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 0child | | * 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** |
| 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 |
| Magic Dale  Magician | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **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** | MONDAY  04/10/2024 | Departure & arrival times | | 9:30AM – 1:00PM |
| **Excursion destination** | Hoyts, Karrinyup Shopping Centre, 200 Karrinyup Road, Karrinyup 6018 | | | |
| **Proposed activities** | Excursion: Hoyts, Karrinyup Shopping Centre  We are off to the cinema today to watch the RUNT movie. Get ready for popcorn and water and have some fun! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | A map of a city  Description automatically generated Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of the Karrinyup Shopping Centre. * Children are not required to cross any major roads. * Children are supervised whilst in the carpark area. | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION)** 0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Minimum number of educators on floor** | | **6-7** |
| **Minimum Educator to child ratio**  1 :  9 | | **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 incursion | | * 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: N/A | | |

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| **Risk Assessment** | | | | | | | | |
| **Activity** | | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | **Who** | **When** |
| Transition from bus to venue and to the centre                                                                                                                                                                Play & Toilet breaks                  Popcorn & Water | | Losing children      Children running across the road            Traffic incident                                                                                                                          Food allergies      Stranger danger | Low      Low              Low                                                                                                                    Low    Low | | * Staff are strategically situated in zones at the theatre to maximise supervision      * Children are to wear blue vests, roll call is done on the mat at the Centre, before lining up with their partner to proceed * 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 counted onto the bus, one new staff member is let onto the bus to keep ratio * Children fill the bus up 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 venue, roll call is done and staffs are assigned groups or sent to strategic zones in the venue in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts      * Children escorted by educators in groups to toilets to avoid risk of children being alone and in risk of danger.      * Staff situated around the area in strategic locations to ensure maximum level of supervision        * Staffs are aware of children’s Medical and dietary requirements * Popcorn and water will be provided during the movie * 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 Educators | During active portions of the excursion |
| **Plan prepared by** | Bettina Holly | | | **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 activity** | MONDAY  07/10/2024 | **Activity time** | | 9:30AM – 11:30AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Tennis  Today, two coaches visit us from Tennis Factory, and we will learn the basic skills of tennis. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **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 0child | | * 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** |
| 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 |
| Tennis Factory  Tennis | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **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.** | | | | | | |