**RISK MANAGEMENT PLAN**

SUMMER SCHOOL HOLIDAYS 2023/24

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | FRIDAY 15/12/2023 | **Activity time** | | 12:15AM – 2:15PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Gymbus    The children will be engaged in learning and exploring the endless ways we can move our bodies, discovering the sensations and excitement that movement presents, and growing the confidence and ability of the kids, and setting them the challenge to want to explore and discover more on their own. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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  Gymbus | 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 |
|  | 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:** | Rafael Banzon | | |
| **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** | MONDAY   18/12/2023 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Christmas Hanger    Today we are making and decorating our Christmas Hanger. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** |
| Christmas Hanger making | Food Allergy | Low | * Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. * A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Parents have also considered their child’s allergies when enrolling them for this incursion. | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Rafael Banzon | | |
| **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** | TUESDAY 19/12/2023 | **Departure & arrival times** | | 9:45AM – 12:45PM |
| **Excursion destination** | Earthwise, [315-317 Bagot Road, Subiaco , WA 6008](https://www.bing.com/local?lid=YN3724x796948191194254405&id=YN3724x796948191194254405&q=Earthwise+Community+Association&name=Earthwise+Community+Association&cp=-31.950796127319336%7e115.82157135009766&ppois=-31.950796127319336_115.82157135009766_Earthwise+Community+Association) | | | |
| **Proposed activities** | Excursion: Earthwise- Workshop with Peg    Today we are walking to the Earthwise, where we are participating a workshop about sustainability and learning about the worms. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Walking:   * Children are not required to cross any major roads * Children are supervised whilst walking on the road | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** | |
| Visiting Earthwise | Children wandering off                                      Children injuring themselves or others        Heat Stroke | | 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 walk  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. * bCharted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Rafael Banzon | | | | |
|  | **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** | WEDNESDAY 20/12/2023 | **Activity time** | | 10AM – 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Betty Bubbles    The children will be engaged in with giant bubbles. The incursion is all about mindfulness with children where the bubbles are involved to show and teach the kids about slowing down, using their imagination, and becoming more aware of themselves and their surroundings. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Betty Bubbles | 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:** | Rafael Banzon | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  21/12/2023 | **Activity time** | | 10AM – 11:30AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Soccer    Today we are playing Soccer with Cubesports and learning some important basic skills. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Soccer  Cubesports | 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:** | Rafael Banzon | | |
| **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** | FRIDAY 22/12/2023 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Gingerbread making/ Clen-up day    Today we are making ginger breads and make an end of year cleaning with the children in our centre. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** |
|  | Food Allergy | Low | * Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. * A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Parents have also considered their child’s allergies when enrolling them for this incursion. | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Rafael Banzon | | |
| **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** | TUESDAY  02/01/2024 | **Departure & arrival times** | | 9:30AM – 12:00PM |
| **Excursion destination** | Nostalgia box  69 Plaistowe Mews, West Perth WA 6005 | | | |
| **Proposed activities** | Excursion: Nostalgia Box    Today we are off to the Nostalgia Box. Where we are exploring the game console museum where we can browse some rare retro consoles and also an interactive games area where we can see what these retro games are all about! | | | **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** | Rafael Banzon & 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 with video games | Children wandering off                                      Children injuring themselves or others        Heat Stroke | | 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 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. * bCharted bus fitted with seatbelts | |  | |  | |  |
|  |  | | | | | | | | | |
|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Rafael Banzon | | | | |
|  | **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** | WEDNESDAY  03/01/2024 | **Activity time** | | 10:00AM – 1:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Robotics    This Robot building Workshop has experimental and explorative focus. Learning will take place in a highly engaging and practical manner. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Robotics  EDGYX | 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:** | Rafael Banzon | | |
| **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** | THURSDAY  04/01/2024 | **Departure & arrival times** | | 9:00AM – 1:00PM |
| **Excursion destination** | Jo Wheatley All Abilities Play Space, Esplanade, Dalkeith WA 6009 | | | |
| **Proposed activities** | Excursion: Jo Wheatley Park    Today we are off to Jo Wheatley Park, where we can explore the sensory garden, flying fox, climbing obstacles, slides, swings and water 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** | Rafael Banzon & 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        Heat Stroke | | 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 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. * bCharted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Rafael Banzon | | | | |
|  | **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** | FRIDAY  05/01/2024 | **Activity time** | | 9:00AM – 11:00AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Old McDonald Farm  Today the Old McDonald travelling farm visit us and bring variety of animals. Some of the cuddly animals may include, kids, lambs, calf, alpaca, piglet, chickens, chicks, ducks, guinea pigs and rabbits.  ringing the bush to the City every day with exc | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Old McDonald travelling farm.  Animals | 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:** | Rafael Banzon | | |
| **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  08/01/2024 | Departure & arrival times | | 9:00AM – 12:45PM |
| **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 WISH Disney 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** | Rafael Banzon & 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 centre                                                                                                                                                                                    Play & Toilet breaks                            Popcorn & Water | | Losing children      Children running across the road            Traffic incident                                                                                                                                                                              Stranger danger                            Stranger danger and food allergies | 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:** | | Rafael Banzon | | | |
| **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** | TUESDAY   09/01/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Water Play    Today we are having so much fun with water plays activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** |
| Christmas Hanger making | Food Allergy | Low | * Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. * A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Parents have also considered their child’s allergies when enrolling them for this incursion. | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Rafael Banzon | | |
| **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** | WEDNESDAY  10/01/2024 | **Activity time** | | 10AM – 1:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Catapults STEM    Today we are participating in STEM activities such as Catapults with EDGYX. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Catapults  EDGYX | 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:** | Rafael Banzon | | |
| **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** | THURSDAY  11/01/2024 | **Activity time** | | 10AM – 11:30AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Basketball    Today we are playing basketball with Cubesports and learning some basic skills. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Basketball  Cubesports | 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:** | Rafael Banzon | | |
| **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  12/01/2024 | **Departure & arrival times** | | 9:30AM – 1:00PM |
| **Excursion destination** | Pia’s Place Whiteman Park, 223a Drumpellier Dr, Whiteman WA 6068 | | | |
| **Proposed activities** | Excursion: Pia’s Place Whiteman Park    Today we are off to Pia’s Place, where we can have so much fun, laughter, learning and discovery, where everyone can play together. | | | **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** | Rafael Banzon & 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        Heat Stroke | | 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 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. * bCharted bus fitted with seatbelts | |  | |  | |  |
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|  | **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Rafael Banzon | | | | |
|  | **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** | MONDAY   15/01/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Summer Hat Making    Today we are participating in summer hat craft activities and talking about importance of the sun protection in Australia. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** |
| Summer Hat Making | Food Allergy | Low | * Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. * A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Parents have also considered their child’s allergies when enrolling them for this incursion. | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Rafael Banzon | | |
| **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  16/01/2024 | Departure & arrival times | | 9:00AM – 12:00PM |
| **Excursion destination** | Ellie Eaton Theatre, [1 Graylands Road, Claremont, WA, 6010](https://www.bing.com/local?lid=YN3724x11503253900819046364&id=YN3724x11503253900819046364&q=Claremont+Showground&name=Claremont+Showground&cp=-31.975919723510742%7e115.78520202636719&ppois=-31.975919723510742_115.78520202636719_Claremont+Showground) | | | |
| **Proposed activities** | Excursion: Ellie Eaton Theatre in the Claremont Showground.    Pillow Fight  We are off to the theatre today to watch Pillow Fight play. This is the epic tale of an argument with two sides and three truths, all sparked by the fateful discovery of Great Grandma’s broken biscuit barrel. | | | **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 the Claremont Showground. * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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 centre                                                                                                                                                                                    Play & Toilet breaks                            Lunch | | Losing children      Children running across the road            Traffic incident                                                                                                                                                                              Stranger danger                            Stranger danger and food allergies | 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        * Children will be gathered in one area with all staff during lunch * Staffs are to observe other children’s lunch closely and remove any child away from high-risk area who are at risk of allergic reaction to allergens found. * 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:** | | Rafael Banzon | | | |
| **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** | WEDNESDAY  17/01/2024 | **Activity time** | | 9:30AM – 12:30PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Splash Tastic Fun  Today FitKids will bring us so much fun with the Splash Tastic Fun Activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Splash Tastic Fun  FitKids | 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:** | Rafael Banzon | | |
| **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** | THURSDAY  18/01/2024 | **Activity time** | | 10:00AM – 12:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | African Drumming  Akwaaba ("uh-kwaa-buh”) meaning “welcome” in the Akan language from Ghana, Akwaaba's vision is to use traditional African drumming and music as a tool to promote harmony and cultural understanding within the West Australian community.​ | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| African Drumming  Akwaaba | 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:** | Rafael Banzon | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | FRIDAY  19/01/2023 | **Departure & arrival times** | | 12:30PM – 3:30PM |
| **Excursion destination** | Bounce, 5 O’Malley Street, Osborne Park, 6017 | | | |
| **Proposed activities** | Bounce Excursion    Today we are heading south to Bounce in Osborn Park, where one of their instructors  will be teaching us how to do some cool moves on their trampolines. | | | **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 Bounce * Children are not required to cross any major roads * Children are supervised whilst in the carpark area     A map with a route  Description automatically generated | | | |
| **Name of excursion coordinator** | Rafael Banzon  & 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** |
| Trampolining                                                      Transition from bus to centre                                                                                                                                                                      Play & Toilet breaks                            Lunch | Children injuring themselves—slips, sprains, misuse of equipment and facilities                        Stranger Danger                    Losing children        Children running across the road          Traffic incident                                                                                                                                                                      Stranger danger                            Food allergies | Low                                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 in order to ensure no children/ lost property remains on the bus. * Once we have reached the venue, role 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      * Children will be gathered in one area with all staff during lunch * Staffs are to observe other children’s lunch closely and remove any child away from high-risk area who are at risk of allergic reaction to allergens found. * 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:** | Rafael Banzon | | |
| **Communicated to:** | All staff members on duty and made available to all parent’s 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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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | MONDAY  22/01/2023 | **Departure & arrival times** | | 9:15PM – 12:30PM |
| **Excursion destination** | SciTech, City West Centre, Corner Railway Street & Sutherland Street, West Perth, WA 6005 | | | |
| **Proposed activities** | Scitech Excursion    Today we are heading to Scitech and visit the Planetarium to learn about the planets and have explore different science 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 Bounce * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon  & 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** |
| Scitech  Planetarium                                                      Transition from bus to centre                                                                                                                                                                      Play & Toilet breaks                            Lunch | Children injuring themselves—slips, sprains, misuse of equipment and facilities                        Stranger Danger                    Losing children        Children running across the road          Traffic incident                                                                                                                                                                      Stranger danger                            Food allergies | Low                                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 in order to ensure no children/ lost property remains on the bus. * Once we have reached the venue, role 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      * Children will be gathered in one area with all staff during lunch * Staffs are to observe other children’s lunch closely and remove any child away from high-risk area who are at risk of allergic reaction to allergens found. * 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:** | Rafael Banzon | | |
| **Communicated to:** | All staff members on duty and made available to all parent’s 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** | TUESDAY  23/01/2023 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Design a baseball cap    Today we are getting creative with a baseball cap and markers to create our exciting design! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** |
|  | Food Allergy | Low | * Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. * A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Parents have also considered their child’s allergies when enrolling them for this incursion. | | All staff members | During the in-centre activity |
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| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Rafael Banzon | | |
| **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** | WEDNESDAY  24/01/2023 | **Departure & arrival times** | | 9:15PM – 12:45PM |
| **Excursion destination** | Perth Ice Arena, 708 Marshall Rd, Malaga WA 6090 | | | |
| **Proposed activities** | Perth Ice Arena    Today we are heading to Perth Ice Arena, where we can explore a bit winter session and do ice skating. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | A screenshot of a map  Description automatically generated  Chartered Bus from BusWest with seatbelts:     * Seats up to 57 passengers * Bus drops at the front of Bounce * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon  & 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** |
| Perth Ice Arena  Ice skating                                                      Transition from bus to centre                                                                                                                                                                      Play & Toilet breaks                            Lunch | Children injuring themselves—slips, sprains, misuse of equipment and facilities                        Stranger Danger                    Losing children        Children running across the road          Traffic incident                                                                                                                                                                      Stranger danger                            Food allergies | Low                                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 in order to ensure no children/ lost property remains on the bus. * Once we have reached the venue, role 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      * Children will be gathered in one area with all staff during lunch * Staffs are to observe other children’s lunch closely and remove any child away from high-risk area who are at risk of allergic reaction to allergens found. * 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:** | Rafael Banzon | | |
| **Communicated to:** | All staff members on duty and made available to all parent’s 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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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  25/01/2024 | **Activity time** | | 1:00PM – 3:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Game Vault  Today Game Vault will be visiting us to bring video game party trucks will provide us with the ultimate in video gaming party experience. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Game Vault  Video games | 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:** | Rafael Banzon | | |
| **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  29/01/2024 | **Activity time** | | 10:00AM – 12:30PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Environmental Education  Today the Herdsman Lake Discovery Centre will be visiting us, and they will bring an environmental education workshop and teach about the world around us. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Rafael Banzon & 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 |
| Herdsman Lake Discovery Centre  Environmental Education | 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:** | Rafael Banzon | | |
| **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** | TUESDAY  30/01/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Movie Day    Today we are bringing the movies to us with an In-Centre Movie Day! We will be making our own snacks and fun choosing some our favourite movies. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon & 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** |
| Popcorn | Food Allergy | Low | * Children’s food allergies will be cross checked with the ingredients of the popcorn. If the food contains an allergen, they will be provided with an alternative option. * A qualified first aider is always on site should a reaction occur; they will follow the child’s medical plan and administer aid including epi-pens appropriately. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. * Parents have also considered their child’s allergies when enrolling them for this incursion. | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Rafael Banzon | | |
| **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.** | | | | | | |