**RISK MANAGEMENT PLAN**

JULY SCHOOL HOLIDAYS 2024

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  01/07/2024 | **Activity time** | | 10AM – 1PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Circus  The children will be engaged in Circus incursion with Fun Fit. They bring lots of fun and impressive circus tricks with various props. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Circus | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | TUESDAY  02/07/2024 | **Departure & arrival times** | | 9:15PM – 12:45PM |
| **Excursion destination** | 299 Victoria Rd, Malaga WA 6090 | | | |
| **Proposed activities** | Rollerzone Perth    Today we are heading toRollerzone in Malaga, WA's largest Roller-skating place. It’s all about having fun! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | A map with a blue line  Description automatically generated  Chartered Bus from BusWest with seatbelts:     * Seats up to 57 passengers * Bus drops at the front of Rollerzone * Children are not required to cross any major roads. * Children are supervised whilst in the carpark area. | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Minimum number of educators on floor** | | **6** |
| **Minimum Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the incursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items: N/A | | |

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| **Risk Assessment** | | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | | **Who** | **When** |
| Rollerzone  Perth  Roller 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, roll call is done and staffs are assigned groups or sent to strategic zones in the venue to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts.          * Children escorted by educators in groups to toilets to avoid risk of children being alone and in risk of danger. * Staff situated around the area in strategic locations to ensure maximum level of supervision.      * 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 always on duty and first aid kit, action plans, emergency contacts, epi-pens and anaphylaxis forms are accessible at all times | | | All Educators | During active portions of the excursion |
| **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty and made available to all parents prior to booking | | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | |

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| **IN-CENTRE DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  03/07/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Cultural Dress up and Cooking Day    Today we can come to the centre in traditional dress and do some cultural cooking activities. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Dress up and cooking day | Injury or misuse of equipment    Food Allergy | Low      Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | THURSDAY  04/07/2024 | 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.    Hare Brain  We are off to the theatre by Spare Puppet to watch the Hare Brain tackle the age-old dilemma -does fast and furious or slow and steady win the race? | | | **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** | 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 always on duty and first aid kit, action plans, emergency contacts, epi-pens and anaphylaxis forms are accessible at all times | | | All Educators | During active portions of the excursion |
| **Plan prepared by** | Bettina Holly | | | | **Prepared in consultation with:** | Ji Ni Chooi | | | |
| **Communicated to:** | All staff members on duty | | | | **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  05/07/2024 | **Activity time** | | 10:00AM – 12:00PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Yogamigos  Today, we learn some yoga movements with Yogamigos. This day about the wellbeing of spirit and mind. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Yogamigos  Yoga | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  08/07/2024 | **Departure & arrival times** | | 9:15AM – 1:15PM |
| **Excursion destination** | 15 Royce St, Joondalup WA 6027 | | | |
| **Proposed activities** | Excursion: Decadance    Today, we are off to Decadance in Joondalup, where we can do lots of dancing. It’s all about having fun! | | | **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 Decadance * Children are not required to cross any major   roads.   * Children are supervised whilst in the carpark   area. | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)**0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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|  | | **Risk Assessment** | | | | | | | | | | | | | |
|  | | **Activity** | | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | | **Who** | | **When** | |
| Decadance  Dancing indoor | | Children wandering off.                              Children injuring themselves or others. | | | 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. * 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. | | | | 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 made and educators are assigned groups to ensure high levels of supervision throughout the excursion. * Chartered bus fitted with seatbelts. | | | |  | | |  | |  |
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|  | | **Plan prepared by** | | Bettina Holly | | | | **Prepared in consultation with:** | | Ji Ni Chooi | | | | | |
|  | | **Communicated to:** | | All staff members on duty | | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | | | |
|  | | **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | | | | | |
| **INCURSION DETAILS** | | | | | | | | | | | | | | |
| **Date(s) of activity** | | TUESDAY  09/07/2024 | | | | **Activity time** | | | | 10:00AM – 12:00PM | | | | |
| **Excursion destination** | | N/A | | | | | | | | | | | | |
| **Proposed activities** | | Incursion: Indonesian Dancing  We have an Indonesian Dance Incursion with Indo dance studio, and we will learn some new dance movements and play bamboo instruments. | | | | | | | | **WATER HAZARDS?  NO** | | | | |
| **Method of transport, including proposed route** | | N/A | | | | | | | | | | | | |
| **Name of incursion coordinator** | | Bettina Holly | | | | | | | | | | | | |
| **Contact number of incursion coordinator** | | **(SCC MOBILE)**0413 170 223 | | | | | | **(INCURSION NUMBER)** NA | | | | | | |
| **Number of children attending** | | **50** (expected) | | | | **Number of educators/parents/volunteers** | | | | 6/7 | | | | |
| **Educator to child ratio**  1 : 10 | | | | | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | | | **No** | | | | |
| **EXCURSION CHECKLIST** | | | | | | | | | | | | | | |
| * First Aid Kit | | | | | | * List of adults participating in the excursion | | | | | | | | |
| * List of Children attending the excursion | | | | | | * Contact information for each adult | | | | | | | | |
| * Contact information for each 0child | | | | | | * Mobile phone/ other means of communicating with the service & emergency services | | | | | | | | |
| * Medical Information for each child | | | | | | * Other items, please list | | | | | | | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Indo Dance  Dancing | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | WEDNESDAY  10/07/2024 | **Activity time** | | 9:00AM – 11:15PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Arts activity  We have an Arts Incursion with Quirky Cactus, and we will make our rainbow art. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Quirky Cactus  Art | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **IN-CENTRE DETAILS** | | | | |
| **Date(s) of activity** | THURSDAY  11/07/2024 | **Departure & arrival times** | | **NA** |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Pottery    Today we are working on clay, and we make some pottery in the centre. Then we can decorate them. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Pottery | Injury or misuse of equipment | Low | * Children will be encouraged to follow the centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision | | All staff members | During the in-centre activity |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |

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| **EXCURSION DETAILS** | | | | |
| **Date(s) of excursion** | FRIDAY  12/07/2024 | Departure & arrival times | | 9:30AM – 1:00 PM |
| **Excursion destination** | Hoyts, Karrinyup Shopping Centre, 200 Karrinyup Road, Karrinyup 6018 | | | |
| **Proposed activities** | Excursion: Hoyts, Karrinyup Shopping Centre  The Garfield Movie  We are off to the cinema today to watch to watch The Garfield Movie. Get ready for popcorn and water and have some fun! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:     * Seats up to 57 passengers * The 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 car park area. | | | |
| **Name of excursion coordinator** | Bettina Holly | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION)** 0413 170 223 | |
| **Number of children attending** | **50** (expected) | **Minimum number of educators on floor** | | **6-7** |
| **Minimum Educator to child ratio**  1 :  9 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the incursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items: N/A | | |

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| **Risk Assessment** | | | | | | | | |
| **Activity** | | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | **Who** | **When** |
| Transition from bus to centre.                                                                                                                                                                                    Play & Toilet breaks.                            Popcorn & Water | | Losing children      Children running across the road.            Traffic incident                                                                                                                                                          Stranger danger                            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 to ensure no children/ lost property remains on the bus. * Once we have reached the venue, roll call is done and staffs are assigned groups or sent to strategic zones in the venue to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts. * Children escorted by educators in groups to toilets to avoid risk of children being alone and in risk of danger. * Staff situated around the area in strategic locations to ensure maximum level of supervision. * Staffs are aware of children’s Medical and dietary requirements. * Popcorn and water will be provided during the movie. * Qualified first aider is always on duty and first aid kit, action plans, emergency contacts, epi-pens and anaphylaxis forms are always accessible | | All Educators | During active portions of the excursion |
| **Plan prepared by** | Bettina Holly | | | **Prepared in consultation with:** | | Ji Ni Chooi | | | |
| **Communicated to:** | All staff members on duty | | | **Venue and safety information reviewed and attached** | | **Yes / No**  **Comment if needed:** | | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |

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| **INCURSION DETAILS** | | | | |
| **Date(s) of activity** | MONDAY  15/07/2024 | **Activity time** | | 10:00AM – 11:30AM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Basketball  We have a Basketball incursion today with Cube Sports, and we will learn some new basketball skills. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of incursion coordinator** | Bettina Holly | | | |
| **Contact number of incursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** NA | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each 0child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | |
| **Activity** | **Hazard identified** | **Risk Assessment**  **(Use matrix)** | **Elimination / control measures** | | **Who** | **When** |
| Member of public entering the centre | Unknown person | Low | * Has been requested that incursion personnel have a working with children’s card. * Will report to supervisor to check and record their working with children’s card. * Supervisor will assess if they are in a state fit to be around children | | Nominated Person in Charge (Supervisor) | Before the incursion begins |
| Cube Sport  Basketball | Injury or misuse of equipment | Low | * Children will be encouraged to follow the Centre’s safety rules and briefed on the rules of the incursion. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Bettina Holly | | **Prepared in consultation with:** | Ji Ni Chooi | | |
| **Communicated to:** | All staff members on duty | | **Venue and safety information reviewed and attached** | **Yes / No**  **Comment if needed:** | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | | | | |