**RISK MANAGEMENT PLAN**

DECEMBER/JANUARY SCHOOL HOLIDAYS 2022

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| **IN-CENTRE DETAILS** | | | | |
| **Date(s) of in-centre** | FRIDAY 16/12/2022 | **Departure & arrival times** | | NA |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Water Balloons and Icy Poles  Today we are starting off the school holidays with a water balloon day! We'll finish off this first day with icy poles for everyone! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | NA | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)**  [[N/A](tel:0416249513)](tel:0893883430) | |
| **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** |
| Water balloons | Children injuring themselves during the activity | Low | * Staff are there to support and assist children if needed * Children are divided into smaller groups when completing the activity to ensure adequate supervision and staff can monitor interactions and safety levels. * Staff will supervise the water balloon making process * When engaging in a water balloon ‘fight’ children will be separated into age-appropriate groups with high levels of supervision to minimize the risk of injury | | All Educators | During Water Balloon Activity |
| Icy poles | Allergies | Low | * All allergies were taken into consideration by parents who have enrolled their child for this in-centre day * 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 staff members      Qualified staff members | At all times during this activity |
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| **Plan prepared by** | Jared Teo | | **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 in-centre** | MONDAY 19/12/2022 | **Departure & arrival times** | | NA |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Christmas Mugs  Today we are enjoying the festive season and decorating our very own Christmas mugs! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | NA | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)**  [[N/A](tel:0416249513)](tel:0893883430) | |
| **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 Mugs | Children injuring themselves during the craft | Low | * Staff are there to support and assist children if needed * risk of injury is low due to child safe ceramic pens * Children are divided into groups smaller groups when completing the craft to ensure adequate supervision and staff can monitor interactions and safety levels | | All Educators | During Mug Making Activity |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 20/12/2022 | **Departure & arrival times** | | NA |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Christmas Hampers   We are helping families in need by making Christmas Hampers for St Vincent de Paul, complete with a personal Xmas cards. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **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 Hampers and personal cards | Children injuring themselves during the activity | Low | * Staff are there to support and assist children if needed * risk of injury is low due to child safe ceramic pens * Children are divided into groups smaller groups when completing the craft to ensure adequate supervision and staff can monitor interactions and safety levels | | All Educators | During hamper and card making activity |
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| **Plan prepared by** | Jared Teo | | **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 21/12/2022 | | **Activity time** | | | 10AM – 1PM | |
| **Excursion destination** | | NA | | | | | |
| **Proposed activities** | | Incursion: Inflatable Obstacle Course  Today, we are bringing the fun to the centre with an Inflatable obstacle course, plus a surprise guaranteed to make you laugh! | | | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | | NA | | | | | |
| **Name of excursion coordinator** | | Rafael Banzon | | | | | |
| **Contact number of excursion 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 |
| Inflatable obstacle course | Injury | 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** | Jared Teo | | **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 22/12/2022 | **Activity time** | | 1PM – 3PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Game Vault  The people at Game Vault are back to bring us some exciting video games and Just Dance to play and enjoy! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 0419 903 922 | |
| **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 |
| 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** | Jared Teo | | **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 23/12/2022 | **Activity time** | | NA |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Gingerbread Cookies  Today is our last day before the Xmas break, so we are putting on our chef hats and making delicious gingerbread cookies. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion 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** |
| Making the gingerbread cookies | Injury | Low | * Children will participate in the baking activity in small, manageable, and highly supervised groups to ensure all baking equipment is being used safely and appropriately. | | All Staff | During Activity |
|  | Food poisoning | Low | * Staff will follow food safety protocols and ensure children are adhering to these procedures. | | Staff facilitating the activity | During Activity |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 03/01/2023 | **Departure & arrival times** | | 9:15AM – 2:00PM |
| **Excursion destination** | Progress Drive, Bibra Lake 6163 | | | |
| **Proposed activities** | Incursion: Bibra Lake Playground  Today we are off to Bibra Lake Regional Playground to play on the flying fox, trampolines and aerial rope walk! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Map  Description automatically generated  Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of Bibra Lake Playground * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **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** | |
| 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 | | |  | |  | |
|  | | | | | | | | | | | | |
| **Plan prepared by** | | Jared Teo | | | | **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 04/01/2023 | **Departure & arrival times** | | 9:10AM – 1PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Excursion: Mini Golf  We are heading to Wanneroo Botanical Gardens to enjoy and play some Mini Golf together! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Map  Description automatically generated  Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of Wanneroo Botanical Gardens * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 08 9405 1475 | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | 6/7 |
| **Educator to child ratio**  1 : 10 | | **Does this incursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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| **Risk Assessment** | | | | | | | | | | | | |
| **Activity** | | **Hazard identified** | | **Risk Assessment**  **(Use matrix)** | | **Elimination / control measures** | | | **Who** | | **When** | |
| Transition from Centre to bus & bus to Botanical Gardens                Bus ride | | Losing children    Children running across the road              Traffic Incident | | Low    Low                Low | | * + Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus   + Head count is then conducted by two staff   + Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves   + Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road   + A staff member is sent up before any children to check the bus and move to the back   + Headcount then takes place with one staff member doing a headcount on children as they move into the bus   + For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio   + Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus.   + A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed   + Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus.   + Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion.   + Charted bus fitted with seatbelts | | | All staff | | Leaving for excursion and whilst on the bus. | |
| Toilet Breaks  and walking around | | Stranger danger    Children wander off      Injury from game/equipment  Heat Stroke | | Low    Low      Low  Low | | * Staff will brief the children about the rules around walking around, and asking staff if they need the toilet, SCC staff will be put into groups to ensure sufficient supervision * Florescent bibs for easy visibility of children under our care and uniforms are worn by staff members to ensure children can easily identify them * Head count and roll call is to be done upon arrival and before departure * Children are escorted by staff member and in groups to toilets to avoid children being alone and in risk of danger * Headcount is done outside the toilet area before returning to ensure all children are accounted for. Ratio is always kept during all excursion activities. * Children are closely supervised throughout the movie and if an emergency occurs, we have a first aider on duty and first aid kit * Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times * Children will be split into smaller groups for this activity. * Children will be reminded of safety rules regarding animals and using other equipment on the excursion. * 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 staff members  By qualified staff | | At all times during this excursion    At all times during this activity | |
|  | | | | | | | | | | | | |
| **Plan prepared by** | | Jared Teo | | | | **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 05/01/2023 | **Activity time** | | 9:30AM-12:30PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion- Toonworld  Today the lovely people at ToonWorld are helping us put on our creative hats and produce some amazing cartoons. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 0423 548 146 | |
| **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 |
| Drawing cartoons | Injury | Low | * Children will be encouraged to follow centre’s safety rules (e.g. no running) and will be briefed on the incursion rules. Children will be separated into 2 smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 In-Centre** | FRIDAY 06/01/2023 | **Departure & arrival times** | | NA |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Water Play Day  Bring your super soakers and bathers for the annual Water Play Day! Paired with a dunking station and Slip n Slide for a day of fun! | | | **WATER HAZARDS?  YES** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion 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 incursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **INCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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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 in-centre begins |
| Dunking Station | Injury | Low | * Children will be encouraged to follow centre’s safety rules (e.g. no running) and will be briefed on the rules of the dunking station. Children will be separated into smaller groups to avoid injury and increase supervision. * First Aiders will be present with first aid kits | | All Educators | During activity |
| Slip ‘n Slide | Injury | Low | * Children will be encouraged to follow centre’s safety rules (e.g. no running) and will be briefed on the rules of the dunking station. Children will be separated into smaller groups to avoid injury and increase supervision. * First Aiders will be present with first aid kits | | All Educators | During activity |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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** | MONDAY 09/01/2023 | **Departure & arrival times** | | 9:10AM – 1:15PM |
| **Excursion destination** | Grand Cinemas Warwick, 639 Beach Road, Warwick WA 6024 | | | |
| **Proposed activities** | Excursion: Puss in Boots 2 at the Cinema  We are off to the cinemas to watch Puss in Boots: The Last Wish! Get ready for popcorn, drinks and a lot of fun! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Map  Description automatically generatedChartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at the front of the Grand Cinemas Warwick * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 08 9247 7488 | |
| **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** | |
| Transition from Centre to bus & bus to Cinemas                  Bus ride | | Losing children    Children running across the road              Traffic Incident | | Low    Low                Low | | * + Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus   + Head count is then conducted by two staff   + Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves   + Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road   + A staff member is sent up before any children to check the bus and move to the back   + Headcount then takes place with one staff member doing a headcount on children as they move into the bus   + For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio   + Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus.   + A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed   + Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus.   + Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion.   + Charted bus fitted with seatbelts | | | All staff | | Leaving for excursion and whilst on the bus. | |
| Popcorn and drinks handed out at the movie | | Allergies | | Low | | * All allergies were taken into consideration by parents who have enrolled their child for this excursion * 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 staff members      Qualified staff members | | At all times during this activity | |
| Watching The movie & Toilet Breaks | | Stranger danger    Children wander off    Injury | | Low    Low    Low | | * Staff from the cinema, spread across the rows and on the outskirts of the rows to ensure no children wander off and ensure adequate supervision * Staff will brief the children about the rules around watching the movie and asking staff if they need the toilet, SCC staff will be put into groups in order to ensure sufficient supervision * Florescent bibs for easy visibility of children under our care and uniforms are worn by staff members to ensure children can easily identify them * Head count and roll call is to be done upon arrival and before departure * Children are escorted by staff member and in groups to toilets in order to avoid children being alone and in risk of danger * Headcount is done outside the toilet area before returning to the cinema to ensure all children are accounted for. Ratio is kept at all times during all excursion activities. * Children are closely supervised throughout the movie and if an emergency occurs, we have a first aider on duty and first aid kit | | | All staff members            By qualified staff | | At all times during this excursion          At all times during this activity | |
|  | | | | | | | | | | | | |
| **Plan prepared by** | | Jared Teo | | | | **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** | TUESDAY 10/01/2023 | **Activity Time** | | 10AM – 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: WestOz Wildlife  Today we are bringing the zoo to us with WestOz Wildlife! Come prepared to see and touch some incredibly interesting animals. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 0420 570 432 | |
| **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 |
| Being in the prescence of wildlife | Injury due to animals | Low | * Children and staff will be briefed around the rules of holding the animals and handling the activities. The staff will supervise and ensure these rules are being followed * Children are escorted by staff member to toilets to avoid children wandering off * Children are closely supervised throughout the activity and if an emergency occurs, we have a first aider on duty and first aid kit | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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** | WEDNESDAY 11/01/2023 | **Activity time** | | NA |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | In-Centre: Mosaics  We are getting creative today by and making our own stunning mosaic tiles to take home and cherish! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion 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** |
| Making the Mosaics | Children injuring themselves during the craft | Low | * Staff are there to support and assist children if needed * risk of injury is low due to child safe ceramic pens * Children are divided into groups smaller groups when completing the craft to ensure adequate supervision and staff can monitor interactions and safety levels | | All Educators | During Mosaic Making Activity |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 12/01/2023 | **Departure & arrival times** | | 9:10AM – 1:00PM |
| **Excursion destination** | Manning Rd &, Burton St, Cannington WA 6107 | | | |
| **Proposed activities** | Excursion: Zone Bowling  We are heading to Zone Bowling for a great time competing against each other in a fun game of bowling! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Map    Description automatically generatedSeats up to 57 passengers * Bus drops at the front of Zone Bowling * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 08 7701 9752 | |
| **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** |
| Transition from Centre to bus, and bus to Zone Bowling      Bus ride | Losing children    Children running across the road    Traffic incident | Low    Low      Low | * Children wear high visibility vests, roll call is done on the mat before lining up in the Centre with their partner for the bus * Head count is then conducted by two staff * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road * A staff member is sent up before any children to check the bus and move to the back * Headcount then takes place with one staff member doing a headcount on children as they move into the bus * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio * Children are seated from the back of the bus to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he/she can proceed * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and staff are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | All Educators | Leaving for excursion and whilst on the bus |
| Zone bowling & arcade games | Injuries | Low | * Qualified First aider will be on duty at all times & first aid kit will come on the excursion also | | Qualified first aider | During bowling & arcade games |
| Lunch at Zone Bowling – children bring their own lunch | Allergies | Low | * Staff sit with children during the mealtime and supervise. * Staff remind children that we don’t share our own food with others * 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 staff members      Qualified first aider | During lunch |
| Toilet breaks | Stranger danger    Children wandering away | Low    Low | * Staff will remind children at the beginning of the excursion that they will need to come directly to a staff member if they need to use the bathroom and a staff member will go with them * Staff are dispersed evenly across the bowling lanes & through the arcade to ensure a high level of supervision is maintained * High visibility bibs are worn by the children so that we can easily identify our children * Head count & roll call is done upon arrival and before departure * A head count of children going to the toilet is done before & after to ensure that those who went in to the toilets have come back out * Toilets are checked before children enter and staff ensure that they can still hear children whilst in the bathroom | | All staff members | During toilet breaks & transition between activities |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 13/01/2023 | **Departure & arrival times** | | 9:30AM – 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Bop til you Drop!  Bop til you Drop! are helping us put on our detective hats and solving the SCC Mystery! Followed by an hour of fun with a Silent Disco! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)**  1300 130 313 | |
| **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 |
| Mystery Activity & Silent Disco | Injury | Low | * Children will be encouraged to follow centre’s safety rules (e.g. no running) and be briefed on the incursion rules. Children will be in smaller groups to avoid injury and increase supervision. | | All Educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 16/01/2023 | **Activity time** | | 10AM – 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: CircusWA  Today we have CircusWA here to lead a workshop on all things circus with tricks and toys for everyone! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 0435 374 492 | |
| **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 |
| Participate in the circus activities | Injury | Low | * Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times * Children will be split into smaller groups for this activity. * Children will be reminded of safety rules regarding activities in the centre and will be briefed on the rules of this incursion | | All educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 17/01/2023 | **Departure & arrival times** | | 9:10AM – 1:15PM |
| **Excursion destination** | 72 Robinson Ave, Belmont WA 6104 | | | |
| **Proposed activities** | Excursion: Rock Climbing  We are off to Adrenaline Vault Rock Climbing to go to new heights and work on our climbing skills. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Map    Description automatically generatedBus drops at the front of Adrenaline Vault * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 08 6107 8359 | |
| **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** |
| Rock Climbing                Transition from bus to centre                                                        Arcade & Toilet breaks | Children injuring themselves              Losing children        Children running across the road        Traffic incident                                      Stranger danger | Low                Low        Low          Low                                      Low | * Staff are there to support and assist children if needed * risk of injury is low due to Adrenaline Vault staff present and general rock climbing safety procedures * Children are divided into smaller groups when engaging in the excursion * Other activities are present for those uncomfortable to engage in rock climbing * Children are to wear florescent bibs, 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 Adrenaline Vault, role call is done and staffs are assigned groups 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** | Jared Teo | | **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** | WEDNESDAY 18/01/2023 | **Activity time** | | 10AM – 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Hip Hop  CubeSports is here to teach us all things Hip Hop, so bring your best dance moves for a boppin' time! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 1300 907 291 | |
| **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 |
| Hip Hop Dancing | Injury | Low | * Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times * Children will be split into smaller groups for this activity. * Children will be reminded of rules regarding the specific incursion | | All educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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** | THURSDAY 19/01/2023 | **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 Disney movies. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **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** | Jared Teo | | **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 20/01/2023 | **Departure & arrival times** | | 10AM – 12PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Bricks4Kidz  Today is all about space and galaxies! We will be creating our very own galaxy slime and UFO's. We will be finishing off the day with a glow in the dark party. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 0415 829 511 | |
| **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 Lego bricks            Member of public entering the centre | Choking            Unknown person | Low            Low | * Children to be supervised and managed in a controlled environment where incursion personnel and educators are aware of the children’s actions * 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 | | All Educators            Nominated Person in Charge (Supervisor) | During the incursion            Before the incursion begins |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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** | MONDAY 23/01/2023 | **Departure & arrival times** | | 9:10AM – 2PM |
| **Excursion destination** | AQWA, 91 Southside Dr, Hillarys WA 6025 | | | |
| **Proposed activities** | Excursion: AQWA  Today we are hopping on the bus and heading to AQWA for a day of adventure down into the deep, deep ocean. | | | **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 AQWA * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 08 9447 7500 | |
| **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** | |
| Transition from Centre to bus & bus  to excursion | | Losing children    Children running across the road                                                Traffic incident | | Low    Low                                                  Low | | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | | All staff | | Leaving the centre. | |
| Toilet Breaks | | Stranger danger    Children get lost | | Low    Low | | * Children are escorted by educators in groups to toilets in order to avoid children being alone and in risk of danger. | | | All Educators | | During excursion | |
| Walking around AQWA centre | | 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. * 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 accessible at all times. * All water areas are out of bounds to minimise risk, however educators with aquatic rescue qualifications will be present for extra precaution. | | | All Educators | | During excursion | |
| Returning to the centre via charted bus | | Losing children    Leaving children behind    Children running across the road    Traffic incident | | Low    Low    Low      Low | | * Roll call of the children is done before leaving the venue. * At least two educators conduct a head count of the line. * Staff are dispersed between the line with one staff member in front and one at the back. * Children are escorted to the bus using the safest possible route, with educators blocking roads if necessary for children to cross. * 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 the centre, roll call is done immediately on the mat. | | | All Educators | | Leaving Excursion | |
|  | | | | | | | | | | | | |
| **Plan prepared by** | | Jared Teo | | | | **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** | TUESDAY 24/01/2023 | **Activity Time** | | 9:45AM – 2PM |
| **Excursion destination** | N/A | | | |
| **Proposed activities** | Incursion: Cube Sports AFL  Today CubeSports are back. to teach us all things AFL! It will be a day of sport and activities so be sure to pack a water bottle and hat. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | N/A | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** 1300 907 291 | |
| **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 |
| AFL | Injury | Low | * Children are closely supervised throughout the activities and if an injury occurs, we have a first aider on duty and first aid kit, contact list and emergency contacts on hand at all times * Children will be split into smaller groups for this activity. * Children will be reminded of safety rules regarding the incursion | | All educators | During incursion |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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** | WEDNESDAY 25/01/2023 | **Departure & arrival times** | | 9:05PM – 1:45PM |
| **Excursion destination** | Pia’s Place, Whiteman Park 6068 | | | |
| **Proposed activities** | Excursion: Pia’s Place Playground  We are heading to Pia's Place in Whiteman Park to spend the day at the playground. Hopefully we all get to climb the giant lighthouse! | | | **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 Pia’s Place * Children are not required to cross any major roads * Children are supervised whilst in the carpark area | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(INCURSION NUMBER)** | |
| **Number of children attending** | **50** (expected) | **Number of educators/parents/volunteers** | | **6/7** |
| **Educator to child ratio**  1 : 10 | | **Does this excursion warrant a higher ratio?**  **If yes, please provide details.** | | **No** |
| **EXCURSION CHECKLIST** | | | | |
| * First Aid Kit | | * List of adults participating in the excursion | | |
| * List of Children attending the excursion | | * Contact information for each adult | | |
| * Contact information for each child | | * Mobile phone/ other means of communicating with the service & emergency services | | |
| * Medical Information for each child | | * Other items, please list | | |

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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 | | |  | |  | |
|  | | | | | | | | | | | | |
| **Plan prepared by** | | Jared Teo | | | | **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 27/01/2023 | **Activity Time** | | NA |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Damper  Today we are making damper at SCC! Get ready to learn how to make this ancient indigenous dish. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **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** |
| Making the Damper | Injury | Low | * Children will participate in the baking activity in small, manageable, and highly supervised groups to ensure all baking equipment is being used safely and appropriately. | | All Staff | During Activity |
|  | Food poisoning | Low | * Staff will follow food safety protocols and ensure children are adhering to these procedures. | | Staff facilitating the activity | During Activity |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 30/01/2023 | **Activity Time** | | NA |
| **Excursion destination** | NA | | | |
| **Proposed activities** | In-Centre: Motorised Inventions  Get ready to make our very own motorised inventions. We get to build them from scratch and watch them move on their own! | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | NA | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **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** |
| Making the motorized inventions | Injury | Low | * Children will participate in the STEM activity in small, manageable, and highly supervised groups to ensure all equipment is being used safely and appropriately. | | All Staff | During Activity |
|  | | | | | | |
| **Plan prepared by** | Jared Teo | | **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 31/01/2023 | **Departure & arrival times** | | 9:15PM – 1PM |
| **Excursion destination** | 1/16 Aberdeen St, Perth WA 6000 | | | |
| **Proposed activities** | Excursion: Nostalgia Box  Who loves video games? Come with us to explore all the retro games at Nostalgia Box. | | | **WATER HAZARDS?  NO** |
| **Method of transport, including proposed route** | Chartered Bus from BusWest with seatbelts:   * Seats up to 57 passengers * Bus drops at Francis Street Coach Bus Stop for a 1 minute walk to Nostalgia Box | | | |
| **Name of excursion coordinator** | Rafael Banzon | | | |
| **Contact number of excursion coordinator** | **(SCC MOBILE)**0413 170 223 | | **(EXCURSION NUMBER)** 08 9227 7377 | |
| **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** | |
| Transition from Centre to bus & bus  to excursion | | Losing children    Children running across the road                                                Traffic incident | | Low    Low                                                  Low | | * Children wear high visibility vests, roll call is done on the mat before lining up in Centre with their partner for the bus. * Head count is then conducted by at least two staff. * Staff are dispersed between the line with one staff member in front and one at the back to lock the Centre after everyone leaves. * Children are escorted to the bus along the footpath out to the public footpath where the bus is to be parked in the parking along the road. * A staff member is sent up before any children to check the bus and move to the back. * Headcount then takes place with one staff member doing a headcount on children as they move into the bus. * For every 10 children the nominated staff counts, another staff member is let onto the bus to keep ratio. * Children fill up the bus from the back to the front and children are to fasten seatbelts as they sit down which is double-checked by all staff moving throughout the bus. * A headcount is then repeated with all staff and children on the bus and once everyone has their seatbelts fastened, the bus driver is told he can proceed. * Transitioning off the bus, a headcount is performed and staff from the back of the bus is let out last in order to ensure no children/ lost property remains on the bus. * Once we have reached our excursion destination, roll call is done and educators are assigned groups in order to ensure high levels of supervision throughout the excursion. * Charted bus fitted with seatbelts | | | All staff | | Leaving the centre. | |
| Toilet Breaks | | Stranger danger    Children get lost | | Low    Low | | * Children are escorted by educators in groups to toilets in order to avoid children being alone and in risk of danger. | | | All Educators | | During excursion | |
| Playing at Nostalgia Box | | 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. * Children will be monitored and encouraged to play in areas that match their play skills * A qualified first aider is always on site should an injury occur. The first aid kit, action plans, emergency contacts and anaphylaxis forms are accessible at all times. | | | All Educators | | During excursion | |
| Returning to the centre via charted bus | | Losing children    Leaving children behind    Children running across the road    Traffic incident | | Low    Low    Low      Low | | * Roll call of the children is done before leaving the venue. * At least two educators conduct a head count of the line. * Staff are dispersed between the line with one staff member in front and one at the back. * Children are escorted to the bus using the safest possible route, with educators blocking roads if necessary for children to cross. * 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 the centre, roll call is done immediately on the mat. | | | All Educators | | Leaving Excursion | |
|  | | | | | | | | | | | | |
| **Plan prepared by** | | Jared Teo | | | | **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.** | | | | | | | | | | | | |