

## Risk assessment and management – ARCHIE BROTHERS

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

ACECQA has prepared this template to assist services in undertaking risk assessments before children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.

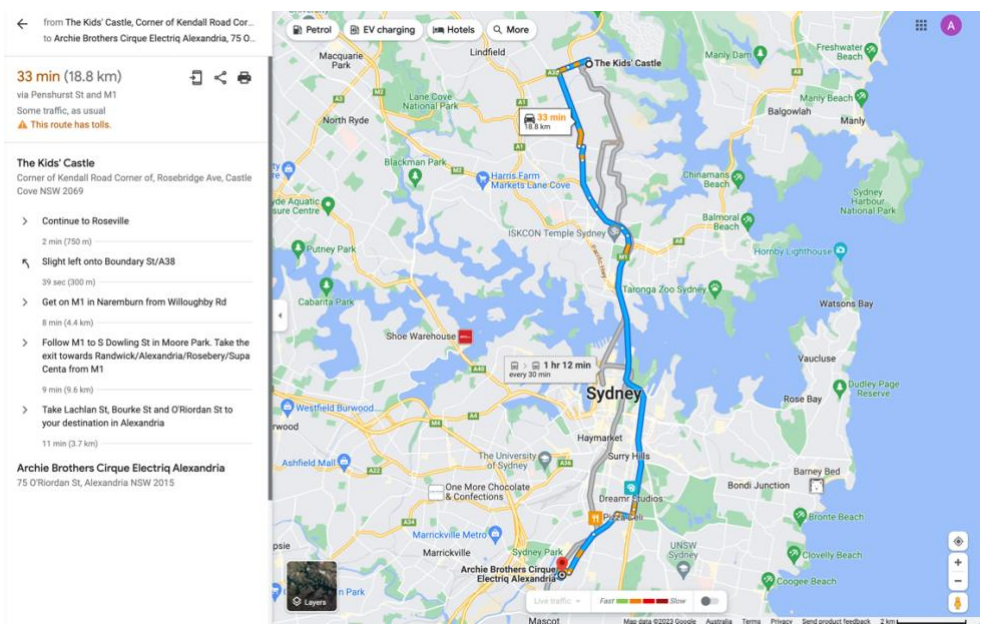
Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

*Note:* A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a *'regular outing\**'.

*\*Regular outing:* means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

## Risk assessment and management template - Excursions

<b>Service Name</b>	THE KIDS CASTLE
Excursion details	ARCHIE BROTHERS CIRQUE ELECTRIQ ALEXANDRIA
<b>Date (s) of excursion.</b> If it is a regular outing include a description of when children are to be taken on regular outings.	FRIDAY 6 OCTOBER 2023
<b>Proposed activities.</b> List all activities that will take place during the excursion.	BOWLING, BUMPY CARS, VIRTUAL REALITY GAMES, ARCADE GAMES
<b>Pick up location and destination (s).</b> List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	THE KIDS CASTLE - CCPS GATE NUMBER 6 ARCHIE BROTHERS ALEXANDRIA CARPARK
<b>Estimated departure and arrival times and duration of the excursion.</b> E.g., from the service to each destination and returning to the service.	FROM THE KIDS CASTLE: PICK UP 9AM, ARRIVAL 9:45AM FROM ARCHIE BROTHERS: PICK UP 1:15PM, ARRIVAL 2PM

<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online.</p>	 <p>← from The Kids' Castle, Corner of Kendall Road Cor. to Archie Brothers Cirque Electriq Alexandria, 75 O.</p> <p><b>33 min (18.8 km)</b> via Penshurst St and M1 Some traffic, as usual ⚠️ This route has tolls.</p> <p><b>The Kids' Castle</b> Corner of Kendall Road Corner of, Rosebridge Ave, Castle Cove NSW 2069</p> <ul style="list-style-type: none"> <li>Continue to Roseville 2 min (750 m)</li> <li>Slight left onto Boundary St/A38 39 sec (300 m)</li> <li>Get on M1 in Nareburn from Willoughby Rd 8 min (4.4 km)</li> <li>Follow M1 to S Dowling St in Moore Park. Take the exit towards Randwick/Alexandria/Rosebery/Supa Centa from M1 9 min (9.6 km)</li> <li>Take Lachlan St, Bourke St and O'Riordan St to your destination in Alexandria 11 min (3.7 km)</li> </ul> <p><b>Archie Brothers Cirque Electriq Alexandria</b> 75 O'Riordan St, Alexandria NSW 2015</p>
<p><b>Means of transport</b></p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>NORTH SYDNEY BUS CHARTER</p>
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p>Yes</p>
<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g., service staff, family members, volunteers</p>	<p>ROY FAULKNER VIVIEN WICKHAM FREYA EDGE MIYAKO CURTIS YOSHIKO KITABAYASHI</p>

<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children’s individual needs.</p>	<p>ROY F – DIRECTOR &amp; RESPONSIBLE PERSON ON DUTY, WITH CURRENT FIRST AID QUALIFICATION</p> <p>VIVIEN W, FREYA E &amp; MIYAKO C – EDUCATORS WITH CURRENT FIRST AID QUALIFICATION</p>
<p><b>The number of children involved in the excursion.</b></p>	<p>45</p>
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>No</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	<p>1:15, responsible person on duty not included in the ratio</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p> <p>Before the bus departure from the Kids Castle, educators to roll call and head count the children, and confirm the number of children with the responsible person on duty.</p> <p>Roll call and head count the children as soon as they get off the bus (before the bus leave the drop off location).</p> <p>There are areas outside the venue where children can line up in two with one educator at the front and one educator at the end and two in the middle. Meanwhile the Responsible person gets game cards from reception.</p> <p>Each child will be given a game card for 1 hour of arcade games and 1 game of bowling.</p>	

Children to be divided into two groups, where one group to do bowling while the other group to start on arcade games.

Educators to head count children before they rotate from bowling and arcade games.

Educator to head count children when it's break time.

Educator must accompany children (min 2 children at a time) to the toilet.

Educators to head count and roll call children at the end of all activity.

Educator to walk children out of the Archie Brothers, in two lines with one educator in the front, one at the end and two in the middle. One educator to check the bus as above before letting children boarding the bus.

Educator to head count and roll call the children before bus is departing from the venue.

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

Before children getting on to the bus, one educator to scan and check the bus before children start boarding. Educator to direct children to their seats and making sure they have the seatbelt on.

At arrival, one educator to check the bus after everyone gets off, to make sure no child or personal belongings are remained in the bus.

Meanwhile the other educators to head count and roll call children, outside Archie Brothers (the area outside the venue where children can line up for roll call & head count)

Bus cannot leave the venue if there is a missing children and it must be report to the responsible person on duty immediately when this happen.

#### Excursion checklist – items to be readily available during the excursion

(Please tick)

First aid kit

List of adults involved in the excursion

<input checked="" type="checkbox"/> List of children involved in the excursion – on Xplor App	<input checked="" type="checkbox"/> Contact information for each adult
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Embarking/Disembarking the bus	Grazes, cuts and bruises due to slips and falls while getting on/off the bus Traffic/Bus – Accident Injury to child/staff while riding bus	4D	<ul style="list-style-type: none"> <li>Children advised to take extra care when boarding/disembarking bus.</li> <li>Walk and don't run</li> <li>Hold onto handles where available.</li> <li>Remain seated with seatbelt on whilst vehicle's in motion.</li> <li>Staff First Aid trained</li> </ul>	Educators	At morning roll call

			<ul style="list-style-type: none"> <li>• First Aid Kits available</li> <li>• Educate children before leaving Centre about appropriate behaviour</li> <li>• Do not exceed the maximum allowance for people on the bus</li> </ul>		
Arcade games	Grazes, cuts and bruises while playing the arcade games	2B	<ul style="list-style-type: none"> <li>• Educators to provide assistance and show children how to use the gaming equipments</li> <li>• Remind children to walk inside the venue</li> <li>• Educators to scan the venue and actively supervise their groups</li> </ul>	Educators	At venue
Bumpy cars	Head and neck injury	2E	<ul style="list-style-type: none"> <li>• <b>Children over 80cm only and must be accompany by a educator</b></li> <li>• <b>Children over 135cm can ride solo and must be supervise by at least one educator over the fence</b></li> <li>• Staff to ensure that seat belt are worn and worn correctly before the activity start</li> </ul>	Educators	At venue
Bowling	Hand and back injury	2B	<ul style="list-style-type: none"> <li>• Educators to explain the rules and expectation</li> </ul>	Educators	At venue

			<p>before starting the bowling game</p> <ul style="list-style-type: none"> <li>• Use the bowling ramp when it's available.</li> <li>• At least two educators to supervise the bowling activities.</li> <li>• At least one educator is first aid trained.</li> <li>• Appropriate first aid equipment available.</li> </ul>		
Laser Tag Games	Fall/Injury movement in low light environment	2C	<ul style="list-style-type: none"> <li>• Children educated before about participating the laser tag activities</li> <li>• Children must be accompanied by an educator when going to the laser tag room</li> </ul>	Educators	At venue
Venue open to one the other vacation care group – large crowds	Lost or missing child	4E	<ul style="list-style-type: none"> <li>• Ensure the children are aware of other members of the public</li> <li>• Appropriate ratios are enforced.</li> <li>• Roll call, head counts, buddy systems, checklists to be conducted regularly</li> <li>• Adequate supervision at all times including during activity</li> </ul>	Educators	At morning roll call & at venue
Flashing lights from arcade games and noisy environment	Children afraid of the flashing light/noise causes upset or fear	2E	<ul style="list-style-type: none"> <li>• Staff spread evenly amongst children and</li> </ul>	Educators	At venue




			provide support when needed <ul style="list-style-type: none"> <li>• Staffs can sit with the children (at least two at a time) in the seating area provided at venue, which is less noisy and away from the flashing light</li> </ul>		
General	Slippery floors, trip hazards entering the premises	2C	<ul style="list-style-type: none"> <li>• Staff to educate children about the potential hazards before arriving at the venue</li> <li>• Children to be grouped together with staff spread out amongst the children to monitor safe entry of the venue</li> <li>• Educators are first aid trained</li> <li>• Appropriate first aid equipment available.</li> </ul>	Educators	At morning roll call

(Press tab to add more rows)

## Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review			
Plan prepared by:	Full name: Anna So Signature:  Role/Position: Coordinator	Date: 5 September 2023	
Prepared in consultation with:	Full name: Roy Faulkner Signature: Role/Position: Director		
Communicated to all relevant staff:	Yes Comment if needed:		
Vehicle safety information reviewed and attached:	Yes Comment if needed: Please see attached document provided by North Sydney Bus Charter on 14 August 2023		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date: Prior to next excursion to Archie Brothers if it is more than 12 months from 5 October 2023.		