

Risk assessment and management

Moving Bodies Ninja Warrior & Parkour Centre

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.

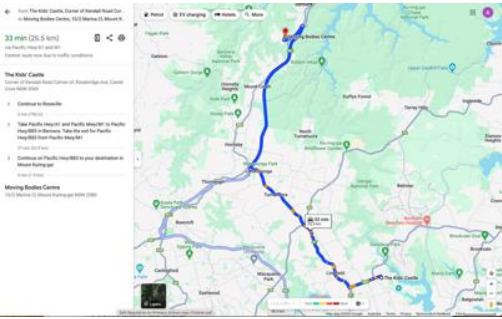
Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

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

Service Name	The Kids Castle
Excursion details	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Monday 22 January 2024
Proposed activities. List all activities that will take place during the excursion.	Ninja warrior and parkour course
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	9:30am pick up from the Kids Castle at CCPS gate 6 12:45pm pick up from the Moving Bodies front gate at the end of Marina Close
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Pick up from the Kids Caste at 9:30am; estimated arrival to Moving Bodies at 10:15am Pick up from the Moving Bodies at 12:45pm; estimate arrival to the Kids Castle by 1:30pm

<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>	
<p>Means of transport</p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>North Sydney Bus Charters</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes</p> <p>Comment:</p>
<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<p>Roy Faulkner (Responsible person on duty)</p> <p>Freya Edge</p> <p>Joshua Cummins</p> <p>Lulu Feldman</p> <p>Mathew Faulkner</p> <p>Miyako Curtis</p> <p>Vivien Wickham</p> <p>Xiang Wentworth-Ping (Junior Educator)</p>
<p>The number of educators / responsible adults, appropriate to provide supervision,</p>	<p>Qualified First Aiders:</p> <p>Roy Faulkner</p>

<p>and whether any adults with specialised skills are required.</p> <p>E.g. for children's individual needs.</p>	<p>Vivien Wickham</p>
<p>The number of children involved in the excursion.</p>	<p>Maximum 60</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>No</p> <p>Comment:</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	<p>1:10</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>Once bus arrived at the Moving bodies centre, educator 1 will get off the bus and walk to walk path in front of the moving bodies centre entrance. Educator 2 will then get off the bus and stand next to the bus. Educator 3 will lead the children getting off the bus to meet educator 1. Other educators will get off the bus with the children in intervene and meet educator 1 and form 2 lines.</p> <p>Once all children got off the bus, last educator on the bus will check the bus and make sure no children or belongs are left behind.</p> <p>Meanwhile, educator 1 will do roll call and head court before the bus is leaving the drop off location.</p>	

When everyone is accounted for, educator 1 will lead the group to the front of the Moving bodies office and children (and educators) will be divide into group and assign activities.

Activities will be run from **10:30am to 12:30pm.**

Once activities ended at 12:30pm, educators to roll call and head court and before the group leave the ninja course area. At least one educator to do a final check and make sure no child or belonging is left at the play area.

Bus will be picking up at 12:45pm at the drop off location. (Children have lunch **AFTER** return to the Kids Castle, approximately at 1:30pm)

Educator 1 will roll call and head court once all children when children walk up to the bus. Bus will only leave the location when everyone is accounted for.

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

Please see above.

Excursion checklist – items to be readily available during the excursion

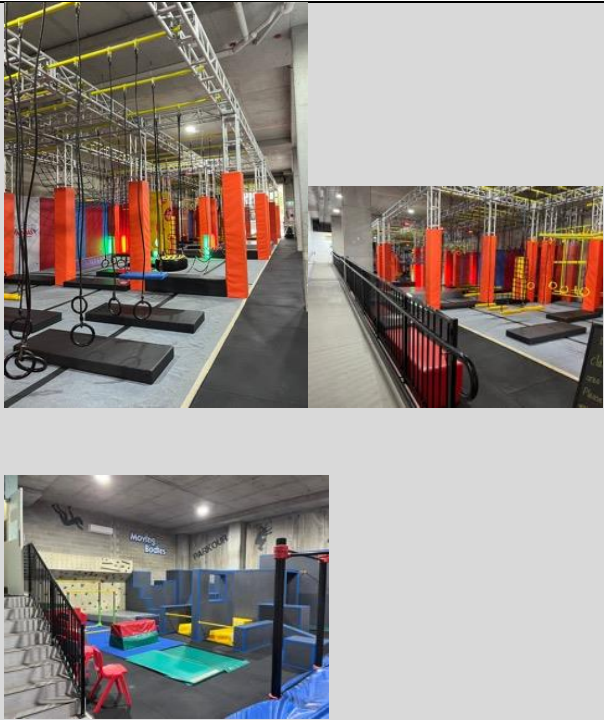

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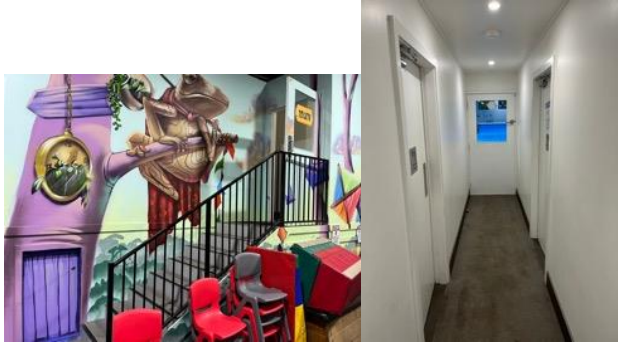

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults involved in the excursion
<input checked="" type="checkbox"/> List of children involved in the excursion	<input checked="" type="checkbox"/> Contact information for each adult


<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

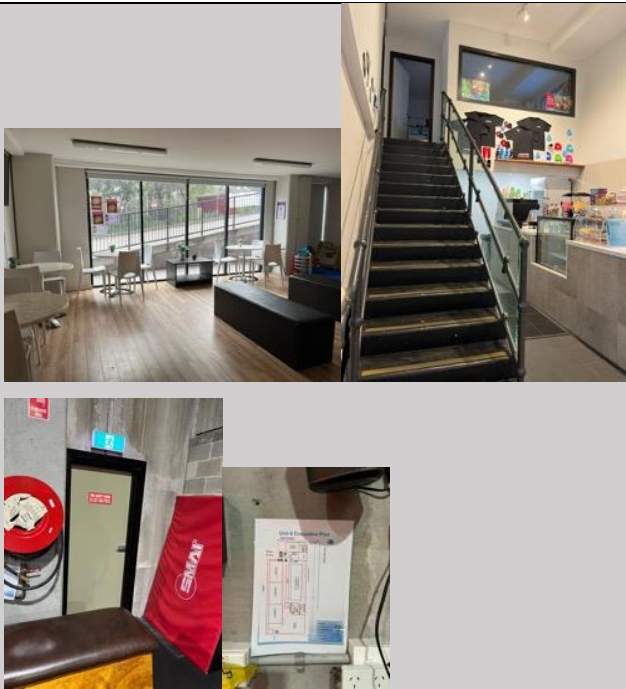
Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Ninja warrior course & Parkour course (Also see attached risk assessment by Moving Bodies)	<ul style="list-style-type: none"> Children fall on top of each other. Head/neck/joins/ankle injuries. 	High	<ul style="list-style-type: none"> Explain the rules and expectations to children and educators prior to activities. Limited one person per equipment No flips/double bounce. Do not sit or lie on soft fall (floor inside ninja course) 	Moving bodies instructor	Before and during activities

			<ul style="list-style-type: none"> No tackling or pushing. 		
<p>Getting on/off the bus, Walking to/from the bus</p> 	<ul style="list-style-type: none"> Fall/tripped over Traffic Stranger danger 	High	<ul style="list-style-type: none"> Educators position themselves on the two side while children are in two lines. Educators are positioning themselves evenly along the line and make sure all children are moving inside the supervised area. 	Educator	

			<ul style="list-style-type: none"> Ensure the children are aware of other members of the public and moving vehicles. <p>Appropriate ratios are enforced.</p>		
<p>Toilets</p> 	Stranger danger	High	<ul style="list-style-type: none"> Educator to check toilets for hazards and remove them. Children go to toilet in groups accompanied by an educator. 	Educator	At time
<p>Outside Ninja Course</p> 	Stranger danger	High	<ul style="list-style-type: none"> Ensure the children are aware of other members of the public. Appropriate ratios are enforced. Roll call, head counts, buddy systems, checklists to be conducted regularly. 	Educator	Prior to activities and during activities.

			<ul style="list-style-type: none"> • Adequate supervision at all times including during activity 		
<p>Onsite car park & surrounding public area</p> 	<p>In coming traffics and vehicle moving around</p>	<p>Critical</p>	<ul style="list-style-type: none"> • Educators position themselves on the two side while children are in two lines. Educators are positioning themselves along the line, to ensure all children are moving inside the supervised area. • Ensure the children are aware of other members of the public and moving vehicles. • Appropriate ratios are enforced. 	<p>Educators</p>	<p>Prior to activities and during activities</p>
<p>Other facilities inside the Moving Bodies Centre</p>	<p>Children might leave the premise via emergency exist (at the back of the ninja course) or wonder into the café/other facilities inside the centre</p>	<p>Moderate</p>	<ul style="list-style-type: none"> • Adequate supervision at all times including during activity. • Explain to the children on rules and expectations prior to arrival. When group arrived at the ninja course area, remind children to 	<p>Educator</p>	<p>All time</p>

			<p>stay within that area and let the educator know if they need to go to toilet.</p> <ul style="list-style-type: none"> • Educators not standing together and position themselves at different area in the centre. Active supervision at all time. 		
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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: 12 January 2024	
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:		
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: 12 January 2025		