

Risk assessment and management – VR Quest

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**'.

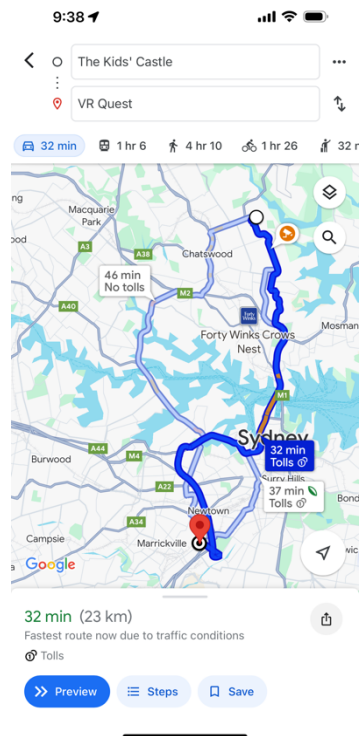
**Regular outing:* means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

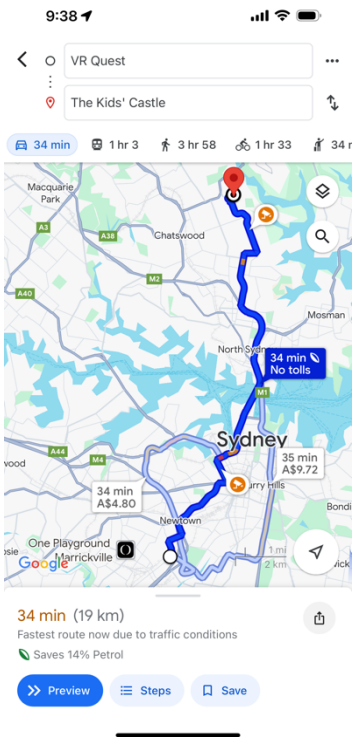
Risk assessment and management template - Excursions

Service Name	THE KIDS CASTLE
Excursion details	VR Quest St Peters
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	FRIDAY 17 th January, 2025
Proposed activities. List all activities that will take place during the excursion.	VR Arcade Games, VR Escape Games, VR Multi-player Games
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.	Pick up at 9:30am at The Kids' Castle – cnr Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069 Pick up at 12:30pm at VR Quest – Studio 6, 1 Unwins Bridge Road, St Peters NSW 2044
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Departure from VR Quest at 12:30pm – Studio 6, 1 Unwins Bridge Road, St Peters NSW 2044 Arrival at The Kids' Castle at approx. 1:15pm - cnr Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069

Proposed route

You can include an image of the route sourced online.



	
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	NORTH SYDNEY BUS CHARTER
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes
Number and full names of each adult involved in the excursion.	Staff TBC

E.g., service staff, family members, volunteers	
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	TBC
The number of children involved in the excursion.	Maximum 50 (Final number TBC)
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	No
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:10, responsible person on duty not included in the ratio
<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>At arrival:</p> <ul style="list-style-type: none"> • Bus will stop at the carpark, preferably closest to the alleyway leading to the front entrance of VR Quest (see below image). Please note this car park is also open to public parking for other onsite businesses. • One educator will get off the bus and walk towards the venue front entrance – to direct children to line up in 2. • One educator will get off the bus and stand at the bus door – to head count the number of children getting off the bus. • One educator will get off the bus and stand in between the above educators – to direct children and make sure the path is safe and clear from traffic. 	

- Other educators will get off the bus with the children and join the group outside the venue. Last educators onboard must check the bus and make sure there is no children or personal belongings left behind.
- Outside the venue, educators will do a roll call and make sure all children are accounted for.
- Once all children are accounted for, the group will enter the venue and be directed by VR Quest Staff.

At departure:

- VR activities end at 12pm and then children will do final toilet runs.
- At 12:30pm, one educator to confirm the parking location of the bus. This educator will check the interior of the bus and report to the responsible person on duty. This educator will wait for the group at the bus door and count the number of children when they are boarding.
- Meanwhile, other educators to roll call and head count children before leaving the area. Children will line up in 2 with one educator at the front and one at the end, other educators in the middle. The educator at the front will lead the children out of the venue, and walk toward the bus.
- The last educator to leave the venue must check there is no children or personal belongings left behind.
- The children will follow the educators to the bus. After all children are onboard, the educators must do a final roll call before the bus departs.



Risk assessment and management template - Excursions

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)

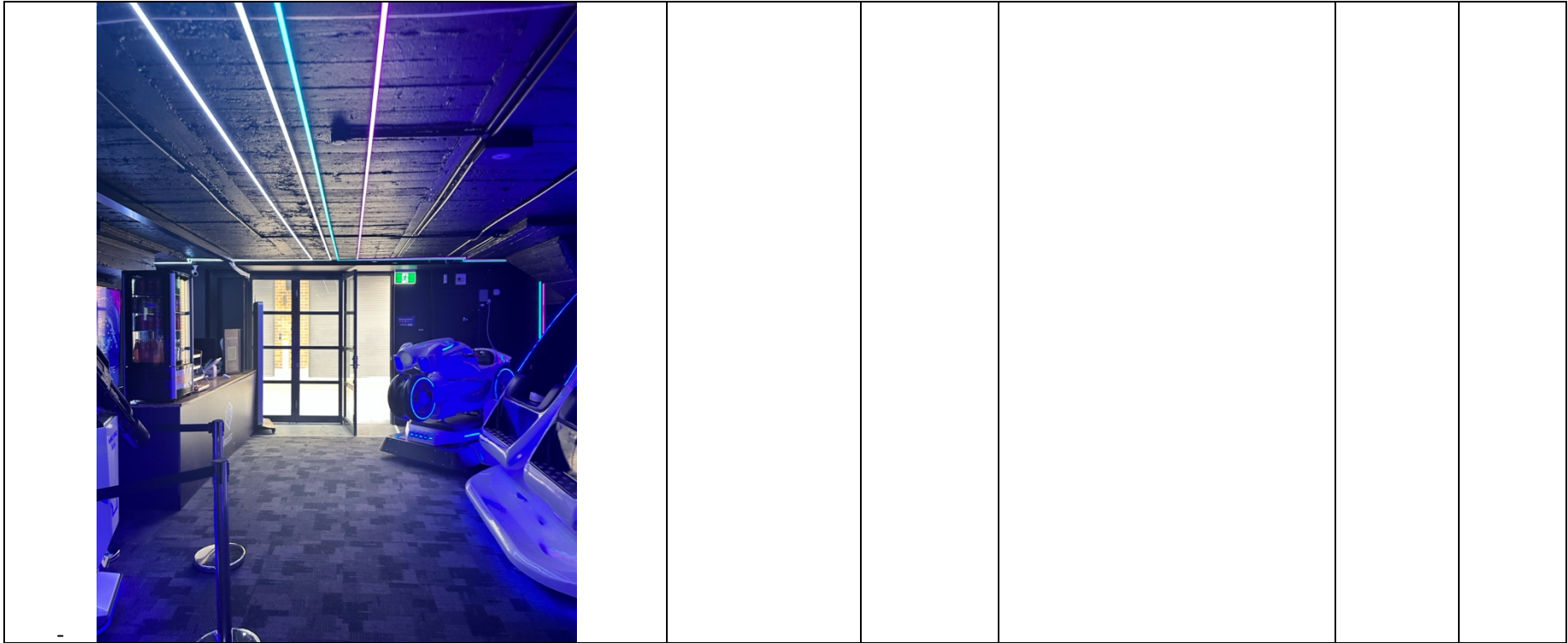
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults involved in the excursion
<input checked="" type="checkbox"/> List of children involved in the excursion – on Xplor App	<input checked="" type="checkbox"/> Contact information for each adult
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services

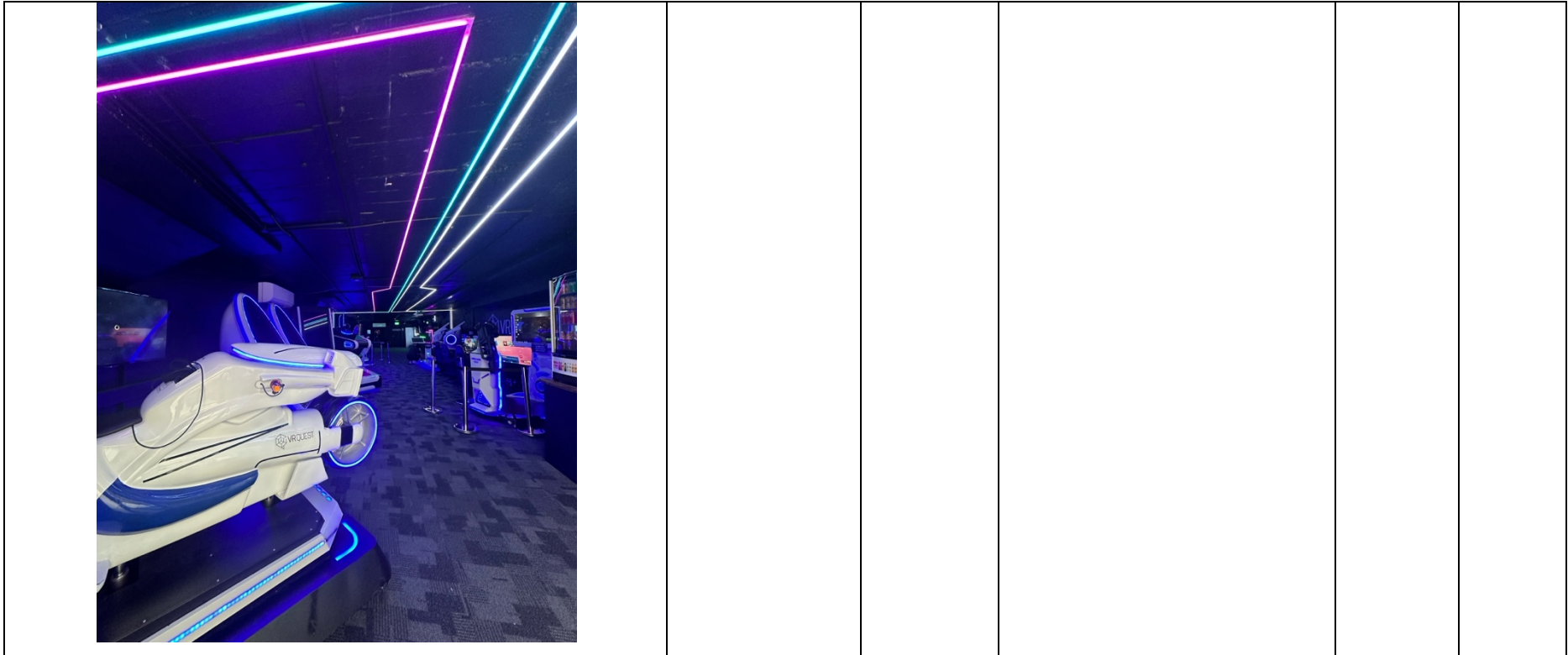
<input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list
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Use the table below to identify and assess risks to the safety, health or wellbeing of children 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	High	<ul style="list-style-type: none"> Children advised to take extra care when boarding/disembarking bus. Walk and don't run Hold onto handles where available. Remain seated with seatbelt on whilst vehicle's in motion. Staff First Aid trained First Aid Kits available 	Educators	At morning roll call

			<ul style="list-style-type: none"> • Educate children before leaving Centre about appropriate behaviour • Do not exceed the maximum allowance for people on the bus 		
<p>VR games:</p> <ul style="list-style-type: none"> - Arcade - Escape - Multi-player 	<ul style="list-style-type: none"> • Grazes, cuts and bruises while playing the arcade games • Fall/Injury movement in low light environment • Tripping and collisions 	Moderate	<ul style="list-style-type: none"> • Educators to provide assistance and show children how to use the gaming equipment • Remind children to walk inside the venue • Educators to scan the venue and actively supervise their groups • Children educated before about participating the activities correctly • Ensure area is clear of obstacles and children are spaced out when playing multi-player games 	Educators	At venue






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<p>General</p>	<p>Lost or missing child</p>	<p>High</p>	<ul style="list-style-type: none"> • Appropriate ratios are enforced. • Roll call, head counts, buddy systems, checklists to be conducted regularly • Adequate supervision at all times including during activities • Children wear high-vis excursion vests and hats with centre name and contact details • Staff spread themselves out amongst children to ensure that maximum 	<p>Educators</p>	<p>At morning roll call & at venue</p>

			<p>supervision is achieved, one staff stationed near entrance/exit</p> <ul style="list-style-type: none"> • Follow BE Sharp/SCAN supervision techniques • All staff to have communication devices for quick contact 		
Dehydration	Children/staff become dehydrated through lack of water and overexertion	Moderate	<ul style="list-style-type: none"> • Ensure all children and staff have a drink bottle or access to drinking water • Encourage regular water intake by stopping activities for a drink • No bubbler on site, however staff can refill water bottles using bathroom tap 		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	Moderate	<ul style="list-style-type: none"> • Staff spread evenly amongst children and provide support when needed • 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 	Educators	At venue
General	<ul style="list-style-type: none"> • Trip hazards • Grazes, cuts, bruises due to slips and falls during 	Moderate	<ul style="list-style-type: none"> • Staff to educate children about the potential hazards before arriving at the venue 	Educators	At morning roll

	<p>VR Games and entering premises</p>		<ul style="list-style-type: none"> • Educators to ensure no power cords, trip hazards are on site • Children to be grouped together with staff spread out amongst the children to monitor safe entry of the venue • Educators are first aid trained • Appropriate first aid equipment available. 		<p>call & at venue</p>
<p>General</p>	<ul style="list-style-type: none"> • Nausea causing illness 	<p>Moderate</p>	<ul style="list-style-type: none"> • Educators are first aid trained • Appropriate first aid equipment available • Offer water, breaks and fresh air and a quiet sitting space if children report feeling nauseous. 	<p>Educators</p>	<p>At venue</p>
<p>General</p>	<ul style="list-style-type: none"> • Risk of seizures 	<p>Moderate</p>	<ul style="list-style-type: none"> • Educators are first aid trained 	<p>Educators</p>	<p>At venue</p>

			<ul style="list-style-type: none"> • Appropriate first aid equipment available 		
General	<ul style="list-style-type: none"> • Emotional upset • Child welfare – afraid of the dark, causes fear and upset 	Moderate	<ul style="list-style-type: none"> • VR Quest staff and educators to ensure game content is age-appropriate • Children educated and reassured before entering premises about the environment • Educator to take distressed child to light and calm area 	Educators	At morning roll call & at venue

Emergency Exits




- Children might leave the premises via emergency exit (see photo)


Moderate

- Adequate supervision at all times including during activities

Educators

At venue

					
<p>Toilets (Located in alleyway outside venue) – see photo</p>	<ul style="list-style-type: none"> • Stranger safety • Moving cars 	<p>High</p>	<ul style="list-style-type: none"> • Children go to toilets in groups accompanied by an educator (code provided to educator by VR Quest staff to enter bathroom) • Children will be reminded of road safety prior and during the excursion • Educator to follow BE Sharp/Scan techniques and conduct a visual check of the parking area before 	<p>At morning roll call & at venue</p>	

			<p>leading children to bathroom</p> <ul style="list-style-type: none">• Headcounts to be conducted regularly• Educator to check toilets before children enter to ensure they are clean and have sufficient toilet paper• Educator to check toilets for hazards and remove them• Educators not to leave children alone with members of the public in the bathroom		
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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: Vivien Wickham Signature: Role/Position: Assistant Director	Date: Friday 15 th November, 2024	
Prepared in consultation with:	Full name: Anna So Signature: Role/Position: Administrative 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		
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 VR Quest if it is more than 12 months from Friday 15 th November 2024		