Bondi BASC Vacation Care
Excursion Risk Management Plan 2021 - Strike bowling and laser tag

Date of Excursion:	06/01/2021	**Service / Group:**	Vacation Care Senior (3-6)
Location of Excursion:	Entertainment Quarter Moore Park	**Excursion Duration:**	10.30am - 2.00pm
Method of Transport: Including proposed route attached and duration	Walking & Telford's Private Bus and Coach	**Water Hazards Details:**	N/A
Excursion Coordinator:	Luke McLean	**Contact Number:**	9130 6209
Number of Children Attending Excursion:	50 children	**Number of Educators:** Parents / Volunteers	7 Educators attending
Child to Educator Ratio: Does this excursion warrant a higher ratio?	1:8	**Venue & Safety Information reviewed & attached?**	Venue risk assessment & map saved in the correlating VAC folder.
Plan prepared by:	Luke McLean	**Prepared in consultation with:**	Matthew Godman, Li McLean, Educators & venue
Communicated to:	All educators attending excursion will read the risk management plan before departing. Available to families on the service website.		
Description of Activity:	Play against friends at Ten Pin then head into the lazer zone to see who has the best aim		
Excursion bag to include:	First aid kit, asthma & anaphylaxis kits for individuals, fully charged mobile phone, emergency contact numbers; activity and transport confirmations, sunscreen and emergency medical folder.		

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Name of Activity Risk Assessment

Activity	Hazard Identified	Risk Assessment see matrix	Elimination / Control Measures	Who	When
Route and Destination	• Walking route lost, • no through roads, • Bus routes with high traffic result in children confined in a heated environment for extended periods. • Destination not child friendly.	High	• The excursion coordinator will source a map of the venue & ensure child safe areas for pick up & drop off, which will be communicated to any bus drivers. • Educators will be notified of the route, drop off & pick up areas before departure. • Educators will ensure the to use pedestrian pathways and crossings at all times • Children will be brief on the expectations on walking, transport & behaviour while walking or on transport.	Children and Educators	Entire duration of excursion

			• Two educators will be responsible for each year group, one to lead the group and one at the rear to ensure safety of children.		
Supervision	• unsupervised children	High	• Families will be required to confirm their Vacation Care bookings 2 weeks before the VAC start date. At this time the required number of educators will be rostered on for the activity. • Educators will be notified of their supervision responsibilities before departing for the excursion, with any changes being addressed to all educators if the need arises. (Eg year groups, environments) • All volunteers will require current volunteers Working with Children Check numbers. • Educators will be responsible for supervising any volunteers attending the excursion.	Children and Educators	Entire duration of excursion
Children's behaviour	• Unsafe or inappropriate behaviour could result in injury.	Moderate	• Educators will run a safety talk with children before departing on the excursion to discuss the appropriate & safe behaviours expected of them while attending the excursion. • The safety talk will include procedures for transport, bathrooms, lunch, walking, interacting with the general public, becoming lost, safe adults, sun safety		
COVID-19 Child or adult shows signs of unwell or sickness	• Physical interactions possible virus spread • Spreading germs • Touching surfaces after coughing	High	• Educators are required to stay at home if they are sick • If a child is sick they should not attend BASC. • Parents will be contacted to collect sick children immediately from BASC or the excursion venue.. • Sick children will be isolated from other children in the BASC office until they are collected. The area will be thoroughly cleaned & sanitised after they have departed. • VAC Coordinators will ensure excursion venues have COVID-19 safe practices. • Educators will ensure the group social distance staying at least 1.5 metres from the general public.	Children and Educators Activity Staff	Entire duration of excursion
Children will be in public	• may be exposed to inappropriate behaviour from members of the public	Moderate	• Before the excursion departs the educators will hold a safety talk with children, discussing the appropriate behaviour expected of them while in public and what to do if they feel unsafe. • Children will be advised to speak to members of the public respectfully & appropriately and will never be left without an educator.	Children and Educators	Entire duration of excursion
Children walking in public	• Uneven pavement surfaces • Traffic present	Moderate	• Children are required to wear shoes appropriate for walking. • Educators will decide on the safest route, discussed prior to excursions if possible, avoiding all hazards.	Children and Educators	Entire duration of excursion

			• There will be an educator at the front and back of the children's line at all times. • Educators will monitor the traffic conditions, cross any roads at lights/pedestrian crossings where possible and have a nominated traffic monitor who remains on the road when children are crossing to ensure cars are stopped should they come along.		
Children will be transported to and from the excursion via bus	• Children may be injured by traffic getting on and off the bus • Children may be involved in a traffic collision while riding the bus • Children may be injured if the bus stops suddenly • Boarding and disembarking coach/bus	Moderate	• Children may only enter the bus if it is stopped next to the curb on the side of the road closest to where the children have come from e.g. school side of Wellington Street. • Educators will lead children onto the bus and guide the appropriate number of children into seats to ensure no overcrowding. • Children will be instructed to sit with their backs against the seat at all and their bags beneath the seat. • Children are prohibited from standing up on the bus when it is moving. • If the bus has seat belts all children will be required to use them. • Children will remain in school grounds till bus is stationary in a safe place for children to board the bus • Children will be led by an educator onto the bus with a second educator following from behind. • Educators will instruct children to walk safely in 2 lines. • An educator will conduct a head count when children enter and exit the bus ensuring that it matches the roll.	Children and Educators	Entire duration of excursion
Lost child	• Lost child	High	• Children will have a buddy who they must stay with for the day, if a child's buddy is missing they are to report to a staff member immediately. • Children will wear the BASC purple wristband with the centre phone number and green or blue bibs so they are easily identified at all times on the excursion • Educators will be stationed at the beginning and end of children lines when the group is transitioning. • Educators will take roll calls at the beginning of the day before children leave the premises and will record the number of children present, this roll & headcounts will be repeated throughout the day with the time of day being recorded each time. • Educators will inform children of a meeting place in the venue & safe adults for children to approach (eg venue staff, families) if they become lost while on excursion.	Children and Educators	Entire duration of excursion
Outdoor play	• Exposure to UV rays and Sunburn	Moderate	• Children will wear hats, sunscreen and sleeves whilst outdoors.	Children and Educators	Entire duration of excursion

			• Children will stay in the shade when the UV index is at an unsafe level and will be in the shade when possible at all other times. • Staff members will assist children in reapplying sunscreen at four hour intervals, or every two hours in extreme weather conditions.		
Children have an Asthmatic or Anaphylactic attack	• Asthmatic children having an asthma attack due to over exerting themselves. • Anaphylactic children having an attack during food breaks or exposed to allergens.	HIgh	• First aid kit will be brought on the excursion, containing asthma puffers, spacers and the epipens of any anaphylactic children. • The emergency folder containing all children's medical actions plans will be brought on the excursion. • All educators will be aware which children are asthmatic and/or anaphylactic, they will endeavour to know the children by name, face and build relationships with them. • Educators will encourage asthmatic children to have plenty of rest breaks to minimise the chance of an attack. • Children will be directed away from any areas exposed to asthma triggers such as smoke, dust etc. • Educators will be especially vigilant when observing anaphylactic and asthmatic children. • Children and educators will wash their hands before and after eating and transitions. • Parents will be cautioned about the amount of allergen containing foods they provide their children. • Educators will discreetly let the instructors know which children have medical conditions. • During the safety talk, educators will discuss with children how to be safe concerning allergies, asthma and anaphylaxis.	Children and Educators	Entire duration of excursion
Children will use public toilets	• May suffer abuse from members of the public • Children may be injured in toilets	Moderate	• Educators will check the toilets before the children enter to ensure that there are no members of the public using them. • Children will go to the toilet with a buddy at all times. • When groups of children go to the toilet the staff member assisting them will do a headcount before and after they go to the toilet. • Children will be respectful to other members of the public when entering and exiting the toilets.	Children and Educators	Entire duration of excursion

Weather	• Children become sick or in extreme cases develop hypothermia if they remain in the wet for long periods. • Lightning • Strong winds	High	• Wet weather plans will be created for outdoor excursions • Children will not stand in the rain for long periods. • Outdoor excursions will be cancelled in the event of dangerous weather conditions e.g., lightning or strongs winds.	Children and Educators	Entire duration of excursion
Bowling Ball	Bowling balls may cause physical injuries.	High	• Safety discussion with children • Educators to help children select appropriate weight balls for use • Educators to remove unsuitable ball from children's lanes-	Children and Educators	Entire duration of excursion
Bowling lanes	Slips and falls	Moderate	• Safety discussion with children • one child standing and bowling per lane at a time • Children will be shown warning signs at lanes • Children will be shown the black foul line (where the floor becomes slippery)	Children and Educators	Entire duration of excursion
The ball return mechanism	Fingers injured by machine	Moderate	• Warning signs are present at each ball return indicating the danger of placing hands in the return and educators will show children this. • Educators to discuss safety issues regarding ball return	Children and Educators	Entire duration of excursion
Laser tag	• Trips and falls • collisions	High	• Educators will enforce a no running rule to avoid falls. • Constant supervision. • Children to be given a safety talk before activity. • Children must listen to educators and staff at the venue. • Any children not following rules will sit down for a period of time decided by educator • children will be reminded how to use laser tag equipment and asked not to swing guns.	Children and Educators	Entire duration of excursion

Risk Matrix

Consequence

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme

Likelihood						
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High