

Excursion Risk Management Plan: Glow Crazy Party Centre

| Excursion details | | | |
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| Date(s) of excursion | 1st of October, 2024 | Excursion destination: | Glow Crazy Party Centre (35 Princes Highway Carlton) |
| Departure and arrival times | Leave COOSH at 9:30am. Arrive at the party centre at approx 10:00am. Leave the party centre at 1:00pm. Return to COOSH approx. 1:30pm - Duration of the activity: 2 hours | | |
| Proposed activities | Bus to the party centre, recess, participating in party games, karaoke, video games etc, lunch, return to COOSH via bus | Water hazards? NO If yes, detail in risk assessment below. | |
| Method of transport, including proposed route | Walk outside concord public school to front of school on Stanley Street. Before entering the bus a head count will be conducted. We will catch a bus to the party centre, as per attached proposed route. A head count is conducted as the children get off the bus. Children will walk along the sidewalk of Princes Highway to the Party centre (approx. 2 minute walk). The children will be directed up the flight of stairs to the party centre located on the second floor. Another headcount will be conducted. Return trip - As above back to Concord Public School. | | |
| Name of RPD | Emily Gould | Contact Number of RPD | 0408 901 741 |
| Number of children attending excursion | Estimated: 25 Actual: | Number of educators/parents/volunteers | Estimated: 3 Actual: |
| Educator to child ratio Include whether this excursion warrants a higher ratio? Please provide details. | 1:9 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed. | | |
| Educators on Excursion (Names): | Educator Training: | Educator's Contact Details (to be completed on staff copy of RA only): | Educators to sign once they have read and understood the Risk Management Plan: |
| * TBC | * TBC | * | * |
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| Plan Prepared By: | Emily Gould | Date Prepared: | 27/08/24 |
| Additional Venue Information: | No | | |
| Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. | | | |
| Excursion checklist | | | |
| <input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds | | <input type="checkbox"/> Centre phone on divert to RPD mobile | |

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| <input type="checkbox"/> Roll of children attending the excursion & contact numbers | <input type="checkbox"/> Excursion vests worn by each child |
| <input type="checkbox"/> List of Medical information for each child attending excursion | <input type="checkbox"/> Medication and action plans for each child with a medical condition |
| <input type="checkbox"/> Camera | <input type="checkbox"/> All children checked for food applicable, full water bottle and hat |
| <input type="checkbox"/> Mobile Phone & Spare battery with cable | <input type="checkbox"/> Permissions Checked |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Venue and Bus confirms |
| <input type="checkbox"/> Blank incident reports and Medication Form | |
| <input type="checkbox"/> Soap Pump for toilets | |

| Risk assessment | | | | | | |
|--|---|------------------------------|---|--|---|----------------------|
| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When | Residual Risk Rating |
| Walking between the bus and the Glow Crazy Party Centre Entrance | <ul style="list-style-type: none"> Car movement when walking along a main road | Extreme | <p>Children will be reminded of road safety prior to the excursion and are only to be on the sidewalk when an Educator is walking directly with the group</p> <p>The Educators will position themselves on the road side when walking through the sidewalk to keep the children safe.</p> | <p>Educators and children</p> <p>Educators</p> | <p>Children will be advised as to instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk from the bus to the party centre.</p> | Low – Moderate |
| | <ul style="list-style-type: none"> Walking up/down the steps | Moderate | <p>Children will be supervised and guided up and down stairs.</p> <p>Children will be reminded prior to the excursion to take it slowly while using these areas and to wait for those in front of them.</p> | <p>Educators</p> <p>Educators & Children</p> | <p>Children will be reminded of tripping risks upon arrival and Educators will monitor and provide further reminders throughout the excursion.</p> | Low |

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| Eating & Drinking on Excursion | <ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies | High | Children will be provided a space to sit during meal times. They will be reminded to sit whilst drinking and eating. | Educators | During excursion | Low |
| | | Extreme | Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. | Educators | Before departing for the excursion and whilst on excursion. | Low |
| | | | Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue. | Educators | During Excursion. | |
| | | | Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service. | Educators and Parents | During the Vacation Care planning process. | |
| | | | Children will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained. | Children, directed by educators | Prior to excursion. | |
| General | <ul style="list-style-type: none"> Lost Child | Extreme | All children will wear yellow vests whilst on the excursion. | Educators to organise vests | Vests to be worn by each child before departing the OOSH building. | Moderate |
| | | | Educators wear their bright blue work tops. | Educators | Before departure. | |
| | | | Educators will conduct roll calls. Headcounts will be conducted before boarding the bus, getting off the bus, once we have arrived at the venue, every 20 minutes whilst at the venue, before we leave the venue, before getting on the bus and once we have arrived back at school. | Educators | Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day. | Low |

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| | <ul style="list-style-type: none"> ● Toilet Supervision | Moderate | Staff will walk groups to and from the bathrooms and inspect prior to each use to ensure safety. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3. | Educators and children | Children directed by Educators, Whilst on excursion | |
| | <ul style="list-style-type: none"> ● Serious injury to a child | Moderate | Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre. | Children-directed by Educators | During the excursion | Low |
| | <ul style="list-style-type: none"> ● Serious injury to a staff member | Moderate | Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre. | Educators | During the excursion | Low |
| | <ul style="list-style-type: none"> ● Photographs being taken | High | Where an Educator sees a member of the public taking photographs in the direction of the | Educators | During the excursion | Low |

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| | of the children by bystanders | | COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements. | | | |
| | <ul style="list-style-type: none"> Exposed cords/wires on walls and floors | High | A child may get electrocuted, trip, fall or injure themselves as a result of exposed wires or cords on the walls and floors, powering up the glow crazy centre. | Educators and glow crazy party centre staff | During the excursion | Low |

| Risk | Benefit |
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| <ul style="list-style-type: none"> Car movement when walking along a main road Walking up/down the steps Choking whilst drinking and/or eating Food Allergies Lost Child Toilet Supervision Serious injury to a child Serious injury to a staff member Photographs being taken of the children by bystanders | <ul style="list-style-type: none"> Development of social skills Development of expected behaviours when out in the community Entertainment through a wide range of activities Interacting with peers in a new environment Games and activities for all ages Meeting new people Exploring a new environment Responds to child suggestions Allowing kids to respond to instructions effectively FUN! |

Map of Planned Route

1:17 PM Tue 27 Aug 78%

AA google.com

Best 33 min 1 hr 9 3 hr 21 1 hr 10

Concord Public School, Burwood Rd & Star

Glow Crazy Party Centre, 305 Princes Hwy

Add destination

Leave now Options

Send directions to your phone Copy link

| | | |
|--|---------------|---------|
| via Bexley Rd | 33 min | 17.2 km |
| Best route now due to traffic conditions | | |
| Details | | |
| via Princes Hwy/A36 | 33 min | 21.4 km |
| Some traffic, as usual | | |
| via M8 | 34 min | 28.5 km |

Explore nearby Glow Crazy Party Centre

Restaurants

Hotels

Petrol stations

Car Places

More

Search along the route Petrol EV charging Hotels

Map labels: Concord Public School, Burwood, Ashfield, Leichhardt, Newtown, Marrickville, Sydney Park, Mascot, Kingsgrove, Rockdale, Hurstville, Kogarah, Brighton-Le-Sands Beach, Sydney Airport.

Map data ©2024 Google Australia Terms Privacy Send product feedback 1 km

Risk Matrix

Consequence

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| | Insignificant | Minor | Moderate | Major | Catastrophic |
|----------------|---------------|----------|----------|----------|--------------|
| Almost certain | Moderate | Moderate | High | Extreme | Extreme |
| Likely | Moderate | Moderate | High | Extreme | Extreme |
| Possible | Low | Moderate | Moderate | High | High |
| Unlikely | Low | Low | Moderate | High | High |
| Rare | Low | Low | Low | Moderate | High |