

Excursion Risk Management Plan: Karate Workshop

Excursion details			
Date(s) of incursion	30/01/25	Address:	66 Burwood Road Concord 2137
Time of Activity	11:00am - 1:00pm		
Proposed activities	Karate Workshop	Water hazards? NO If yes, detail in risk assessment below.	
Name of RPD	TBC	Contact Number of RPD	
Number of children attending excursion	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 2 Actual:
Educator to child ratio Include whether this excursion warrants a higher ratio? Please provide details.	1:15 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed.		
Educators on Incursion (Names): * TBC	Educator Training: * TBC	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: * * * * *
Plan Prepared By:	Christina Chami	Date Prepared:	20/12/24
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.			

Risk assessment					
Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Physical injury (e.g., sprains, bruises, or falls)	Moderate	<ul style="list-style-type: none"> - Ensure warm-up and cool-down exercises are conducted to prevent injuries - Provide a flat, non-slip surface for the workshop - Trained instructor to demonstrate and supervise proper techniques 	Instructor/Educators	Before and during activity	Low
Collisions between participants	Moderate	<ul style="list-style-type: none"> - Space participants out to avoid contact - Limit group sizes and enforce clear boundaries 	Instructor/Educators	During activity	Low
Dehydration or heat exhaustion	Moderate	<ul style="list-style-type: none"> - Ensure children have water bottles and provide scheduled water breaks - Monitor children for signs of fatigue or overheating 	Educators	During activity	Low
Tripping hazards (e.g., mats or personal belongings)	Moderate	<ul style="list-style-type: none"> - Keep the area clear of bags, shoes, or other items - Ensure mats are securely placed and flat 	Educators	Before and during activity	Low

Inadequate supervision	High	<ul style="list-style-type: none"> - Maintain appropriate child-to-educator ratios - Educators to actively monitor all children throughout the workshop 	Educators	During activity	Low

Risk	Benefit
<ul style="list-style-type: none"> ● Physical injury (e.g., sprains, bruises, or falls) ● Collisions between participants ● Dehydration or heat exhaustion ● Tripping hazards (e.g., mats or personal belongings) ● Inadequate supervision 	<ul style="list-style-type: none"> ● Improving physical fitness through exercise and movement ● Building self-discipline, focus, and self-control ● Enhancing social skills through group participation and teamwork ● Encouraging confidence and self-esteem as children learn new skills ● Providing an opportunity to learn self-defense techniques in a controlled environment ● Offering a structured and engaging activity that fosters fun and personal growth

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	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