

Excursion Risk Management Plan: Water Fight Day

Excursion details			
Date(s) of incursion:	10/01/25	Address:	66 Burwood Road Concord 2137
Time of Activity	11:00am - 2:00pm		
Proposed activities	Water guns, water balloons, sprinklers and water twister	Water hazards? YES If yes, detail in risk assessment below.	
Name of RPD	TBC	Contact Number of RPD	
Number of children attending excursion	Estimated: 37 Actual:	Number of educators/parents/volunteers	Estimated: 4 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
Slipping on wet surfaces	Moderate	<ul style="list-style-type: none"> - Conduct the activity on grass or non-slip surfaces - Remind children to walk, not run, on slippery areas 	Educators	During activity	Low
Collisions during play	High	<ul style="list-style-type: none"> - Enforce rules about safe distances and gentle play - Ensure water balloons and toys are used safely, with throwing waist below 	Educators	During activity	Moderate
Water-related injuries (e.g., balloons breaking in faces)	Moderate	<ul style="list-style-type: none"> - Use small, soft water balloons. - Remind children not to aim water guns or balloons waist below 	Educators	Before and during activity	Low
Heat-related illnesses (e.g.,	Moderate	<ul style="list-style-type: none"> - Ensure children apply sunscreen before the activity starts 	Educators	Before and during activity	Low

dehydration, sunburn)		<ul style="list-style-type: none"> - Provide shaded rest areas and schedule water breaks - Children to wear appropriate shoes at all times to avoid burning their feet 			
Choking hazards from balloon pieces	High	<ul style="list-style-type: none"> - Ensure all popped balloon pieces are immediately collected and disposed of safely - Supervise children to prevent putting pieces in their mouths 	Educators	During activity	Low
Environmental impact (litter from balloon pieces)	Moderate	<ul style="list-style-type: none"> - Conduct a thorough cleanup of the area after the activity - Educators to monitor and collect litter during play 	Educators	During and after activity	Low

Risk	Benefit
<ul style="list-style-type: none"> ● Slipping on wet surfaces ● Collisions during play ● Water-related injuries (e.g., balloons breaking in faces) ● Heat-related illnesses (e.g., dehydration, sunburn) ● Choking hazards from balloon pieces ● Environmental impact (litter from balloon pieces) 	<ul style="list-style-type: none"> ● Development of gross motor skills through running, throwing, and dodging ● Encouragement of teamwork and positive social interactions during group play ● Providing a fun and refreshing way to cool off on a warm day ● Supporting emotional well-being by creating a joyful and energetic activity ● Promoting inclusivity by involving children of all abilities in a safe and enjoyable environment ● Teaching environmental responsibility by encouraging cleanup and care for the play area

Risk Matrix						
		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