



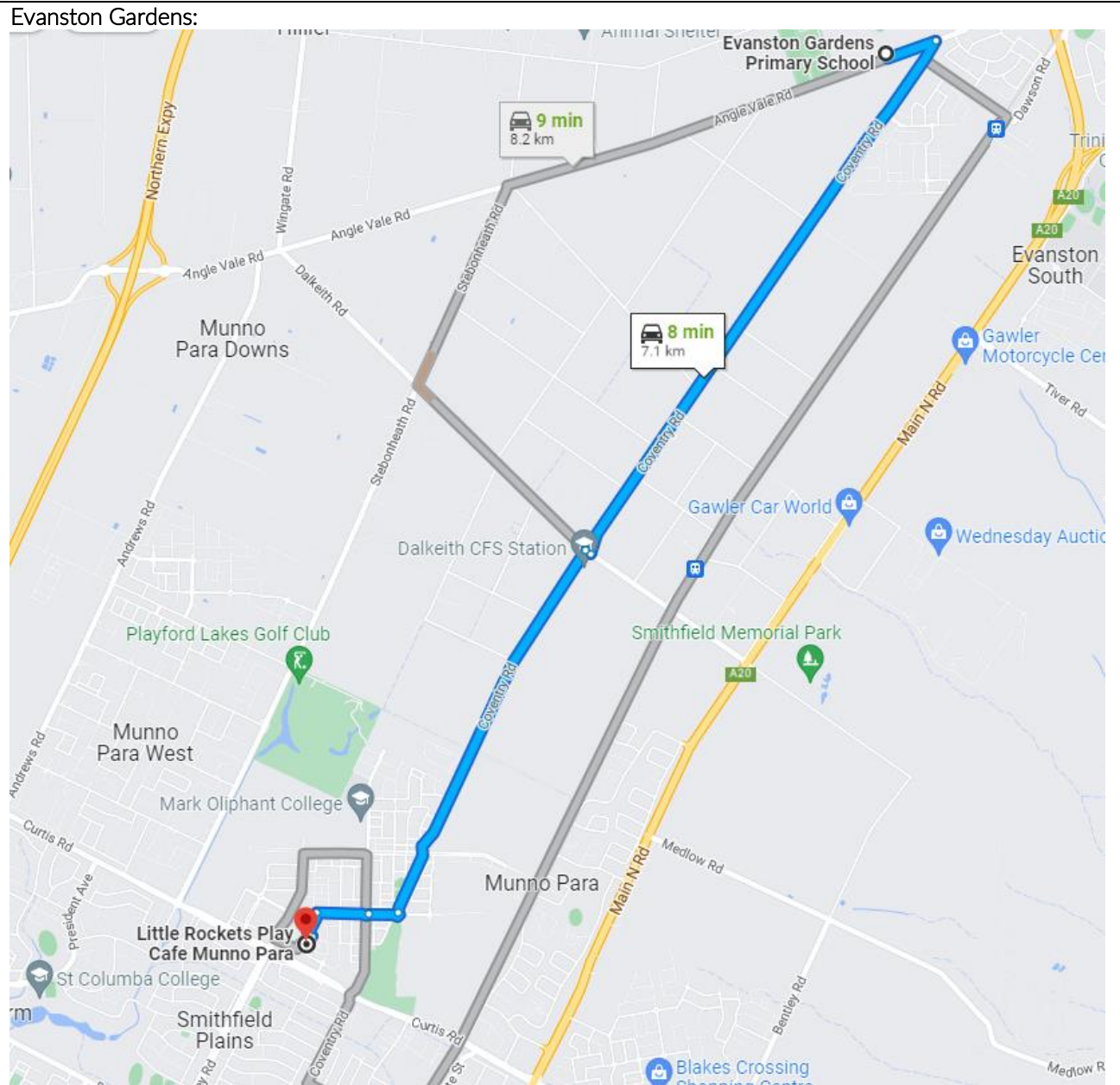
LITTLE ROCKETS PLAY CAFÉ MUNNO PARA RISK ASSESSMENT AND MANAGEMENT PLAN

A risk assessment must be carried out before children are taken outside the education and care service premises on an excursion. The risk assessment must identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion or outing and specify the strategies for minimising and managing the identified risks. (Regulation 101)

Prior written authorisation must also be provided by parents or other authorised nominees as recorded on the child's enrolment form.

EXCURSION DETAILS			
Date(s) of excursion	18/11/22- 10am-12pm Evanston Gardens	Excursion Destination	Little Rockets Play Café Munno Para
Departure and arrival times from service	See Parent Program	Proposed Duration	See Parent Program
Pick up location and drop off(s). <i>List each location travelled to and from as part of the excursion.</i>	Pick up locations: Evanston Gardens: 71 Angle Vale Rd, Evanston Gardens, SA, 5116 Drop off location: Little Rockets Play Café Munno Para – 10 Unity Way, Munno Para, SA, 5115		

Proposed route (map or image of route to be taken)



Proposed Activities <i>List all activities that will take place during the excursion.</i>	Today the children will get to climb, slide, and explore the playground at Little Rockets Play Café.		
Means of transport	Private Bus	Requirements for seat belts or safety restraints have been met?	Y/N Comment: Children under the age of 7 or shorter than 145cm tall will be required to use a safety seat when travelling in vehicles with 12 seats or less. All private vehicles used may be fitted with seatbelts and all children will be required to use these when present.
Water hazards on the proposed route?	Y/N Comment:	Water activities during the excursion, including any identified risks.	Y/N
Name of excursion coordinator	Educators: See Deputy Families: See Responsible Person display at service	Number of children involved in the excursion.	Educators: See FullyBooked Families: Speak to Responsible Person to obtain accurate number on the day
Number of educators to provide supervision.	Educators: See Deputy Families: Speak to Responsible Person to obtain accurate number on the day	Full names of each adult involved in the excursion.	Educators: See Deputy Families: See Parent program
Educator to child ratio: <i>(Include whether this excursion warrants a higher ratio or an adult with specialised skills is required.)</i>	1:12	Explain how ratio was determined.	Based on risks present at this excursion and at the request of the venue, ratio has been determined to be 1:12
Describe process for entering and exiting the service premises and pick up locations or destinations.	See Supervision Policy		
Describe procedures for embarking and disembarking the vehicle used for transportation. <i>(include how each child is accounted for in embarking and disembarking)</i>	See Supervision Policy		

EXCURSION CHECKLIST		
<input type="checkbox"/> List (Roll) of children attending	<input type="checkbox"/> List of adults participating	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Special skills of participating adults	<input type="checkbox"/> WWCC
<input type="checkbox"/> Mobile phone or other means of communicating with emergency services	<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Medication, Medical Management Plans
<input type="checkbox"/> First Aid Kit (including EpiPen)	<input type="checkbox"/> Written consent has been received from parent/guardian for each child participating on the excursion	
<input type="checkbox"/> Other items		

Use the Risk Score Matrix to identify and assess risks. Use the template below to detail the control measures implemented to eliminate or minimise risks. [Regulation 101 (1)]

RISK RATING MATRIX

LIKELIHOOD	CONSEQUENCE LEVEL				
		Critical	Major	Moderate	Minor
Almost Certain	Extreme	Extreme	Extreme	High	Medium
Likely	Extreme	Extreme	High	Medium	Medium
Possible	Extreme	High	Medium	Medium	Low
Unlikely	High	Medium	Medium	Low	Very Low
Practically Impossible	Medium	Medium	Low	Very Low	Very Low

1. During a pre-visit to the proposed destination consider the range of safety aspects including child protection- Working with Children Checks, duty of care and risk management, insurances, adult to child ratios, weather and environmental hazards including water hazards
2. Break the event up into stages or activities
3. Identify and document potential risks and situations to be managed in each stage (hazard identification)
4. Provide detail of how these potential risks can be eliminated or minimised- including water-based activities
5. Allocate responsibility to a person/s and date

RISK ASSESSMENT ACTION PLAN						
ITEM	EVENT STAGES OR ACTIVITIES	HAZARD IDENTIFICATION (WHAT COULD GO WRONG?)	RISK RANKING USE MATRIX	ELIMINATION OR CONTROL MEASURES	RESPONSIBILITY	
					WHO	WHEN
1	General Excursion Risk	Medical Condition	High	<ul style="list-style-type: none"> • Educator having first aid training/equipment • Medication and health support documents with first aid equipment/Online • Educator being aware of children with medical conditions (who they are, what their condition is, symptoms etc.) • Educators have access to emergency contact details • Educator iPad/phone with reminders set throughout the day 	<ul style="list-style-type: none"> • Happy Haven to ensure trained educators are rostered on and to provide first aid equipment • Families to upload documents, educators to be able to access them as well as emergency contact details • Educators responsible to familiarise themselves with the children at the site • Director/RP responsible for setting up reminders on 	<ul style="list-style-type: none"> • All prior to departing for excursion

					iPad/phone where necessary	
2	General Excursion Risk	Missing Child	Extreme	<ul style="list-style-type: none"> • Policies and procedures are in place to monitor children's movement • Safety talk – staying with group and within preestablished boundaries • Constant head counts • Communication between educators • Following ratios as per national regulations 	<ul style="list-style-type: none"> • Happy Haven Leadership and Management to ensure policies and procedures remain appropriate and relevant • Educators to provide safety talk to children, constant head counts and uphold adequate communication between each other • Rostering team to construct rosters to follow ratios as per national regulations and reduced ratio where risk assessments deem necessary 	<ul style="list-style-type: none"> • All prior to departing for excursion
3	General Excursion Risk	Falling under/ in front of moving vehicle while lining up at the bus	High	<ul style="list-style-type: none"> • Educators spread out to monitor children more effectively, particularly monitoring towards back of the line • Selection of location to load children on/off the bus in most appropriate area to mitigate this risk 	<ul style="list-style-type: none"> • Educators responsible for adequate supervision • Bus driver responsible for drop off/ pick up location in consultation with RP or delegated educator 	<ul style="list-style-type: none"> • Adequate supervision to be constant and ongoing • Drop off/pick up location determined prior to arrival
4	General Excursion Risk	Transportation/ Vehicle accident on route	Extreme	<ul style="list-style-type: none"> • Driver competence/ Experience • Driver to have knowledge of where we are going • Behaviour management of children on bus (less distractions) • Allow adequate time for travel 	<ul style="list-style-type: none"> • Happy Haven to hire/employ competent driver • Educators on bus to maintain adequate behaviour management 	<ul style="list-style-type: none"> • All relevant inductions for driver to be completed before vacation care period • Educator supervision ongoing for duration of transportation –

				<ul style="list-style-type: none"> • Seatbelts to be fastened before departure if bus/vehicle is equipped with seat belts • Seating capacity of bus meets numbers requiring to be transported to venue • Vehicle is insured, registered and roadworthy 	<ul style="list-style-type: none"> • Bus plan creator to construct realistic bus plans (travel times, seating capacities) • Educators ensure seatbelts fastened prior to departure • Happy Haven Management to ensure vehicle meets road law requirements 	<p>including seat belt assistance</p> <ul style="list-style-type: none"> • Bus plan to be completed at earliest possible and practical time • Vehicle management to remain an ongoing process
5	General Excursion Risk	Disembarking /embarking bus	Moderate	<ul style="list-style-type: none"> • Educators supervise children getting off bus • Staggered exit off bus • Assisting younger children off bus if needed 	<ul style="list-style-type: none"> • Educators to facilitate safety of entering/exiting bus 	<ul style="list-style-type: none"> • Ongoing during disembarking/embarking periods
6	General Excursion Risk	Environmental /equipment hazards – slips, trips, falls and faulty equipment	Moderate	<ul style="list-style-type: none"> • Safety talk given around appropriate movement • Educators constantly monitoring hazards and encouraged to report any • Selection of site/activities • Appropriate footwear • Bags placed in a safe area where they do not create a trip hazard 	<ul style="list-style-type: none"> • RP responsible for safety talk, selection of activities and bag placement where necessary • Educators responsible to report any hazards to RP • Families to ensure children are wearing appropriate footwear 	<ul style="list-style-type: none"> • RP responsibilities to occur prior to activity/excursion commencement – can be at site or at venue, as well as ongoing throughout excursion • Hazard reporting to be ongoing for duration of excursion • Families informed of appropriate footwear requirements prior to vacation care period
7	General Excursion Risk	Weather Conditions- hot, cold, storm etc	High	<ul style="list-style-type: none"> • Hats, sunscreen, water, shade 	<ul style="list-style-type: none"> • Educators responsible in facilitating SunSmart resources 	<ul style="list-style-type: none"> • SunSmart measures to be taken and ensured prior to departure, as well as

				<ul style="list-style-type: none"> • Reduce excursion time if needed, cancel, or modify excursion as per policies. • Adequate information given to parents regarding appropriate clothing 	<ul style="list-style-type: none"> • Happy Haven Management decide whether to modify excursion as per policies • Happy Haven Families Team ensure adequate information given to parents, sites to reinforce 	<p>ongoing where necessary on excursion</p> <ul style="list-style-type: none"> • Excursion modification to be determined as soon as practically possible, dependent on the specific conditions – Then to be communicated to all stakeholders as soon as possible
8	General Excursion Risk	Children not directly supervised while in the toilets	Extreme	<ul style="list-style-type: none"> • Policy in place • Educators check toilets prior to children using • Children need to go in pairs or as a group with educator (determined by RP once at venue) • Monitor how long children are gone for • Consideration taken when determining designated toilets • Children need to inform an educator prior to going to the toilet 	<ul style="list-style-type: none"> • Happy Haven Leadership and Management to ensure policies and procedures remain appropriate and relevant • RP responsible for determining toilet safety and expectations while on excursions through delegation to other educators where necessary 	<ul style="list-style-type: none"> • Happy Haven to uphold policy reviews • Toilet safety determinations to be made as early into the excursion as possible – prior to any use of any toilet
9	General Excursion Risk	Photography of children by members of public	Moderate	<ul style="list-style-type: none"> • Educators need to be aware of members of the public with cameras and ensure that they are not photographing children from service by being vigilant. • Educators to be aware if venue requires approved photographers to be visually identifiable 	<ul style="list-style-type: none"> • Educators responsible to remain vigilant and uphold adequate supervision 	<ul style="list-style-type: none"> • Ongoing throughout excursion

10	General Excursion Risk	Exposure to members of the public. Abuse – verbal, physical, sexual	Extreme	<ul style="list-style-type: none"> • Safety talk with children • Following toilet policy • Effective behaviour management • Reposition group, if necessary 	<ul style="list-style-type: none"> • RP responsible in conjunction with team of educators • Educators to uphold adequate supervision 	<ul style="list-style-type: none"> • Child and Educator briefing to be conducted prior to excursion activities commencing - either at site or at venue • Supervision to be ongoing throughout excursion
11	General Excursion Risk	Transportation by foot	High	<ul style="list-style-type: none"> • Educators are to be spread out among the group and positioned with a view of protecting children from entering the roadway • Educators to consider regrouping prior to entering the road to cross • Constant head counts are to be conducted throughout the walk 	<ul style="list-style-type: none"> • RP to brief educator team prior to departure • Educators responsible for the safe transport of the children, including conduction head counts 	<ul style="list-style-type: none"> • Briefing to occur prior to departure • Adequate supervision and behaviour management to be ongoing for duration of transportation
12	Activity-Specific Risk	Falling while using stairs in the venue	High	<ul style="list-style-type: none"> • Educators discuss with children about acceptable and appropriate ways to move around the venue • Educators monitoring environment within the venue at all times while children are in the vicinity • Children to wear appropriate, enclosed shoes 	<ul style="list-style-type: none"> • RP responsible for facilitating safety talk by wither giving it themselves or delegating to another educator, covering all rules and expectations • All educators responsible for maintaining adequate supervision • Families to ensure children are wearing appropriate clothing and footwear – Expectations of this communicated by the Families Team and 	<ul style="list-style-type: none"> • Safety talk to be given upon arrival to venue prior to commencement of excursion activities • Adequate supervision to be ongoing for duration of excursion • Communication of expectations for appropriate footwear prior to Vacation Care period

					Vacation Care Coordination team via Parent Program	
13	Activity-Specific Risk	Falling while climbing in and out of attractions (Steps and Ladders)	High	<ul style="list-style-type: none"> • Educators discuss with children about acceptable and appropriate ways to enter and exit attractions • Educators monitoring attractions at all times while children are in the vicinity • Children to wear appropriate, enclosed shoes 	<ul style="list-style-type: none"> • RP responsible for facilitating safety talk by wither giving it themselves or delegating to another educator, covering all rules and expectations • All educators responsible for maintaining adequate supervision • Families to ensure children are wearing appropriate clothing and footwear – Expectations of this communicated by the Families Team and Vacation Care Coordination team via Parent Program 	<ul style="list-style-type: none"> • Safety talk to be given upon arrival to venue prior to commencement of excursion activities • Adequate supervision to be ongoing for duration of excursion • Communication of expectations for appropriate footwear prior to Vacation Care period

The Excursion Risk Assessment & Management Plan has been developed in consultation with the service. By signing the below agreement, Staff and educators acknowledge that they are aware of the recognised risks and understand the actions required to supervise and facilitate a safe event for all children. (A risk assessment must be undertaken prior to seeking authorisation- R. 102).

FULL NAME		SIGNATURE		DATE		
FULL NAME		SIGNATURE		DATE		
FULL NAME		SIGNATURE		DATE		
FULL NAME		SIGNATURE		DATE		
Plan prepared by	Full Name	Kenny Mutch	Role/Position	WHS Office	Signature	<i>K Mutch</i>
Plan prepared in consultation with	Full Name	N/A	Role/Position	N/A	Signature	N/A
Plan prepared in consultation with other agencies (if applicable)	Full Name		Role/Position		Signature	
Communicated to all relevant staff	Y / N	Comment if needed		Vehicle safety information reviewed and attached		Y/N Found in Vehicles
Approved provider authority (On behalf of Nicholas Smith, CEO)	Full Name		Signature		Date	10/10/22
Risk assessment evaluation and review date Monitor the effectiveness of the controls and change if necessary.	Date		Actions required			