

Excursion risk management plan

Excursion details			
Date(s) of excursion	19 th January 2024	Excursion destination	Parramatta Leagues Club (Kicks Tepin & Arcade)
Departure and arrival times	12:30 – 2:30		
Proposed activities	Bowling & Arcade games	Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Bus		
Name of excursion co-ordinator	Zoe Hanna		
Contact number of excursion coordinator			
Number of children attending excursion	45	Number of educators/parents/volunteers	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10		
Excursion checklist			

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking up the stairs	Getting lost into the gaming floor or other areas of the club	Low	Under supervision & escorted by Club management	Club Management & Excursion coordinators	Upon arrival & departure
Bus drop off point	Kids on road	Low	Bus drop off & picked directly in front of the club, no crossing required. Kids will be greeted by club management/supervisors.	Club Management & Excursion coordinators	Upon arrival & departure

Accessing Toilets or kids wondering off in other areas of the club	Kids gaining access to restricted areas such as gaming floor	Low	Level 3 is non restricted area, access to lift is locked & require club personnel. Toilet facility for level 3 patronage only, easily accessible. Club management & supervision at all times.	Club Management & Excursion coordinators	As required
Plan prepared by: Lauren Chain					
Prepared in consultation with:					
Communicated to:					
Venue and safety information reviewed and attached		Yes / No Comment if needed:			

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

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme

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