

LITTLE TRAVEL ADVENTURES RISK ASSESSMENT



RISK ASSESSMENT

Movement and Imagination classes

January 2025 Assessed by: Kristy Filewood

LIST OF POSSIBLE HAZARDS	RISK CONTROL MEASURES CURRENTLY IN PLACE	RISK LEVEL	ACTION REQUIRED	ADDITIONAL CONTROLS MANAGING THE LEVEL OF RISK
Inadequate supervision.	Educators must remain present during classes to maintain student/staff ratios. Class size usually 20- 30 children.	Low	Educators to remain present and active throughout the duration of the class.	
Furniture including tables and chairs, shelving, toys and other items such as water bottles which could be left on the ground, causing children to bump into or trip over.	Staff to provide a suitable area, which is clear of obstacles and to check floor space prior to classes commencing. Children to pack away their personal belongings (hat, water bottle etc) prior to commencement of class.	Low	Educators and Little Travel Adventures to monitor prior to class as well as throughout the duration of the class.	If new hazards arise during the class, staff or children will be asked to move the item to ensure safety.
Water spills or accidents that may result in slips.	Any liquid on floor to be cleaned up immediately by centre staff.	Low	Educators and Little Travel Adventures to check prior to commencement of class, as well as monitoring throughout the duration of the class.	
Mats or rugs, which may cause children to trip or fall whilst moving around.	Any unsuitable or uneven rugs should be removed from the movement space prior to classes commencing, or corners taped down to avoid trip hazard.	Low	Educators and Little Travel Adventures to prepare space appropriately and check prior to commencement.	Little Travel Adventures can use masking tape to mark the movement area for children.
Movement injury or bumping into each other	Suitable warm-up and warm down exercises are included in each program. Rest times are programmed into classes between each dance to allow children time to rest and recover. Maximum class size 30 children unless	Low	Little Travel Adventures to ensure warm up and cool downs are completed each and every class. Educators are to ensure space provided is of adequate size for number of students participating.	Educators have access to first aid kit if needed and adequate first aid training completed.

LITTLE TRAVEL ADVENTURES RISK ASSESSMENT

	prior approval has been received. A suitable sized area to be allocated to accommodate class size.			
World Map backdrop gets pushed or pulled down.	Children are asked to stay within the area marked on the floor during the class. Masking tape or a suitable rug will mark the area. At times selected children will be asked to approach the map to add things onto the backdrop at which time the children will be supervised and support for the map can be provided.	Low	Little Travel Adventures and educators to monitor children throughout the class and ensure boundaries are being adhered to. Children unable to follow instructions are asked to be seated with an educator or removed from the area.	Children will be asked to approach the map in small groups to ensure no crowding upon the map.
Props such as wrist bells, tapping sticks, scarfs, shakers, pom poms, bean bags, ribbons, hoops, floor markers, puppets, parachute, material, toys, etc.	Children are given movements and exercises appropriate for their age and ability. Children are given instructions on how to use the props and equipment.	Low	Any misuse of props to be addressed and/or removed immediately by educators or Little Travel Adventures staff.	Equipment is checked prior to each use. Any faulty or damaged equipment will be replaced before next use.
Dehydration.	Classes will run no longer than 1 hour. At the end of class children are encouraged to have refreshments and are also free to take drink breaks when needed throughout the class. Maximum of 2 classes back to back to allow Little Travel Adventures staff appropriate rest and recovery times.	Low	Little Travel Adventures and educators to monitor children throughout the class and encourage children to have refreshments upon completion of the class.	
Anti-social behaviour.	In the event a child becomes aggressive or physical towards another child or a Little Travel Adventures staff member, they will be asked to participate with an educator under their supervision, or be removed from the area.	Low	Little Travel Adventures and educators to monitor children throughout the class and address immediately.	
Transporting equipment to/from car to movement space.	Appropriate OH&S measures to be taken. Bend knees when lifting, roll suitcase where possible, use lifts when	Low	Little Travel Adventures to ensure weight of equipment does not exceed recommended limits.	

LITTLE TRAVEL ADVENTURES RISK ASSESSMENT

	available, etc			
Poor Hygiene/sickness	Children are encouraged to wash their hands after blowing their nose and no eating during the class, to ensure equipment remains hygienic. Children are advised not to place equipment in their mouths for safety.	Low	Little Travel Adventures and staff to monitor throughout the class to ensure children are using the equipment appropriately. Any children with runny noses will be asked to have their noses cleaned prior to use of equipment.	Extra caution with cleaning/sanitising will be taken during times of high sickness and equipment will be cleaned between centers.
Staff sickness	If a Little Travel Adventures' staff member is unwell prior to incursion day or on the day of incursion, notice will be given as soon as possible to cancel, and a suitable make-up date will be made for when staff member is completely well, or refund of money if a replacement teacher is not available or no new suitable date can be arranged.	Low	Little Travel Adventures staff member will do a temperature check prior to visit upon returning from sickness.	If requested, staff member can undergo a COVID test and a copy of the negative test result can be provided before returning if required.
COVID-19	Should a Little Travel Adventures staff member test positive to COVID, the necessary self-isolation procedures will be adhered to as per the current Australian Government and NSW Health advice. That staff member will not return to work until no symptoms persist and a negative result has been met.	Low	Little Travel Adventure staff will ensure they use the childcare centres' visitor sign-in/out log, and/or QR code upon entering and leaving the premises, with clear contact details and ensuring to record the correct times of entry and departure. Hand sanitiser will be used prior to entering the premises and again upon leaving the premises to ensure proper hygiene. As well as prior to handling and cleaning the equipment.	An appropriate face mask can be worn during class if requested. In the event of a state or area "lockdown" which would affect a planned visit, Little Travel Adventures' will reschedule and or refund. Australian Government restrictions and advice will be adhered to at all times. This is subject to change based on health alert updates.
Use of Mobile Phones	Staff Members phone will remain in bag throughout the duration of the	Low	Phones will be placed on Aeroplane mode to ensure no disruption to the	

LITTLE TRAVEL ADVENTURES RISK ASSESSMENT

	incursion.		classes.	
Child Safety and Inappropriate content	<p>All Little Travel Adventures programs have been designed to be age appropriate and inclusive to all children. Appropriate language will be used and will be delivered in a calm and friendly way. Physical contact will also be kept to a minimum to ensure healthy physical boundaries.</p> <p>And it is expected that Little Travel Adventures staff will also be treated with respect by educators whilst attending your service.</p>	Low	<p>Please contact Kristy Filewood (kristy@littletraveladventures.com.au or 0412 688 170) if you have any concerns with a staff members conduct or if there are any concerns with any of the program content.</p>	<p>If any concerning behaviour is witnessed whilst attending your service, Little Travel Adventures staff will follow the appropriate reporting obligations.</p>

Date to be reviewed: January 2026