

Excursion Risk Assessment & Benefit Analysis

ANZ Stadium Tour

Date of Excursion: Thursday 11 July 2019

Excursion Destination: ANZ Stadium - Edwin Flack Avenue, Sydney Olympic Park

Departure and arrival times: Leave service 9.00am – return to the service 2.30pm

Proposed activities: Travel to venue via chartered bus, ANZ Stadium, Lunch and Recess at Cathy Freeman Park and return to service via chartered bus.

Method of transport: Chartered bus – Baxters Bus Company.

Proposed Route of excursion: To be determined by Bus Company, travelling on suitable authorised road from Girraween to ANZ Stadium

Name of Excursion Coordinator: Rachael Bajo

Number of Children attending excursion: max 40 children

Number of Educators: 8 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details): 1 educator: 8 children.

Water Hazard: No Water hazards on this excursion

Specialised skills needed: N/A

Excursion Checklist: (Please tick off when packed)

- First aid Kit (for each group)
- List of children attending the excursion
- Medical information for children – Medication for: _____

- List of Adults participating in the excursion
- Contact information for children and adults
- Mobile phone/Ipad
- Camera

RISK BENEFITS LINKED TO MY TOP OUTCOMES: -

Play is great for children's well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

Outcome 1 – Children have a strong sense of Identity = Through going on the ANZ Stadium Tour children will be open to new challenges, discoveries and experiences, and be able to confidently explore the environment, assisting us to establish and maintain respectful and trusting relationships with peers and educators. This allows children to '*develop their autonomy, interdependence, resilience and sense of agency*' (1.2) and '*children develop knowledgeable and confident self-identities*' (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to '*learn to interact in relation to others with care, empathy and respect*' (1.4).

Outcome 2 – Children are connected with and contribute to their world = The nature of this excursion means that children will be provided with a multiple of ways that they can participate in and contribute to group activities with peers. It will provide children to learn how to negotiate roles and relationships in play experiences with one another and *develop a sense of belonging to groups and communities* (2.1).

Outcome 3 – Children have a strong sense of Wellbeing = Wellbeing includes feelings of happiness, satisfaction and successful social interactions. *Children become strong in their social and emotional wellbeing* (3.1) Through this excursion children will be able to share humour, moments of happiness and excitement with friends and Educators, while engaged in the tour. *Children take increasing responsibility for their own health and physical wellbeing* (3.2). Educators will be able to use this experience to engage the children in conversations and experiences at the Service that promote safety and healthy lifestyles.

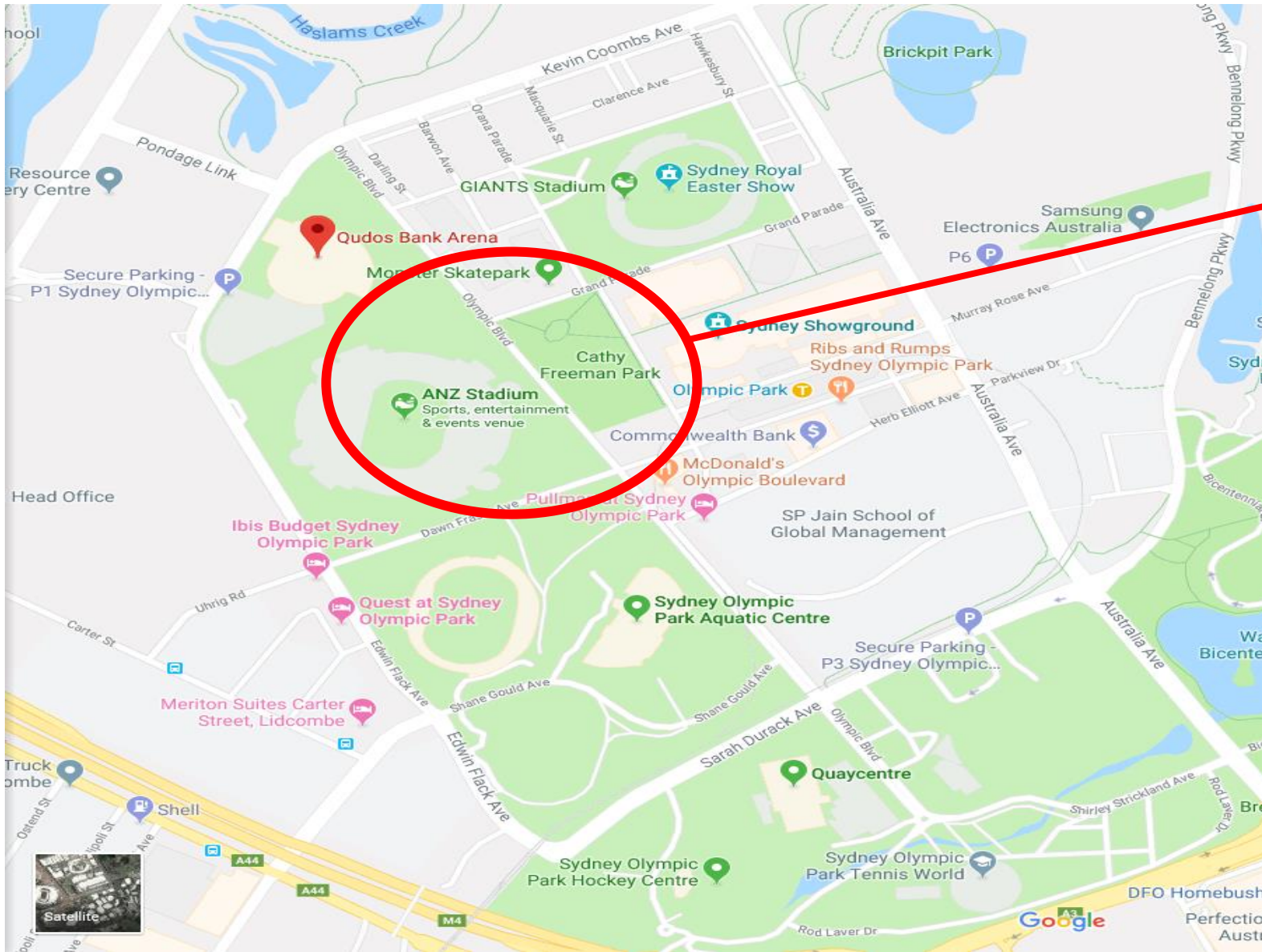
Outcome 5 – Children are effective Communicators = The Excursion will allow children the opportunity to *interact verbally and non-verbally with others for a range of purposes (5.1)* through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus. → Struck by car/bus on road → Trip on uneven footpath	Low Medium	<ul style="list-style-type: none"> ✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion. 	Vac Care Coordinator All Educators All Educators	Prior excursion On excursion Prior Excursion
Boarding and Disembarking from Bus → Trips → Slips → Falls → Missing Child	Medium	<p><i>Boarding the Bus</i></p> <ul style="list-style-type: none"> ✓ The Excursion Supervisor is to stand at bottom of Bus steps and assist and count children onto the Bus. ✓ Educators are to board Bus with children to ensure they are seated. Educators are to be seated throughout the Bus, amongst the children (not to be seated together) ✓ The last person on the Bus should be the Excursion Supervisor, having counted all the children on. ✓ Once all children are seated, the Educators are to ensure their seatbelts are fastened and secured properly (if bus has seatbelts) <p><i>Disembarking</i></p> <ul style="list-style-type: none"> ✓ One Educator is to stand at bottom of Bus steps to assist children off the Bus. They are to count the children ✓ The Excursion Supervisor needs to direct the children off the bus. Giving the instruction of one side at a time and working back from front of the bus to back ✓ Another Educator is to stand on the footpath or appropriate area for children to stand with them when they have disembarked ✓ The last Educator is to check each seat as they walk down the aisle of the Bus to ensure no belongings or children have been left on the Bus 	Excursion Supervisor Educators Supervisor Educators Educators Educators Excursion Supervisor Educators Educators	Boarding the Bus Disembarking
Road Accident on route to venue or service → Injuries to passengers	Medium	<ul style="list-style-type: none"> ✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Educators are to supervise children at all times to ensure rules are being followed. Educators are to be seated throughout the bus, amongst the children (not to be seated all together) 	Excursion Supervisor All educators “ “ “ “	Prior to Excursion On excursion “ “ On excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident	<p>Medium</p> <p>High</p>	<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. ✓ Contact centre and Manager as soon as possible. <p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> ✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. ✓ Deal with casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	<p>All Educators</p> <p>“ “</p> <p>“ “</p> <p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> <p>Excursion Supervisor</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Mechanical Breakdown	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is safe to do so. ✓ If not move children to a safe location protected from oncoming traffic, sun and heat. ✓ Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives. 	<p>All educators</p> <p>“ “</p> <p>“ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p>
Child becomes lost during transition from one point to another.	Low	<ul style="list-style-type: none"> ✓ Roll call taken before we leave centre and board bus and again when we arrive at the venue. Roll call is taken before leaving venue and board bus and then again once we have returned to the Service. ✓ Head count taken on a regular basis especially when we are moving around the venue and boarding bus. ✓ Children informed prior to leaving the service of what to do if they become lost from the group. ✓ Children are all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision. Shirts are to be worn over all other clothing. 	<p>Excursion Supervisor</p> <p>All Educators</p> <p>“ “</p> <p>“ “</p>	<p>On Excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>
Child protection issues	High	<ul style="list-style-type: none"> ✓ Supervision at all times to ensure that at no time the Bus Driver or member of public is alone with an individual or group of children in our care. ✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied. ✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking etc.... ✓ Report any suspicious behaviour of general public to excursion supervisor – maintain active supervision at all times. Report to Venue Management. ✓ If children ask to go to the bathroom during the show time, Educators must take them. 	<p>All Educators</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>“ “</p>	<p>On excursion</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p> <p>“ “ “</p>

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Cathy Freeman Park for Recess and Lunch and Play Equipment → Trips → Slips → Falls → Child Protection	High	<ul style="list-style-type: none"> ✓ Educators are to ask children to be seated and provide them with Hand Sanitiser before eating their lunch. Children are to remain seated while eating their lunch (no bags or food will be taken into Qudos Bank Arena). Before using Play Equipment – ✓ In consultation with all Educators, a decision will be made if the area is overcrowded and therefore deemed unsafe for the children to have access to the play equipment. If it is deemed safe to play – ✓ The Educators will explain to the children the safety rules of using the equipment and the out of bound areas. ✓ Children will be informed that if they do not follow all safety rules they will be unable to play on the equipment. ✓ Due to the high level of people in this area All Educators need to be vigilant in watching the children so they don't get lost in the crowd. All children need to have their vacation shirt visible at all times. ✓ Educators are to position themselves and move throughout the play area and around the perimeter to ensure no child leaves the play area and that children are <u>actively supervised</u> at all times. ✓ Through active supervision, Educators are to be aware of the general public approaching our children. ✓ Children are not permitted to climb the tree located in Cathy Freeman Park. ✓ Children will not be permitted to play in and around 'The Cauldron' Cathy Freeman Park ✓ First Aid Kits and Educators with First Aid, Asthma and Anaphylaxis Training will be rostered on to attend the Excursion. 	All Educators “ “ “ “ “ “ “ “ “ “ “ “ Vacation Care Coordinator	On excursion “ “ “ “ “ “ “ “ “ “ “ “ Prior to Excursion
ANZ Stadium				
Slip/Trip/fall hazards	Medium	<ul style="list-style-type: none"> ✓ Ensure children take care and only walk around Stadium. ✓ Inform Stadium staff of any slip/trip/fall hazards ✓ When walking up the stairs, an Educator is to be at the front of the group and one at the back. The rest of the Educators are to walk alongside the children in the group, spaced out evenly, so Educators can assist and support children walking up the stairs. As a general practice, when walking up and down stairs, we should walk on the left hand side of the stairs. However, if need be, an Educator may need to instruct children to walk on the right hand side. 	All Educators “ “ “ “	On excursion On excursion On Excursion
Lost child at the Venue	Medium	<ul style="list-style-type: none"> ✓ All children will be in centre T-shirt – which has centre phone number on it and informed of what they should do if they become separated from the group. ✓ While we will be moving around as one group, Educators should conduct regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. ✓ When an Educator takes a group of children to the bathroom, they must count how many children they are taking and then do another head count before leaving the bathrooms. 	Excursion Supervisor Educators Educators	Prior to Excursion On Excursion On Excursion

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Exposure to Allergens → Food → Anaphylaxis → Asthma	Medium/ High	<ul style="list-style-type: none"> ✓ Ask parents prior to excursion to detail any allergies, on booking form. Take Medical management plans and Medications required. ✓ Ensure first aid officer and staff trained in anaphylaxis are present on excursion ✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications. ✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located. ✓ Ensure child/ren with allergies are aware which educator has their medication – so if they are feeling unwell, they know who to go to. ✓ Ensure educators are vigilant in minimising risk on the day and ensuring children are not, to the best of their ability, exposed to known allergens. 	Vacation Care Coordinator Excursion Supervisor “ “ “ “ “ “ All Educators	Upon Enrolment Prior to Excursion On Excursion “ “ “ “ “ “
Lost child at the Venue/s	Medium	<ul style="list-style-type: none"> ✓ Educators to be positioned throughout the venue/group and supervising children at all times while at the venue. ✓ All children will be in centre T-shirt – which has centre phone number on it and informed of what they should do if they become separated from the group. ✓ Educators will be provided with a list of children who are in their group. Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. 	Excursion Supervisor “ “ “ All educators	On Excursion Prior to Excursion On excursion
Collisions with other children	Medium	<ul style="list-style-type: none"> ✓ No running in Stadium rule enforced and children are reminded throughout. ✓ Children to be advised to be aware of where other children are in the arena. ✓ Educators are to position themselves best to observe children’s movement and behaviour. This will ensure that we are in the best areas to enforce rules and minimise collisions and accidents. 	All educators “ “ “ “ “ “	On Excursion “ “ “ “ “ “
Emergency Situation within the Arena	Medium/ High	<ul style="list-style-type: none"> ✓ Evacuation plans will be located throughout the Stadium. ✓ Do not attempt to retrieve personal belongings. Do not re-enter the Venue until clearance has been given by Emergency Services. ✓ Educators to ensure that all children follow the directions of Stadium staff in the event of an emergency. ✓ Roll Call and Head Count to be conducted once we have reached the evacuation point – Report any missing children or staff to emergency services. ✓ Follow all instructions of emergency responders. ✓ When safe to do so, contact Manager to inform of situation, so families can be informed. 	All Educators “ “ “ “ “ “ “ “ “	On Excursion “ “ “ “ “ “ “ “ “



Area where we will be in Olympic Park throughout the excursion.

Bus will drop us off on Olympic Blvd

Cathy Freeman Park is directly opposite ANZ Stadium.