

# Excursion Risk Assessment & Benefit Analysis

## Disney on Ice – QudosBank Arena Olympic Park

**Date of Excursion:** Thursday 18 July 2019

**Excursion Destination:** Disney on Ice – QudosBank Arena - Olympic Blvd & Edwin Flack Avenue, Sydney Olympic Park

**Departure and arrival times:** Leave service 11.30am – return to the service 4.45pm

**Proposed activities:** Travel to venue via chartered bus, watch 'Disney on Ice Show', 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 Sydney Olympic Park

**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: 5 children. Due to size of Venue and large number of patrons attending the Venue

**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/lpad
- 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 attending the Disney on Ice Show *children will feel safe, secure and supported (1.1)* This is evident when children establish and maintain respectful and trusting relationships with other children and their Educators. Through the relationships children have formed, children will experience a sense and will respond to a feeling of belonging. Educators and children engaging in activities together will encourage the children to initiate interactions and meaningful conversation with the Educators and each other. The children will have the opportunity *to interact in relation to others with care, empathy and respect (1.4)*. Seeing a Show will encourage children to show interest in other children they may not normally spend time with by being part of a larger group, by spending time with children of different ages, interests and abilities. While children will have the opportunity to form new friendships, they will also be able to enjoy a leisure activity with peers that they have previously formed.

**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 watching the Show. *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. Through other activities

such as dance, drama and movement and sports games, the children can explore and learn from what they have experienced at Disney on Ice to further develop gross motor and fine motor skills.

**Outcome 5 – Children are effective communicators** = Children use their communication skills particularly as listeners and speakers to engage in relationships with others. *Children interact verbally and non-verbally with others for a range of purposes (5.1)*. The Disney on Ice Show will provide children the opportunity to engage in enjoyable interactions using verbal and non-verbal language with peers and Educators. The children will enjoy being able to sing and move along to the songs and stories from the Disney movies that the children know. Excitement and expression will be shown by the children (and Educators) as they watch the characters from their favourite Disney movies glide around on the ice with beautiful costumes and props to entrance the children and provided them with a magical experience.

| Activity/Hazard  | Risk (use matrix) | Risk Control   | Who   | When  |
|--|-------------------|--|---|---|
| Walking to and from bus.<br>→ Struck by car/bus on road<br>→ Trip on uneven footpath   | Low<br>Medium     | <ul style="list-style-type: none"> <li>✓ Ensure enough adults attending to supervise excursion.</li> <li>✓ Remain on pedestrian pathways and crossing at all times.</li> <li>✓ Brief children on rules and behaviour prior to excursion.</li> </ul>  | Vac Care Coordinator<br>All Educators<br>All Educators  | Prior excursion<br>On excursion<br>Prior Excursion        |
| Boarding and Disembarking from Bus<br>→ Trips<br>→ Slips<br>→ Falls<br>→ Missing Child | Medium            | <p><i>Boarding the Bus</i></p> <ul style="list-style-type: none"> <li>✓ One Educator is to board the Bus first and move to back of Bus.</li> <li>✓ The Excursion Supervisor is to stand at bottom of Bus steps and assist and count children onto the Bus.</li> <li>✓ Educators are to board Bus after a few children have boarded, to ensure they are seated. Educators are to be seated throughout the Bus, amongst the children (not to be seated together)</li> <li>✓ The last person on the Bus should be the Excursion Supervisor, having counted all the children on</li> <li>✓ Once all children are seated, the Educators are to ensure their seatbelts are fastened and secured properly</li> </ul> <p><i>Disembarking</i></p> <ul style="list-style-type: none"> <li>✓ One Educator is to stand at bottom of Bus steps to assist children off the Bus. They are to count the children</li> <li>✓ 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</li> <li>✓ Another Educator is to stand on the footpath or appropriate area for children to stand with them when they have disembarked</li> <li>✓ After a few children have disembarked, another Educator is to disembark to assist with children. This continues until all children are off the Bus</li> <li>✓ 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</li> </ul> | Educator<br>Excursion Supervisor<br>Educators<br>Educators<br>Educators<br>Excursion Supervisor<br>Educators<br>Educators | Boarding the Bus<br>Disembarking                          |
| Road Accident on route to venue or service<br>→ Injuries to passengers                 | Medium            | <ul style="list-style-type: none"> <li>✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion.</li> <li>✓ Nobody is to move around the bus when the bus is in motion.</li> <li>✓ Children are not to distract the driver while the bus is in motion.</li> <li>✓ 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)</li> </ul>   | Excursion Supervisor<br>All educators<br>“ “<br>“ “   | Prior to Excursion<br>On excursion<br>“ “<br>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"> <li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li> <li>✓ Contact centre and Manager as soon as possible.</li> </ul> <p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Deal with casualties and administer first aid as best you can until emergency help arrives.</li> <li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li> <li>✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents.</li> </ul> | <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"> <li>✓ Keep children safe by staying on the bus if it is safe to do so.</li> <li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li> <li>✓ Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives.</li> </ul>   | <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"> <li>✓ 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.</li> <li>✓ Head count taken on a regular basis especially when we are moving around the venue and boarding bus.</li> <li>✓ Children informed prior to leaving the service of what to do if they become lost from the group.</li> <li>✓ 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.</li> </ul>  | <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"> <li>✓ 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.</li> <li>✓ Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.</li> <li>✓ Educators to check toilets prior to children entering to ensure there is no individuals lurking etc....</li> <li>✓ Report any suspicious behaviour of general public to excursion supervisor – maintain active supervision at all times. Report to Venue Management.</li> <li>✓ If children ask to go to the bathroom during the show time, Educators must take them.</li> </ul>  | <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 Lunch and Play Equipment<br>→ Trips<br>→ Slips<br>→ Falls<br>→ Chid Protection | High              | <ul style="list-style-type: none"> <li>✓ 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 Quodos Bank Arena).</li> </ul>   | All Educators  | On excursion                                 |
|   |                   | Before using Play Equipment –   | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>   | “ “  | “ “  |
|   |                   | If it is deemed safe to play –  | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ The Educators will explain to the children the safety rules of using the equipment and the out of bound areas.</li> </ul>  | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ Children will be informed that if they do not follow all safety rules they will be unable to play on the equipment.</li> </ul>   | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>   | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>  | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ Through active supervision, Educators are to be aware of the general public approaching our children.</li> </ul>   | “ “  | “ “  |
|   |                   | <ul style="list-style-type: none"> <li>✓ Children are not permitted to climb the tree located in Cathy Freeman Park.</li> <li>✓ Children will not be permitted to play in and around ‘The Cauldron’ Cathy Freeman Park</li> <li>✓ First Aid Kits and Educators with First Aid, Asthma and Anaphylaxis Training will be rostered on to attend the Excursion.</li> </ul>  | Vacation Care Manager                                  | Prior to Excursion                           |
| <b>QuodosBank Arena</b>   |                   |   |  |  |
| Slip/Trip/fall hazards  | Medium            | <ul style="list-style-type: none"> <li>✓ Ensure children take care and only walk around Arena.</li> <li>✓ Inform Arena of any slip/trip/fall hazards</li> <li>✓ 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.</li> </ul> | All Educators<br>Excursion Supervisor<br>All Educators | On excursion<br>On excursion<br>On Excursion |
| Lost child at the Venue   | Medium            | <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>   | Excursion Supervisor                                   | Prior to Excursion                           |
|   |                   | <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>  | Educators  | On Excursion                                 |
|   |                   | <ul style="list-style-type: none"> <li>✓ 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.</li> </ul>  | Educators  | On Excursion                                 |

| Activity/Hazard   | Risk (use matrix) | Risk Control  | Who  | When   |
|---|-------------------|---|--|--|
| Scanning Tickets to Enter Venue   | Low               | <ul style="list-style-type: none"> <li>✓ 2 Educators are to go through the turnstile and move into the Venue.</li> <li>✓ 1 Educator is to stand at the turnstile and scan each child through and retain all the tickets.</li> <li>✓ Once the child has been scanned through they are to walk over to the 2 Educators that went through first.</li> <li>✓ As a group of 10 children have been scanned through another Educator moves through the turnstile and moves to the group to assist with supervising.</li> <li>✓ This procedure is to continue until all the children and Educators have been scanned through.</li> </ul>  | Educators<br>“ “<br>“ “<br>“ “<br>“ “  | Entering Venue<br>“ “<br>“ “<br>“ “<br>“ “                                     |
| Walking through the Arena to Door of Entry<br>→ Crowds, children becoming separated from group while walking to their seats | Medium            | <ul style="list-style-type: none"> <li>✓ Children will be informed before leaving the Centre, that they will need to walk with a buddy holding their hands.</li> <li>✓ One Educator will be at the front of the line and another Educator will be at the back. The rest of the Educators will walk alongside the group of children encouraging them to hold buddies hand and stay in 2 lines.</li> </ul>  | Excursion Supervisor<br><br>Educators  | Prior to Excursion<br><br>On Excursion   |
| Entering Door and being seated<br>→ Crowds, children becoming separated from group while walking to their seats.            | Medium            | <ul style="list-style-type: none"> <li>✓ Educator to walk in front of line, with 10 children behind them and walk to Row A seat no.125. Children to be seated from 126 to 135.               <ul style="list-style-type: none"> <li>✓ Next Educator to walk behind them and move to Row B seat no 125. Then 9 children will be in this Row from seat no.126 to 134. An Educator is to be seated in 135.</li> </ul> </li> <li>✓ Next Educator to walk behind them and move to Row C seat no.125. Then 9 children will be in this Row from seat 126 to 134. An Educator is to be seated in 135.               <ul style="list-style-type: none"> <li>✓ Next Educator to walk behind them and move to Row D seat no. 125. Then 10 children will be in this Row from seat 126 to 135. An Educator is to be seated in 136.</li> </ul> </li> <li>✓ Next Educator to walk behind them and move to Row E seat no. 132. The last 2 children to walk with the Educator and will be seated in 133 &amp; 134.</li> </ul> Please refer to attached Seating Map | Educators  | Upon entering Arena  |
| Exposure to Allergens<br>→ Food<br>→ Anaphylaxis<br>→ Asthma  | Medium/High       | <ul style="list-style-type: none"> <li>✓ Ask parents prior to excursion to detail any allergies, on booking form. Take Medical management plans and Medications required.</li> <li>✓ Ensure first aid officer and staff trained in anaphylaxis are present on excursion</li> <li>✓ Ensure appropriate medication is packed and taken on excursion, along with a list of children with allergies, appropriate plans, and medications.</li> <li>✓ Ensure all educators are aware who has what allergies, triggers, action plan and medication. Where medication is located.</li> <li>✓ Ensure child/ren with allergies are aware which educator has their medication – so if they are feeling unwell, they know who to go to.</li> <li>✓ 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.</li> </ul>  | Vacation Care Manager<br>Excursion Supervisor<br>“ “ “<br>“ “ “<br>All Educators | Upon Enrolment<br><br>Prior to Excursion<br><br>On Excursion<br>“ “ “<br>“ “ “ |

| Activity/Hazard  | Risk (use matrix) | Risk Control   | Who  | When   |
|--|-------------------|--|--|--|
| Lost child at the Venue/s  | Medium            | <ul style="list-style-type: none"> <li>✓ Educators to be positioned throughout the venue and supervising children at all times while at the venue.</li> <li>✓ 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.</li> <li>✓ 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.</li> </ul>  | Excursion Supervisor<br><br>“ “ “<br><br>All educators                         | On Excursion<br><br>Prior to Excursion<br><br>On excursion       |
| Collisions with other children   | Medium            | <ul style="list-style-type: none"> <li>✓ No running in Arena rule enforced and children are reminded throughout.</li> <li>✓ Children to be advised to be aware of where other children are in the arena.</li> <li>✓ 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.</li> </ul>  | All educators<br><br>“ “ “<br><br>“ “ “  | On Excursion<br><br>“ “ “<br><br>“ “ “                           |
| Exiting Arena after Show<br>→ Crowds, children becoming separated from group while walking to their seats. | Medium            | <ul style="list-style-type: none"> <li>✓ Once the Show has finished the children will remain seated until the crowds have dispersed.</li> <li>✓ Responsible Person will direct Educators and children, when to walk in an orderly fashion towards the nearest Exit.</li> <li>✓ Once walking out of the Areana’s doors the first Educator will move further down the hallway for all the children to walk out and line up.</li> <li>✓ Before moving away from the doorway, a roll call and head count will be conducted.</li> </ul>   | All educators<br>Responsible Person<br>“ “ “<br>“ “ “<br>Responsible Person    | On Excursion<br><br>“ “ “<br>“ “ “<br>“ “ “<br>“ “ “             |
| Emergency Situation within the Arena   | Medium/ High      | <ul style="list-style-type: none"> <li>✓ Evacuation plans will be located throughout the Arena.</li> <li>✓ <b>Upon Entry note the nearest Emergency Exit, these are indicated by a Green Exit Sign.</b></li> <li>✓ <b>Each Exit Sign has an orange light and a red light on either side of the sign.</b></li> <li>✓ In the Event of an Emergency –               <ul style="list-style-type: none"> <li>– <b>Stand By Mode</b> – you will hear an alert tone, beep, beep, beep and will see <b>orange flashing light</b>. This is a notification to standby, remain calm and await further instructions from Quodos Bank Arena personnel.</li> <li>– <b>Evacuation Mode</b> – you will hear a whoop, whoop, whoop tone and will see <b>red light flashing</b>, this is a notification to evacuate the area immediately. Leave through the closest emergency exit in a calm and organised manner. Follow instructions given by Quodos Bank Arena personnel. We are to make our way to the forecourt located on the Olympic Boulevard ensuring we stay clear of the Venue and the Roads. Remain in the forecourt and await further instructions form Quodos Bank Arena personnel.</li> </ul> </li> <li>✓ Do not attempt to retrieve personal belongings. Do not re-enter the Venue until clearance has been given by Quodos Bank Arena personnel.</li> <li>✓ Educators to ensure that all children follow the directions of Quodos Bank Staff in the event of an emergency.</li> </ul> | All Educators<br><br>“ “ “<br><br>“ “ “<br><br>“ “ “<br><br>“ “ “<br><br>“ “ “ | On Excursion<br><br>“ “ “<br><br>“ “ “<br><br>“ “ “<br><br>“ “ “ |

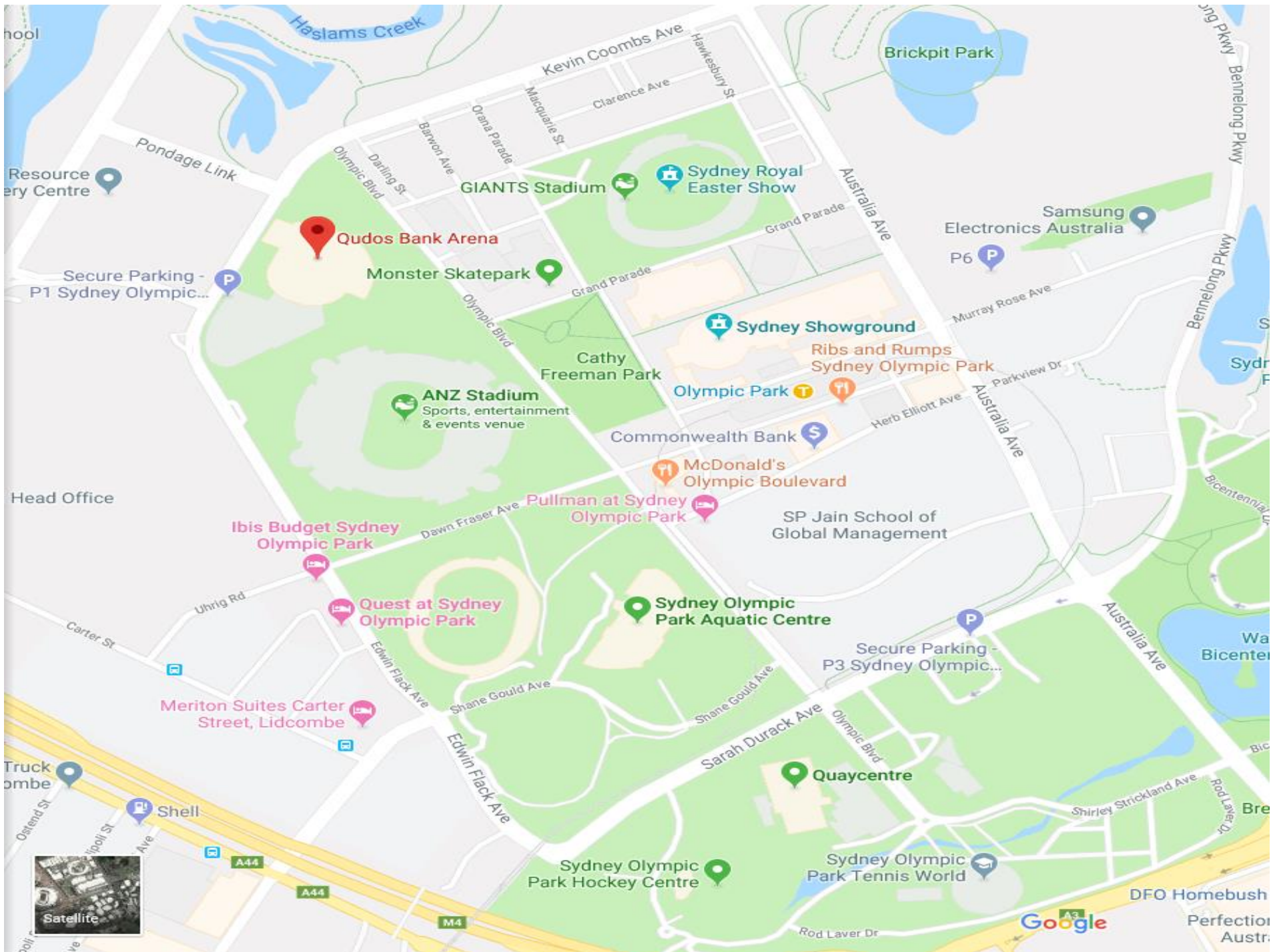
### **Additional Information**

- ✓ First Aid Room is located on the Main Concourse Level near Door 4.
- ✓ In the event of an Ambulance being required, the venue Security Control will work with Olympic Park Authority in a strict protocol for arranging, meeting and escorting the Ambulance to the required location.

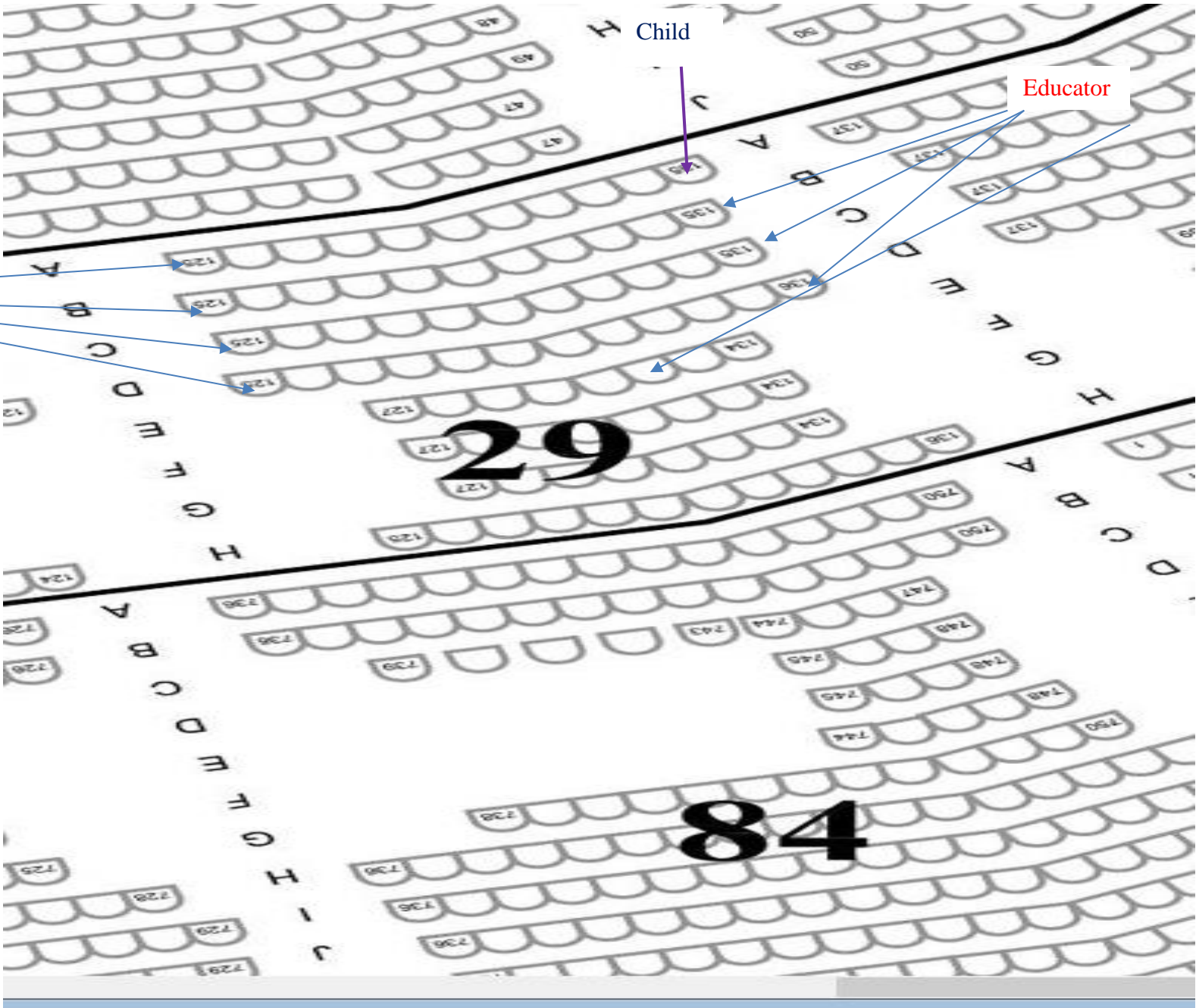
**Plan Prepared By:** Natasha Foenander

**Position:** Service Support Coordinator

**Date:** 24 May 2019







Child

Educator

Educator

29

84





# Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

|            |                | IMPACT        |        |          |           |           |
|------------|----------------|---------------|--------|----------|-----------|-----------|
|            |                | Insignificant | Minor  | Moderate | Major     | Severe    |
| Likelihood | Almost Certain | Medium        | High   | High     | Very High | Very High |
|            | Likely         | Medium        | Medium | High     | High      | Very High |
|            | Possible       | Low           | Medium | High     | High      | Very High |
|            | Unlikely       | Low           | Low    | Medium   | Medium    | High      |
|            | Rare           | Low           | Low    | Medium   | Medium    | Medium    |

| Likelihood            |   | Impact               |   |
|-----------------------|---|----------------------|---|
| <b>Almost Certain</b> | Is expected to occur in most circumstances  | <b>Insignificant</b> | Injuries not requiring first aid                      |
| <b>Likely</b>         | Will probably occur in most circumstances   | <b>Minor</b>         | First aid required                                    |
| <b>Possible</b>       | Could Occur at some time                    | <b>Moderate</b>      | Medical treatment required                            |
| <b>Unlikely</b>       | Not likely to occur in normal circumstances | <b>Major</b>         | Hospital admission required                           |
| <b>Rare</b>           | May occur only in exceptional circumstances | <b>Severe</b>        | Death or permanent disability to one or more persons. |