

# Excursion Risk Assessment & Benefit Analysis

## Marvel Universe Live – Qudos Bank Arena Olympic Park

**Date of Excursion:** Thursday 16<sup>th</sup> April 2020

**Excursion Destination:** Marvel Universe Live – QudosBank Arena - Olympic Blvd & Edwin Flack Avenue, Sydney Olympic Park

**Departure and arrival times:** Leave service 11:30pm – return to the service 5:00pm

**Proposed activities:** Travel to venue via chartered bus, watch ‘Marvel Universe Live’, 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 54 children

**Number of Educators:** 8 staff

**Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details):** 1 educator: 7 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/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 Marvel Universe Live 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.

**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. → Struck by car/bus on road → Trip on uneven footpath	Low 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 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"> <li>✓ One Educator is to board the Bus first and move to back of Bus.</li> <li>✓ The one educator is to stand at bottom of Bus steps and count children onto the Bus. Excursion Supervisor is to determine who is to do this on the day.</li> <li>✓ Educators are to board Bus with the children and ensure they are seated and isles are clear of trip hazards.</li> <li>✓ The last person on the Bus should be the Excursion Supervisor, having checked numbers and ensuring everyone is present and accounted for.</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.</li> <li>✓ The Excursion Supervisor needs to direct the children off the bus.</li> <li>✓ Another Educator is to stand in and appropriate area for children to line up with them when they have disembarked</li> <li>✓ One Educator is to be last off, they need 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 and report to Excursion Supervisor all off the bus.</li> </ul>	All Educators “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “ “	Boarding the Bus      Disembarking
Road Accident on route to venue or service → 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 bring followed. Educators are to be seated throughout the bus, amongst the children (not to be seated all together)</li> </ul>	Excursion Supervisor All Educators “ “ “ “ “ “	Prior to Excursion On excursion  “ “ On excursion
Road Accident	Medium      High	<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 families.</li> </ul>	All Educators “ “ “ “ “ “  Excursion Supervisor  All Educators “ “ “ “ “ “  Excursion Supervisor	On Excursion “ “ “  “ “ “  “ “ “  “ “ “



Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Cathy Freeman Park Cont...	High	<ul style="list-style-type: none"> <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>	All Educators  Vacation Care Coord..	" " "  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 " " "  " " "	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> <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> <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>	Excursion Supervisor  All Educators  All Educators	Prior to Excursion  On Excursion  On Excursion
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>	All Educators " "  " "  " "  " "	Entering Venue " "  " "  " "  " "
Walking through the Arena to Door of Entry - 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 Service, that they will need to walk with together in a group, and to ensure that they stay together and nominate a buddy system.</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  All Educators	Prior to Excursion  On Excursion
Entering Door and being seated - Crowds, children becoming separated from group while walking to their seats.	Medium	<ul style="list-style-type: none"> <li>✓ One Educator is to enter the arena first and lead the children in.</li> <li>✓ One educator is to stand at the entrance of the arena and count children onto the arena. Excursion Supervisor is to determine who is to do this on the day.</li> <li>✓ Educators are to enter the arena with the children and lead them to their seating and ensure that they are seated in the correct allocated seating.</li> <li>✓ Educators are to sit on the end of both sides of the rows that the children are seated in, spread out among the children.</li> <li>✓ Once seated Educators are to do a head count to ensure all children are accounted for.</li> <li>✓ Children are to remain seated throughout the performance.</li> </ul>	All Educators " " "  " " "  " " "  " " "  " " "	

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Exposure to Allergens → Food → Anaphylaxis → 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, and that this educator is sitting near the child – 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>	Vac Care Coordinator “ “ “ Excursion Supervisor “ “ “ “ “ “ All Educators	Upon Enrolment  Prior to Excursion  On Excursion “ “ “ “ “ “
Toilets during the performance - Trip in darkness - Lost at venue	Medium	<ul style="list-style-type: none"> <li>✓ Educators should do a toilet run prior to the performance starting, and during intermission.</li> <li>✓ If the arena is dark and a child needs to go to the toilet then educators are to assist the children up the stairs ensuring they are holding the rail and not running.</li> <li>✓ When an Educator takes a group of children to the bathroom, they must count how many children they are taking and inform another educator that they are taking x amount of children to the bathroom.</li> <li>✓ No child is to go to the bathroom without an educator accompanying them.</li> <li>✓ Another head count should be done before leaving the bathrooms.</li> </ul>	All Educators “ “ “ “ “ “ “ “ “ “ “ “	On Excursion “ “ “ “ “ “ “ “ “ “ “ “
Lost child at the Venue/s	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> <li>✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.</li> <li>✓ Children are not permitted to go anywhere in the venue alone.</li> <li>✓ Educators need to work together and communicate with one another to supervise the children and ensure that everyone stays together.</li> </ul>	Excursion Supervisor All Educators “ “ “ “ “ “	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 “ “ “ “ “ “	On Excursion “ “ “ “ “ “
Exiting Arena after Show - 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 Arena’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 Responsible Person “ “ “ “ “ “ Responsible Person	On Excursion “ “ “ “ “ “ “ “ “

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Emergency Situation within the Arena	Medium/ High	<ul style="list-style-type: none"> <li>✓ Evacuation plans will be located throughout the Arena.</li> <li>✓ Upon Entry note the nearest Emergency Exit, these are indicated by a <b>Green Exit Sign</b>.</li> <li>✓ Each Exit Sign has an <b>orange light</b> and a <b>red light</b> on either side of the sign.</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>	<p style="text-align: center;">All Educators</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p>	<p style="text-align: center;">On Excursion</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p> <p style="text-align: center;">“ “ “</p>

**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:** Rachael Bajo

**Position:** Vacation Care Coordinator/Assistant Manager

**Date:** 14<sup>th</sup> February 2020



# 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.