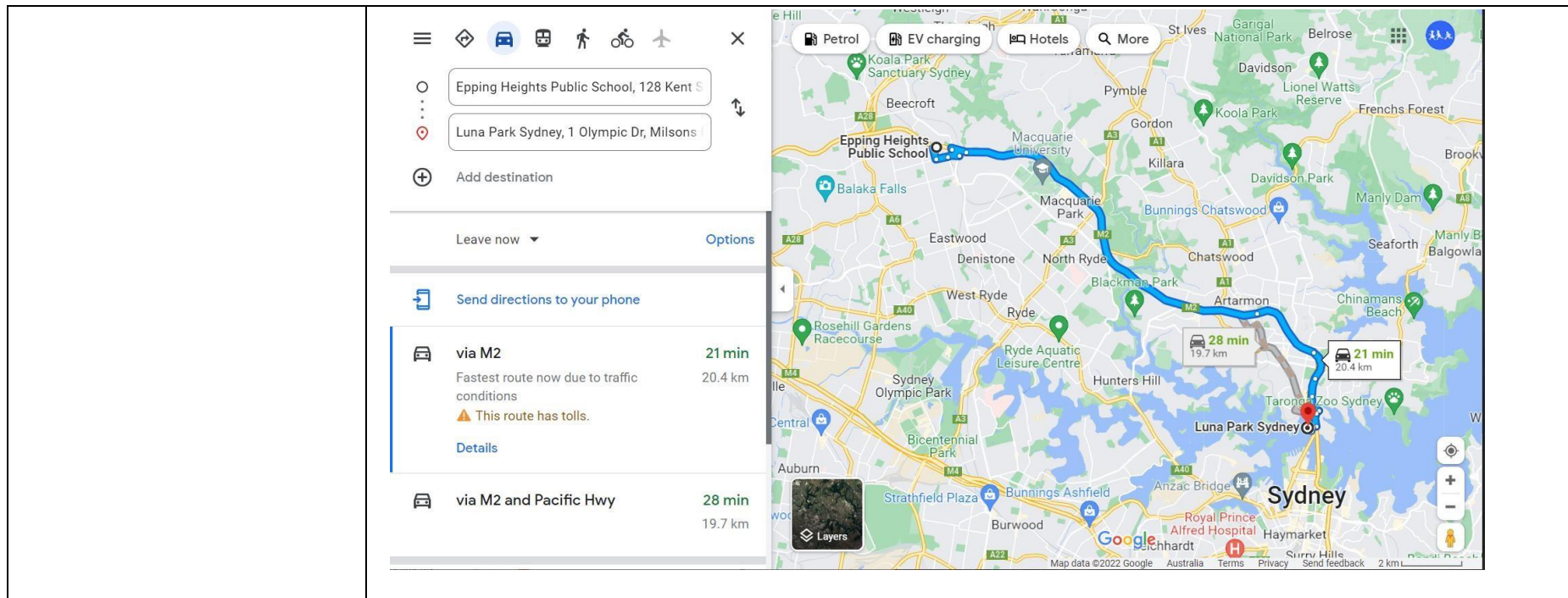




Excursion Risk Management Plan

Excursion details: Luna Park			
Date(s) of Excursion:	2/10/2024	Excursion destination/address: 1 Olympic Dr, Milsons Point NSW 2061	Luna Park (Sydney)
Departure and arrival times	Depart Centre: 9:30AM	Arrival: 10:00AM	Departure: 2:15PM Arrive back at Centre: 2:45PM
Proposed activities	Walk Around Luna Park vicinity and go on the rides.	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including map of proposed route	Bus		



Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	5
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator if there are children with disability/special needs)		
Procedures for:	<ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue <ul style="list-style-type: none"> - A roll call is conducted prior to the children leaving the EHOSHC building. The responsible person is to ensure they know the number of children who are in our care. - Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished 		

<ul style="list-style-type: none"> - Entering and exiting the bus - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group - Two educators count the children onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - When departing from the bus a headcount is conducted. The bus is checked for any remaining children and items. - When walking between places, educators ensure children always stay within the group. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group. - On arrival at the destination a headcount is conducted. - Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted. - Two educators count the children onto the bus. - A roll call & headcount is conducted before the bus departs. - On arrival at the Centre, children are counted off the bus and the bus is checked for any remaining children and items. - At the Centre a roll call and headcount is conducted.
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Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children's medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<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

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required Children - to listen to amusement park employees when they talk about procedures 	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies 	All Children & Educators	While at Excursion
Missing Child/absconding	Moderate	<ul style="list-style-type: none"> - Walk children, 2 lines in close groups and educators positioned at front, middle and ends of groups - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 - Have a 'meeting point' in case children get lost 	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas

Anaphylactic reaction/ allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. Staff are trained in First aid, anaphylaxis and allergy awareness. 	Children with Allergies	Throughout the day
		<ul style="list-style-type: none"> - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack 		
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> - An Educator to check toilet areas for any hazards before children enter - If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area - Children to go in small groups of same gender - Regular head counts and roll calls - Educators to walk children in groups at a time and remain near toilet block area until children have finished - Children to always communicate with educators about going to and from the toilets. 	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> - Have sickness bags available on the bus - Ensure children do not eat or drink on the bus - Ensure children are seated down whilst eating or drinking - All staff trained in first aid 	All Children	On the Bus & While eating/drinking

Open food area	Moderate	<ul style="list-style-type: none"> - Maintain 1:10 child to staff ratio - Ensure children walk in 2 straight lines, with educators at the front, middle and back - Constant 	All Children	At the Excursion
Strangers	Moderate	<ul style="list-style-type: none"> - Maintain 1:10 child to staff ratio - Safety talk before departure with all children - Children to go to bathroom in groups or pairs 	All Children	At the Excursion
Amusement rides	Moderate	<ul style="list-style-type: none"> - Educators are equipped with first aid and all staff trained in first aid - Ensure all staff understand first aid protocols (e.g. calling parents, getting permission for medication) 	All children and educators	At the excursion

		<ul style="list-style-type: none"> - Talk to children about safety pre-cautions that should be done whilst going on the amusement rides 		
Darling Harbour – falling into water	Moderate	<ul style="list-style-type: none"> - No children to be permitted to go near the shore line unless told so by educators - Maintain 1:10 ratio - Keep children in 2 straight lines when walking to the excursion 	All children and educators	Leaving the bus/Walking to excursion
Food/Alcohol Serving Area	Low	<ul style="list-style-type: none"> - Ensure children do not go to this area - Talk to children before departure to the excursion 		

<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<p>Ensure Educators & Families are aware of our Covid-19 Policy & procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p> <p>Educators & families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</p>
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		<p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves & face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by: Zara Cunningham	Date: 03/09/24
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Communicated to: All Staff on the day & Families (via website, and printed in centre)

Venue and safety information/risk assessment/COVID-19 safety reviewed and attached: Yes

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				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	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



LPS RISK ASSESSMENT & CONTROL

Likelihood		CONSEQUENCES				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	A	Medium 1E	Medium 2A	High 3A	High 4A	High 5A
		Medium 1B	Medium 2B	Medium 3B	High 4B	High 5B
Likely	B	Low 1C	Medium 2C	Medium 3C	High 4C	High 5C
		Low 1D	Low 2D	Medium 3D	Medium 4D	High 5D
Moderate	C	Low 1A	Low 2E	Medium 3E	Medium 4E	Medium 5E
		Low 1A	Low 2E	Medium 3E	Medium 4E	Medium 5E
Unlikely	D	Low 1A	Low 2E	Medium 3E	Medium 4E	Medium 5E
		Low 1A	Low 2E	Medium 3E	Medium 4E	Medium 5E
Rare	E	Low 1A	Low 2E	Medium 3E	Medium 4E	Medium 5E
		Low 1A	Low 2E	Medium 3E	Medium 4E	Medium 5E

Definitions

Likelihood

Almost certain – expected to occur in most circumstances (weekly)
 Likely – probably occur in most circumstances (monthly)
 Moderate – might occur at some time (yearly)
 Unlikely – could occur at sometime (10 yearly)
 Rare – Only in exceptional circumstances (Facility life or 100 years)

Consequence

Insignificant – First aid treatment or no injury
 Minor – First aid treatment, minor medical treatment but no time loss
 Moderate – Short term disability to one or more persons
 Major – Extensive injury or permanent disability
 Catastrophic – Death, or permanent injury to one or more persons

TO CARRY OUT A BASIC RISK ASSESSMENT

FOLLOW
THE FOUR
STEPS

STEP 1:

INFORMATION Gather information about each hazard identified.

What information do you have on each hazard?

STEP 2: LIKELIHOOD

Think about how many people are likely to be exposed to each hazard and for how long.

You need to take into account the different situations/conditions that may exist in your workplace that may increase the likelihood, such as a change to operations, inspection, cleaning, maintenance, servicing and repair, new or inexperienced staff. **STEP 3: CONSEQUENCES**

Use the information to assess the consequences of each hazard. Consider extent/ severity of injury.

Luna Park Sydney: Risk Assessment Amusement Park Operations					
Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 1

STEP 4: RATING THE RISK

Use the risk table to work out the risk associated with each hazard.

Work Area: Luna Park Site				Assessors name: Celia Manins, WHS & Compliance Manager				
Other persons consulted: Mark Dibblin, General Manager, Operations Peter Mason, Senior Infrastructure and Facilities Manager Brad Loxley, Senior Amusement Park Manager				Date: 8/8/18				
Activity: Luna Park Amusement Park Operations				Risk Assessment Reference: WHS.07.003.1				
Task / Activity	Associated Hazards	INHERENT RISK - Harm that could occur from these hazards if controls fail or are not in place.	Risk Rating	Existing Risk Control	Risk Rating	Additional risk controls required	Residual Risk Rating	Person Responsible

Luna Park Sydney: Risk Assessment Amusement Park Operations					
Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 2

Vehicle Site access (Traffic Management)	Vehicle movement onsite including delivery vehicles, forklifts, elevated work platforms and display vehicles	<ul style="list-style-type: none"> • Injuries to pedestrians • Property damage 	Med	<ul style="list-style-type: none"> • All vehicles must be authorised to access the site via Security Control. • Delivery and maintenance vehicles must exit Park by 0900 am (1 hr prior to Park opening hours). • All drivers/contractors to be inducted in and comply with LPS traffic management policies and procedures. • Security guards to escort vehicles while on site. • Vehicles to be driven at 5 km/hr (walking pace) at all times. • Security guards to direct pedestrians away from traffic. • Forklifts and EWP to be operated by authorized personnel only. • Forklifts and EWP operators comply with LPS guidelines for the operation of such vehicles. • Vehicles remaining on site to be securely parked in approved locations. • Brief all LPS staff on the prevailing conditions. • Event Manager to Liaise with Venue Hirer to obtain a list of vehicle movements/deliver times. 	Low		Low	<ul style="list-style-type: none"> <input type="checkbox"/> WHS & Compliance Manager <input type="checkbox"/> Venue Safety and Compliance Supervisor <input type="checkbox"/> Venue Manager <input type="checkbox"/> Senior Event Manager
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Emergency Planning and preparation	Emergency situations eg Fire Bomb threat Civil disturbance Extreme weather Armed hold up	<ul style="list-style-type: none"> • Injury • Fear/anxiety • Psychological injury • Property damage 	High	<ul style="list-style-type: none"> • Emergency Management Plan (EMP) developed by LPS Emergency Control Organisation • LPS staff trained on fire and all other emergency procedures • Fire detecting and fire fighting equipment, installed, checked and maintained as per State legislative requirements. • Fire equipment checked daily by LPS Area Wardens • Hazardous materials stored at appropriate locations away from ignition sources. • LPS staff trained in Evacuation procedures. • Relevant external organisations (Fire Brigade, Police, Ambulance) consulted during the development and implementation of LPS's EMP. 	Med		Med	<ul style="list-style-type: none"> • WHS & Compliance Manager • Duty Manager • Security
General Pedestrian access through site	Slip and Trips hazards such as uneven ground/stairs	<ul style="list-style-type: none"> • Potential for falls and injuries • Damage to personal property 	Med	<ul style="list-style-type: none"> • External floors, steps and stairs have been treated with anti-slip paint/ materials. • Any spills reported are immediately cleaned by roaming Stewards. • Wet Floor warning signs use to warn public of any wet surfaces. • Duty Manager to complete Park Preopening checklist prior to guests entering and all corrective actions are carried out immediately. • Shoes required to be worn in the park. 	Low		Low	□ Duty Manager

Luna Park Sydney: Risk Assessment Amusement Park Operations

Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 4
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Site access & security control	Unauthorised access to back of house work areas by members of public	<ul style="list-style-type: none"> Physical injury. Security breach. 	Med	<ul style="list-style-type: none"> Work areas separated from general public. Back of house work area monitored by Security personnel. Warning-“No-entry”-signs-located-at-specific areas to advise park visitors to stay clear of the area. 	Low		Low	<input type="checkbox"/> Security <input type="checkbox"/> All LPS staff
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Use of Amusement Park Attractions	<ul style="list-style-type: none"> Mechanical failure or malfunction. Operator error. Intentional damage or misuse by guest. Weather conditions (lightning, wind, heat). Gravitational forces. 	<ul style="list-style-type: none"> Fatality. Personal Injury. Motion sickness. 	Med	<ul style="list-style-type: none"> All rides carry a daily maintenance check by qualified maintenance staff. All rides carry a daily pre-operational check by ride operator. All rides carry current SafeWork NSW certification after undergoing and passing-engineer’s-inspections. Risk assessment and hazard identification conducted for all LPS rides. Rides not operated during extreme weather condition: wind, rain, lightning, extreme temperatures. All rides fitted with SafeWork NSW approved restrain systems. All rides carry a safety spiel which is broadcasted to riders before and during ride cycle. All ride staff trained in ride operating procedures and subject to daily performance audits. All ride staff trained in identifying and reporting hazards and rides operational faults. All staff trained to offer First aid assistance if required. First aid services available at the Guest Relations Area. First Aid Officer on duty during Park Operation. All Duty 	Low		Low	<ul style="list-style-type: none"> Maintenance Manager WHS & Compliance Manager Venue Safety and Compliance Supervisor Senior Amusement Park Manager First Aid Officer.
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Luna Park Sydney: Risk Assessment Amusement Park Operations					
Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 5

				Managers and Security are First Aid Qualified.				
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	<input type="checkbox"/> Separated/Lost child	<ul style="list-style-type: none"> Anxiety/confusion <input type="checkbox"/> Abduction Physical abuse Personal injury 	Low	<ul style="list-style-type: none"> Carers to provide supervision of children. Any lost child to be reported to a Security officer or to the Guest Relations Desk. Children to be instructed to approach Security guards or attend Guest relations Desk if lost. Security Guards trained in Lost Child procedures. All Luna park staff aware of reporting procedure for lost children. Working with Children checks required for all LPS employees. Video surveillance cameras installed within Park precinct. 	Low		Low	<ul style="list-style-type: none"> Security Duty Manager
Operation as an outdoor venue	<input type="checkbox"/> Environmental conditions <ul style="list-style-type: none"> Wind Heat/sun 	<ul style="list-style-type: none"> Being hit by moving objects Sun stroke Dehydration 	Med	<ul style="list-style-type: none"> Park may be closed if conditions considered too extreme. Free standing objects secured during strong wind conditions. Rides closed during extreme weather conditions. Shaded areas provided within the Park public area. Air conditioned areas available within Park. Sun block available to buy for visitors at the Merchandising shop. Refreshments and water available to visitors at retail outlets. 	Low		Low	<input type="checkbox"/> Duty Manager
External Contractor working in public areas.	<ul style="list-style-type: none"> Use of tools Work at height 	<input type="checkbox"/> Impact injuries <input type="checkbox"/>	Med	<ul style="list-style-type: none"> Contractors inducted in LPS procedures regarding work in public areas. Whereas possible contractor work to be conducted outside Park operating hours. Contractor Work area isolated with the use of pedestrian barricades and warning signs. 	Low		Low	<ul style="list-style-type: none"> Relevant LPS contact who arranged contractors Security

Luna Park Sydney: Risk Assessment Amusement Park Operations

Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 7
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Use of electrical equipment.	☐ Electrical hazards	<ul style="list-style-type: none"> • Electrical burns • Electrical shock • Electrocutation 	Med	<ul style="list-style-type: none"> • All electrical equipment tested and tagged as per SafeWork guidelines. • Faulty electrical equipment removed from public area and removed from service (tagged / locked out). • Work areas isolated from the general public. 				<ul style="list-style-type: none"> • Maintenance • All LPS staff
Use of Temporary structures	<ul style="list-style-type: none"> • Structure collapse. • Trip hazards. 	<ul style="list-style-type: none"> • Physical injury. • Property damage. 	Med	<ul style="list-style-type: none"> • All structures secured and anchored in such a way as to provide maximum strength and support. • The structure should be stable and able to withstand wind loads - Safe Work Method Statements and Risk Assessment required from structure supplier. • No parts of the structure to be protruding. Any potential trip hazards eliminated or highlighted. • Structures to be demounted during strong wind conditions. 	Low		Low	<ul style="list-style-type: none"> • Maintenance ☐ • Venue Supervisors • Security • Relevant LPS contact overseeing work
Use of chemicals / hazardous substances	<ul style="list-style-type: none"> • Exposure • Spill • Contamination • Explosion • Environmental 	<ul style="list-style-type: none"> • Physical injury or illness • Slip/fall • Property damage 	Med	<ul style="list-style-type: none"> • Hazardous chemicals stored away from public areas at approved locations. • LPS staff trained in the safe handling and storage of hazardous chemicals. • Chemical Registers and SDS available for all approved chemicals onsite. • Internal audit on Chemical Handling to monitor compliance. 	Low		Low	<ul style="list-style-type: none"> • Cleaning Stewards • All LPS staff

Luna Park Sydney: Risk Assessment Amusement Park Operations

Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 8
----------------------------------	-----------------	---	-------------------------	-----------------------	------------

Providing support for unwell injured/ guests	<ul style="list-style-type: none"> Medical emergency First aid injury or illness 	<ul style="list-style-type: none"> Physical injury Illness Medical condition 	Med	<ul style="list-style-type: none"> First aid assistance is readily available to any injured person. Assistance can be requested via two way radio (Channel 1 or phone 90337507 /90337595) LPS has a fully equipment First Aid facility, which is managed and maintained by an Occupational First Aid Officer. All ACES guards are qualified First Aid Officers. Managers and other Supervisors are qualified Occupational First aid officers. Any injured or ill person requiring more specialized medical attention will be referred to the local medical centre, NSW Ambulance Service or Royal North Shore Hospital. 	Low		Low	<ul style="list-style-type: none"> First aid Security All LPS staff WHS & Compliance Manager
Service of alcoholic beverages	<ul style="list-style-type: none"> Intoxication Compliance 	<ul style="list-style-type: none"> Physical injury / illness. Aggressive behaviour. Non compliance/ breach. 	Low	<ul style="list-style-type: none"> All Bar/Functions staff trained in Responsible service of Alcohol (RSA). Alcoholic drinks are not available to minors via LPS licenced venues. All licensed areas supervised by staff trained in RSA. Security monitoring via CCTV. 	Low		Low	<ul style="list-style-type: none"> Security <input type="checkbox"/> Venue Supervisors All LPS staff
Documentation and supervisor approval								
Completed by: (name) Celia Manins			Authorised by: (name) Celia Manins, WHS& Compliance Manager			Date: 8 August 2018		
Monitor and review the risk controls								
It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. If the risk assessment has substantially changed a new risk assessment is warranted.								
Review date:			Reviewed by:			Authorised by:		
Review date:			Reviewed by:			Authorised by:		
Review date:			Reviewed by:			Authorised by:		

Risk Assessment compiled in accordance with the AS/NZS 31000:2009 Risk Management-Principles and Guidelines

Luna Park Sydney: Risk Assessment Amusement Park Operations					
Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 9

Luna Park Sydney: Risk Assessment Amusement Park Operations

Document reference: WHS.07.003.1	Version no: 2.0	Authorised by: WHS & Compliance Manager	Last Reviewed: Aug 2018	Next Review: Aug 2020	Page No: 10
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