

SCHOOL EXCURSION RISK ASSESSMENT



School Excursions Department

Adventure Park

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School Excursion Risk Assessment

Adventure Park offers its facilities to a variety of school groups including primary, secondary and tertiary educational institutions. Adventure Park water rides and attractions are defined as recreational swimming activities Type 1 by the Department of Education & Early Childhood Development (DEECD). Subsequently Adventure Park conforms to all DEECD recommendations relating to recreational swimming activities Type 1 as of March 2013.

Teacher & Carer – Student Ratios:

The following teacher supervision ratios are required for students & schools when visiting Adventure Park:

Standard:

(1:10) 1 teacher: 10 students

There is an exception to this ratio in the case of;

- Students with special needs who require a full time carer present with them.

Park capacity whilst schools are visiting Adventure Park:

The maximum capacity of visitors to Adventure Park when schools are attending will be 5000.

Equipment Requirements:

Students and Staff are advised to bring the minimum following personal items, whilst visiting the Park;

- Shirt
- Shorts
- Shoes (or thongs)
- Hat
- Sunscreen
- Towels
- Water etc.

Supervision:

Staff at Adventure Park deliver ride specific safety briefings (safety rules in each area), guided tours and supervision of all rides and activities.

All ride attendants are trained to each specific ride and several hold current Cardio-Pulmonary Resuscitation Certificates, Level 1 & 2 First Aid and Bronze Medallions. (All training is to Work Cover Victoria Standards as at February 2014).

Adventure Park has a 'First Aid Plan' which requires the park to employ dedicated First Aid Officers, which are part of an emergency response team that consist of 6 officers with Advanced First Aid (Level 2) and Occupational First Aid (Level 3) qualifications, who are in charge of the two first aid treatment rooms and cover all areas of the park.

As employees at Adventure Park are engaged in child related employment as defined by the *Working with Children Act 2005*, all ride attendants and managers over the age of 18 are required to hold a current "Working with Children Check".

Our commitment:

Adventure Park is committed to ensuring a safe environment for all persons. Specifically we will minimise hazards within the park in order to prevent accidents. We set safety standards for all persons. All employees receive information and training in regards to the Adventure Park risk management plan, which covers all legislative requirements of the *Occupational Health and Safety Act 2004* and the nationally harmonised *Work Health and Safety Act*. All rides, facilities and work practices are subject to a process of hazard identification and risk management. All visitors to Adventure Park have an obligation to themselves and others to avoid injury. We ask all visitors to create a safe and positive experience at Adventure Park.

School Excursion Safety Brief:

On arrival an Adventure Park staff member will speak to students and teachers collectively, to outline;

- General park rules
- Ride Safety Instructions

School and Teacher Responsibility:

As a visitor and guest you are required to;

- Obey all safety signs and instructions given by Adventure Park employees.
- Conduct themselves in a safe and respectable manner while visiting Adventure Park.
- Guests are not permitted to engage in reckless behaviour or deliberately damage or deface any park property including all rides, equipment, signage and animals.

Supervision and services: Supervision by Ride Attendants and services provided by Adventure Park	All students and staff are given a briefing on park safety rules, expected behaviour and first aid locations prior to participating in any activity.
Access:	Access to and from the parks premises are safe and without risk to all visitors and guests. Adventure Park is wheelchair accessible and disabled toilets are located throughout the park.
Emergencies:	All staff at Adventure Park are trained in the parks 'Emergency Evacuation Plan'.
Construction and maintenance repair	Adventure Park's maintenance team are all qualified and or trained in their field.
First Aid:	All staff at Adventure Park are trained in the parks 'First Aid Plan'. A trained first aid officer is employed at Adventure Park on a full time basis. There are two first aid treatment rooms on the premises.
Working with Children Check (WWC): Under the <i>Working with Children Act 2005</i> , only people engaging in 'child-related work' must apply for and pass the Working with Children (WWC) Check. Not everyone whose work brings them into contact with children will need to apply for a WWC Check.	All of Adventure Park's employees who are over the age of 18 and come into direct unsupervised contact with children hold a current WWC Check.

Risk Assessment Matrix

LIKELIHOOD	CONSEQUENCES				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (A)	LOW 4	MEDIUM 16	HIGH 32	VERY HIGH 64	EXTREME 128
Likely (B)	LOW 2	MEDIUM 8	MEDIUM 16	HIGH 32	VERY HIGH 64
Possible (C)	NEGLIGIBLE 1	LOW 4	MEDIUM 8	MEDIUM 16	HIGH 32
Unlikely (D)	NEGLIGIBLE 0.5	LOW 2	LOW 4	MEDIUM 8	MEDIUM 16
Rare (E)	NEGLIGIBLE 0.5	NEGLIGIBLE 0.5	NEGLIGIBLE 1	LOW 2	LOW 4

Hazard Identification

Task/Activity	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	RMP	RMP – Control Strategies	RMP	Contact
		Likelihood	Consequences	Level				
Emergencies	Emergency situations E.g. Fire, Terrorism/Bomb threat, Major equipment failure, Armed	POSSIBLE	MAJOR	MEDIUM 16	Yes	Ensure that during any emergency Teachers keep the school group close together. Group leaders and students obey instructions from Adventure Park staff.	Adventure Park will implement the 'Emergency Evacuation Plan' in place. Adventure Park Management and staff will control	Ride Attendants, First Aid Officers, Park Operations Manager, Security

Task/Activity	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	RMP	RMP – Control Strategies	RMP	Contact
		Likelihood	Consequences	Level				
	Hold-up, Major Chemical spill, Explosion					Leave your mobile phone number with Adventure Park staff so that you can be contacted whilst in the park if necessary.	all emergency situations.	
General Illness/ Allergies	Environment factors causing: illness/nausea/ allergic reaction	UNLIKELY	MINOR	LOW 2	Yes	Teachers must have all information from parents regarding any medical conditions/medications to be carried and registered.	Report all injury and illness to an Adventure Park employee who will immediately implement the parks 'First Aid Plan'. First aid rooms with full time First Aid Officers are in place.	First Aid Officer, Park Operations Manager
Bus Transport to Adventure Park	Bus/Vehicle Accident	RARE	MODERATE	NEGLIGIBLE 1	Y/N	Teachers to ensure students stay in well supervised groups and respond to all important commands	Ensure students are seated and/or seat belts are used in all vehicles.	Teacher in Charge
Lost Student	Student separated from group	UNLIKELY	MINOR	LOW 2	Yes	Before you enter the park advise students of the time and place they need to meet before departure. Give each student some form of ID with group leaders contact details. Consider implementing 'buddy system' with students. Have a visible way of identifying your students. E.g. Hats of a	Report lost children to the guest services or reception desks. The Park Operations Manager will then implement 'Lost Child' plan for missing children who's emergency code within the park for a 'Lost Child' is code pink.	Ride Attendants, Park Operations Manager, Teacher in Charge

Task/Activity	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	RMP	RMP – Control Strategies	RMP	Contact
		Likelihood	Consequences	Level				
						certain colour. Ensure group roles are marked and students are accounted for.		
Bus transport to Adventure Park	Motion Sickness	UNLIKELY	INSIGNIFICANT	NEGLIGIBLE 0.5	Y/N	Teachers to determine in advance any know students who suffer from travel sickness.	Have sick bags, water and cleaning products.	Teacher in Charge
Bus unloading	Students being run over by other cars/buses	RARE	MODERATE	NEGLIGIBLE 1	Yes	Teachers to ensure students stay together at all times.	Well signed car park with car park attendants in place.	Car park attendants and Park Operation. Teacher in Charge
Sunburn/ Heat Stress	Sunburn and/or heat stroke due to over exposure to sun and heat	UNLIKELY	MINOR	LOW 2	Yes	Drink plenty of water and apply sunscreen before entering the park and throughout the day. Ensure each person has own hat, shirt, sunglasses, water.	Air conditioned buildings, first aid facilities, beverages available, sunscreen and hats can be purchased.	Ride Attendants, First Aid Officers, Park Operations Manager
Abduction	Child Taken by stranger	RARE	CATASTROPHIC	LOW 4	Yes	Educate students on 'stranger danger' and dealing with abduction. Ensure group roles are marked and students are accounted for.	Adventure Park has security procedures in place with trained staff.	Park Operations Manager, Security Officer
Severe Weather forecast	Slipping while walking/ running on wet surfaces	POSSIBLE	MINOR	LOW 4	Yes	Ensure all children wear enclosed footwear. Enforce "NO RUNNING IN THE PARK"	Drainage system which reduces surface water. All staff enforce the no running policy.	Ride Attendants, First Aid Officer, Park Operations Manager

Task/Activity	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	RMP	RMP – Control Strategies	RMP	Contact
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							Certain rides/attractions are closed due to bad weather.	
Thunder and Lightning	Ride closure due to electrical storm	POSSIBLE	MINOR	LOW 4	Yes	Make students aware that some rides/attractions may temporarily close in the event of an electrical storm.	Certain rides/attractions will temporarily close during an electrical storm.	First Aid Officer, Park Operations Manager
Activity in Water	Drowning in lake	RARE	CATASTROPHIC	LOW 4	Yes	Park signage stating that all lake areas are not for swimming. Students using lake activities must all wear a personal flotation device. On site supervision by ride attendants is maintained throughout the ride. Video surveillance is in operation 24/7.	Various pocket resuscitation masks located throughout the park. All management employees trained in advanced resuscitation.	Ride Attendants, First Aid Officer, Park Operations Manager
Other Injuries	Various random injuries due to falling over, running in to poles, splinters, cuts etc.	POSSIBLE	MINOR	LOW 4	Yes	Report all incidents and injuries to an Adventure Park employee who will immediately implement the parks 'First Aid Plan'. The Park has two first aid treatment rooms.	When the park is open there is always a full time First Aid Officer in place. Maintenance team inspect the park daily for potential hazards.	Ride Attendants, Park Operations Manager, First Aid Officer

Ride & Activity Hazard Identification

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
		Likelihood	Severity	Level			
Wild West Canyon & Gold Rush Rapids Waterslides	Falling out of the raft and crashing into people who have not cleared the run out chute, or not following staff instruction.	POSSIBLE	MODERATE	MEDIUM 8	Minimum height: 100cm Appropriate swim wear Clause A: <i>Not permitted for those who have existing heart, neck, back trouble, pregnancy, recent broken bones, surgery or under the influence of drugs or alcohol.</i>	Emergency procedure, safety and ride specific training.	All users receive verbal and written safety instruction on how to ride the raft. Ride attendants control the flow of riders down the slide.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
		Likelihood	Severity	Level			
Jumping Jets	Slipping over.	POSSIBLE	MINOR	LOW 4	No height requirement Appropriate swim wear	Emergency procedure, safety and ride specific training. Enforce No Running rule.	Ride supervision and safety signage warning against running. Guest behaviour is monitored in this area. Any rider not following ride rules is removed from ride.
Archery	Burn to inside of arm from bow string. Students not listening to instruction from ride attendant may result in injury.	POSSIBLE	MINOR	LOW 4	Minimum height: 90cm	Emergency procedure, safety and ride specific training.	Instructions are verbalised by ride attendant at the beginning of each round of archers. Ride supervision and video surveillance are in operation 24/7. Arm guards available upon request. Any rider not following ride rules is removed from ride.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
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Shipwreck Harbour Paddle Boats	Drowning	RARE	CATASTROPHIC	LOW 4	All guests must wear a Personal Flotation Device (PFD) (supplied by Adventure Park) All water craft require a minimum of two riders. Minimum height requirement of 1m or accompanied by an adult. Weak swimmers are advised not to ride.	Emergency procedure, safety and ride specific training. Ride attendants use whistles and megaphones to safely co-ordinate and control riders. Rescue water craft are always on standby at boat jetty.	Instructions are verbalised at the beginning of the ride. Supervision by ride attendants is maintained throughout the ride. Video surveillance is in operation 24/7. Any rider not following ride rules is removed from ride.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
		Likelihood	Severity	Level			
Jumping Castle	Rider engages in "horseplay" during participation - by either themselves or others.	UNLIKELY	MINOR	LOW 2	Guests must remove footwear	Emergency procedure, safety and ride specific training.	Ride attendants supervise area regularly. The number of ride attendant's on duty is a ratio, dependant on the rider numbers at that area at any given time. Video surveillance is in operation 24/7. Any rider not following ride rules is removed from ride.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
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Go Kart Track & Little Buggy Speedway Track	Collision between vehicle and track barriers, injuries that may occur include; Whiplash, cuts, bruises, broken bones and spinal injuries	UNLIKELY	MINOR	LOW 2	<p>Go Karts: Minimum 140cm</p> <p>No loose items of clothing or headwear permitted (i.e. scarfs etc.)</p> <p>Little Buggy Speedway: Minimum 90cm Maximum 140cm Clause A</p>	Emergency procedure, safety and ride specific training.	Instructions are verbalised at the beginning of the ride. Supervision by ride attendants is maintained throughout the ride. Video surveillance is in operation 24/7. Any rider not following ride rules is removed from ride. Traffic signals and lighting sequence are used to coordinate rider dispatch.
Mini Golf Courses 2x	Injuries occurred from golf putters, golf balls. - By either themselves or others could cause injury to themselves, other guests or ride attendants.	UNLIKELY	MINOR	LOW 2	No height requirement	Emergency procedure, safety and ride specific training area is routinely supervised by mini golf clubhouse ride attendant & Park Operations Manager	Instructions are verbalised at the beginning of the game and during safety briefing. Video surveillance is in operation 24/7, guest behaviour monitored. Any rider not following ride rules is removed from ride.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
		Likelihood	Severity	Level			
Kids Train	Park guest hit by train	RARE	MAJOR	LOW 2	No height requirement	Manual drivers licence. Emergency procedure, safety and ride specific training.	Train follows a designated track which is a no pedestrian zone
Carousel	Riders could be injured as a result of "horseplay" during ride - by either themselves or other riders	RARE	MINOR	NEGLIGIBLE 0.5	Maximum 140cm	Emergency procedure, safety and ride specific training.	Instructions are verbalised at the beginning of the ride. Supervision by ride attendants is maintained throughout the ride. Any rider not following ride rules is removed from ride. Video surveillance is in operation 24/7.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk Level	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
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Lazy River Ride	Rider engages in "horseplay" during participation - by either themselves or others could cause injury to themselves, other guests or ride attendants. Injuries that may occur include; cuts, abrasions, fractures and spinal injuries. Artificial waves cause water to be turbulent and may result in cuts and abrasions if guest is pushed into river wall.	POSSIBLE	MINOR	LOW 4	Minimum 90cm height requirement. No foot wear permitted. Appropriate swim wear required. Guests are capable of following rider instruction. Clause A	Emergency procedure, safety and ride specific training, rescue tubes, first aid kits, spinal board and collars located at ride.	Instructions are verbalised at the beginning of the ride. Supervision by ride attendants is maintained throughout the ride. Any rider not following ride rules is removed from ride. Video surveillance is in operation 24/7.
Tiny Tots Splash Zone	Children may bump into other children or run into water play structure causing cuts, grazes or bruises. Rider engages in "horseplay" during	UNLIKELY	MINOR	LOW 2	Maximum 120cm No foot wear Appropriate swim wear	Emergency procedure, safety and ride specific training.	Ride attendants supervise area regularly. The number of ride attendant's on duty is a ratio, dependant on the rider numbers at that area at any given time. Video surveillance is in operation 24/7. Any rider not following ride rules is removed from

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk Level	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
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	participation - by either themselves or others could cause injury to themselves, other guests or ride attendants.						ride.
Bonitos Bay Water Play	Children may bump into other children or run into water play structure causing cuts, grazes or bruises. Rider engages in "horseplay" during participation - by either themselves or others could cause injury to themselves, other guests or ride attendants.	POSSIBLE	MINOR	LOW 4	No height Requirement No foot wear Appropriate swim wear	Emergency procedure, safety and ride specific training.	Supervision by ride attendants is maintained throughout the ride. Ride attendant numbers will fluctuate and are placed around ride to monitor behaviour and safety. Video surveillance is in operation 24/7. Ride attendants ensure that ride rules are being adhered to. Any rider not following ride rules is removed from ride.
Aqua Racer	If students disregard ride rules and do not remain properly on their mat or in their designated lane or do not follow lighting sequence (i.e. go	UNLIKELY	MINOR	LOW 2	Minimum height: 110cm No head or Foot wear Appropriate swim wear. Guests are capable of following rider instruction.	Emergency procedure, safety and ride specific training.	Instructions are verbalised at the beginning of the ride. Supervision by ride attendants is maintained throughout the ride. Video surveillance is in operation 24/7. Hand signals and lighting sequence are used to coordinate rider dispatch.

Ride/Attraction	Potential Hazard	Assessed Risk	Assessed Risk	Assessed Risk Level	Height/Rider Requirement	RMP - Control Strategies	Risk Management Plan
		Likelihood	Severity				
	on the green light) they may run the risk of cuts, abrasions and bruises.						Riders not following ride rules are removed from ride.
Wave Swinger	Riders could be injured as a result of "horseplay" during ride - by either themselves or other riders	RARE	MINOR	NEGLIGIBLE 0.5	Maximum 120cm	Emergency procedure, safety and ride specific training.	Instructions are verbalised at the beginning of the ride. Supervision by ride attendants is maintained throughout the ride. Any rider not following ride rules is removed from ride. Video surveillance is in operation 24/7.

School Assessment

This form is to be used as a guide when submitting for excursion approval to school boards.

Is all the equipment at the venue maintained in accordance with the OHS Regulations and Standards? YES/NO

Other Equipment Requirements (Including items such as clothing, foot ware, (shoes or thongs) and sun screen that participants are required to bring).

Student and Staff:

- Swim wear, Shirts, Shorts, Shoes, Hat, Sunscreen, Towel

Supervision/Services:

- Teachers/School staff are explained the policies and procedures on behaviour and first aid plan.
- The students are explained the safety rules and how to play safely.
- Staff at Adventure Park provide delivery of all safety briefings, rules in each area, guided tours and supervision of all activities.

Access:

- Is access to and from premises safe and without risk to health? YES/NO
- Is the venue wheelchair accessible? YES/NO
- Are disabled toilets available? YES/NO

Emergencies:

- Are emergency procedures/plans in place in the venue? YES/NO
- Are all staff trained to deal with emergency situations? YES/NO
- Are there signs, conforming to statutory requirements? YES/NO

Maintenance Repair

- Are licensed personnel used for all maintenance and repair work? YES/NO

First Aid:

- Are first aid kits readily available, including pocket resuscitation masks and one way valves? YES/NO

- Is there appropriate rescue equipment available such as buoyancy and reaching aids at each activity area? YES/NO
- Are there trained First Aid Officers available at the venue? YES/NO
- Is there a first aid room available? YES/NO
- Are there details, location and telephone numbers of nearest police, ambulance, fire and hospitals? YES/NO

Child-Related Employment:

- Have all staff over the age of 18 applied for or obtained a Working with Children's Check? YES/NO

Staff Member Name.....

Staff Member's Signature.....

Proposed Number of Students.....

Year Level.....

School Name.....

Primary or Secondary.....

School Address.....

School Phone Number.....

Date.....

Please note: A risk management plan for teachers when planning school excursions. Adventure Park will advise the Department of Education and Early Childhood Development of any of the information changes and provide an update.