

**Sydney Olympic Park  
Authority  
(SOPA)**

**Excursion Risk Assessment for School Excursions  
and Community Programs  
(Includes COVID Safe Plan)**

**Hazard Locations:**

Education Centre (Bicentennial Park)  
The Annex (Bicentennial Park)  
Badu Mangroves (Bicentennial Park)  
Parklands and Parkland Structures (Bicentennial Park)

Pursuant to the *Child Protection (Working with Children) Act 2012 (NSW)* all Sydney Olympic Park Authority employees, contractors and/or subcontractors involved in providing assistance to attending school groups and/or delivering a program, performance or activities during the excursion, has a current WWCC clearance that has been verified by Sydney Olympic Park Authority as required by the NSW Office of the Children’s Guardian.

All SOPA Education Officers have a current First Aid certificate and are involved in regular First Aid training.

Sydney Olympic Park Authority has Public Liability Cover

Activity	Hazard Identification <i>Type/Cause</i>	Risk Assessment Risk Rating Matrix	Elimination or Control Measures	Who Responsibility	When
The hazards listed cover all activities	Uneven paved and natural surfaces, pathways, guttering and elevated and winding boardwalk, resulting in slips, trips and falls	6	<ul style="list-style-type: none"> <li>SOPA Education staff will provide guidance to students walking around natural and uneven areas - such as negotiating Badu Mangrove boardwalk, uneven parts of the footpath, steps etc.</li> <li>SOPA Education staff will conduct an overall ‘safety talk’ at the beginning of the day to make students and visiting teachers/accompanying adults aware of the possible risks whilst on site and rules that students need to follow.</li> <li><b>Teachers/accompanying adults should supervise students to ensure they are paying attention in the areas in which they are walking.</b></li> <li><b>All teachers/accompanying adults to carry first aid kits.</b></li> <li>All SOPA Education staff carry a small first aid kit and will assist in injury requiring care on request of the responsible teacher.</li> </ul>	<p>SOPA</p> <p>SOPA</p> <p>Teachers</p> <p>Teachers SOPA</p> <p>SOPA</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p> <p>Prep &amp; on the day</p> <p>On the day</p>

			<ul style="list-style-type: none"> <li>All SOPA staff will carry a 2-way radio/mobile phone in the event that SOPA Rangers or Ambulance assistance is required.</li> <li><b>Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants.</b></li> </ul>	Teachers	Prep & on the day
The hazards listed cover all outdoor activities	Proximity to unfenced sections of waterways, rivers, creeks, lakes etc. – with a possibility of drowning	8	<ul style="list-style-type: none"> <li>Students will be briefed on the risks of undertaking activities near waterways by SOPA Education staff at the beginning of the day and reminded throughout the day.</li> <li><b>The visiting teacher/accompanying adults have complete duty of care of all students under their supervision and will supervise the safety of their group.</b></li> <li><b>Students and participants to wear stable and enclosed shoes.</b></li> </ul>	SOPA Teachers Teachers	On the day On the day Prep & on the day
Using shared pathways, parkland areas and public facilities	Stranger interaction	8	<ul style="list-style-type: none"> <li>SOPA Education staff are trained to be alert for nuisance public interactions.</li> <li>SOPA Education staff will check toilets at the beginning of the day before school arrives.</li> <li>SOPA Education staff will call/radio SOPA Rangers/Police in the event that assistance is required.</li> <li><b>Teachers are advised that students should never use public toilets on their own and are required to have a teacher/accompanying adult from the visiting school accompany students to the toilets at all times.</b></li> </ul>	SOPA SOPA SOPA Teachers	On the day On the day On the day On the day
The hazards listed cover all outdoor activities	Severe and inclement weather events eg. severe heat, severe cold, rain, storms, fire danger, wind etc.	6	<ul style="list-style-type: none"> <li>SOPA staff will monitor weather for upcoming excursions via Bureau of Meteorology weather alert and website – and may cancel excursion based on severe and inclement weather predicted.</li> <li>Weather conditions will be considered by SOPA Education staff and some activities may be moved to a different location or cancelled all together.</li> <li>Activities under tree cover will not occur when high winds are predicted.</li> <li><b>Participants will need to wear clothing suitable for the weather condition on the day eg. raincoat, jacket, hat, sunscreen, covered shoes etc.</b></li> </ul>	SOPA SOPA SOPA Teachers	24hrs prior On the day On the day Prep & on the day
The hazards listed cover all outdoor activities	Heat exhaustion	6	<ul style="list-style-type: none"> <li>There will be access to water bubblers for students to drink from if they do not have a water bottle.</li> </ul>	SOPA	On the day

	Dehydration Sunburn		<ul style="list-style-type: none"> <li>• All students and participants should bring at least one bottle of water in case the bubbler is not working on the day of excursion.</li> <li>• Schools are expected to bring sunscreen from their school for their students and participants.</li> <li>• All students, participants and staff are required to wear hats, protective clothing and enclosed footwear when participating in lessons and activities.</li> </ul>	Teachers Teachers Teachers	Prep & on the day Prep & on the day Prep & on the day
The hazards listed cover all outdoor activities	Unfenced locations Being separated from the group	2	<ul style="list-style-type: none"> <li>• SOPA Education staff will conduct a 'safety talk' at the start of the day which mentions the need to stay together as a group as they move around the site.</li> <li>• Class groups are not to exceed 30 students, and must have at least one teacher from the school present for each class group (non-teachers can be present but cannot be the only adult present for the group).</li> <li>• Teachers are reminded that they have duty of care of their students and are required to supervise their students at all times.</li> <li>• Teachers should conduct 'head counts' throughout the day to ensure no students have gone missing.</li> <li>• Teachers are to stay with their class group at all times and are not permitted to leave the supervision of the group solely to the SOPA staff member.</li> </ul>	SOPA Teachers Teachers Teachers Teachers	On the day Prep & on the day On the day On the day On the day
The hazards listed cover all activities	Asthma/allergies leading to severe reactions such as anaphylaxis etc.	6	<ul style="list-style-type: none"> <li>• In the case of a student or participant having a known allergy, then an individual allergy management plan is required to be brought to the SOPA Education venue on the excursion date.</li> <li>• On the excursion date a parent or teacher from the visiting school/group must carry the plan and medications or treatments during activities and be trained to use such medication (i.e. adrenalin, ventalin, EpiPen dispensers etc.)</li> </ul>	Teachers Teachers	Prep & on the day On the day
The hazards listed cover all activities	Poor student and participant behaviour that compromises group safety	15	<ul style="list-style-type: none"> <li>• In the event that overall student behaviour is so disruptive that it poses a safety risk to others, SOPA Education staff have the right to suspend the excursion at any time until it is deemed safe enough to continue.</li> <li>• The behaviour management of all students is the sole responsibility of the teacher and accompanying adults.</li> </ul>	SOPA Teachers	On the day On the day

			<ul style="list-style-type: none"> <li>Teachers should brief all participating students before the excursion on the level of behaviour that is expected of them.</li> <li>Schools should take measures to bring an extra teacher/s to assist with supervising students who are unable to work appropriately with their group during the excursion.</li> </ul>	Teachers Teachers	Prep & on the day Prep & on the day
The hazards listed cover all activities	Insect bites and stings	13	<ul style="list-style-type: none"> <li>SOPA Education staff will check for and report on any insect nests (such as wasp nests) that occur on or near the location of the activities occurring over the program.</li> <li>SOPA Education staff will endeavour to check for insect nests (like ant nests) before sitting their group of students on the ground.</li> <li>All SOPA Education staff will carry a basic first aid kit in the event of a bite, but will NOT carry nor administer 'Stingoes' or insect repellent.</li> <li>All visiting schools and groups are advised to bring their own supply of insect repellent and know how to apply it.</li> <li>Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants.</li> </ul>	SOPA SOPA SOPA Teachers Teachers	On the day On the day On the day Prep & on the day Prep & on the day
Students and participants boarding and alighting from their bus	Vehicles and cyclists	7	<ul style="list-style-type: none"> <li>Students and participants to be clearly informed of their expected movements upon alighting from their bus (specifically that the area may not be a signposted bus stop and to beware of cars and bicycles travelling at high speeds on quiet park roads and footpaths).</li> <li>Where doubt exists before meeting with SOPA Education staff, students and participants should remain on the bus, or contained in a safe location until they are met by a SOPA Education staff member.</li> </ul>	Teachers Teachers	On the day On the day
The hazards listed cover all outdoor activities	Collisions with motor vehicles, bicycles, pedestrians, prams etc. causing injury	7	<ul style="list-style-type: none"> <li>SOPA Education staff will conduct a 'safety talk' at the beginning of the day which will cover the need to stay left when walking on footpaths and being aware that other pedestrians, cyclists and often SOPA vehicles may also be using the path.</li> <li>Students and participants will be lead around the site by SOPA Education staff.</li> <li>Teachers are to ensure that the group stays together and on the left side of the path at all times.</li> </ul>	SOPA SOPA Teachers	On the day On the day On the day

Education Centre animals meet and greet	Animals causing bites and scratches	2	<ul style="list-style-type: none"> <li>All SOPA Education staff have been trained in animal handling procedures</li> <li>Only SOPA Education staff can hold the animal/s.</li> <li>SOPA Education staff will brief students and participants on the correct way to pet the animal, i.e. only on its back, no hands near mouth or claws, always pet in the direction of the scales, keeping calm etc.</li> <li>SOPA Education staff will monitor the behaviour of the animal. If it is showing signs of distress, which may result in aggressive behaviour, petting will stop and students will observe animal from its enclosure.</li> <li>SOPA Education staff will carry a small first aid kit in the event of an injury.</li> </ul>	SOPA  SOPA SOPA  SOPA  SOPA	On the day  On the day On the day  On the day  On the day
The hazards listed cover all excursion activities	Scientific equipment use (injuries caused by inappropriate use)	2	<ul style="list-style-type: none"> <li>All excursion related equipment will have an associated instruction sheet outlining the appropriate way to use said equipment.</li> <li>SOPA Education Staff will monitor students using equipment and step in if required. In the event that a student is purposely misusing equipment, SOPA Education Staff have the right to ban that student from using any further equipment.</li> <li><b>Teachers also have the responsibility to monitor and manage all students when working with equipment.</b></li> </ul>	SOPA  SOPA  Teachers	On the day  On the day  On the day
Climbing of the Education Tower and Treillage Tower look outs	Stairs and elevated activity locations	12	<ul style="list-style-type: none"> <li>All tower platforms and stair cases have appropriate railings that are regularly monitored to ensure working order.</li> <li>Students are permitted up the tower stairs and onto the lookout platforms <b>under strict supervision of SOPA Education Staff and class teacher</b>. SOPA Education staff will outline the rules of accessing the towers i.e. no running, use the handrail, students are not permitted to climb or sit on the rails, no dropping of items from the tower etc. SOPA Education staff have the right to end the activity if any of these rules are broken.</li> <li>In the event of wet weather, the stairs will be assessed and if it is deemed that they are too slippery, the activity will not go ahead.</li> </ul>	SOPA  SOPA and Teacher  SOPA  Teacher	Continuous  On the day  On the day  On the day

			<ul style="list-style-type: none"> <li>• <b>Teachers have the responsibility to monitor student movements and remove students from the tower if they are acting in an unsafe manner.</b></li> </ul>		
Walking in Badu Mangroves boardwalk	Elevated and winding walkway	6	<ul style="list-style-type: none"> <li>• The boardwalk is monitored and maintained to be in good working order.</li> <li>• Students must walk in single file along the boardwalk to reduce the risk of accidentally falling off.</li> <li>• If students are acting in an unsafe manner (running, jumping corners, pushing into other students, jumping off the boardwalk etc.), SOPA Education staff have the right to end the activity and remove all students from the boardwalk.</li> <li>• <b>Teachers have the responsibility to monitor student movements and remove students from the boardwalk if they are acting in an unsafe manner.</b></li> </ul>	SOPA  SOPA and Teacher SOPA and Teacher  Teacher	Continuous  On the day On the day  On the day
Interactions between SOPA staff, teachers and students	COVID-19 Virus	12	<ul style="list-style-type: none"> <li>• <b>COVID Safe Plan, informed by NSW Health and Government workplace procedures with measures that include:</b> <ul style="list-style-type: none"> <li>- NSW QR Code Check in for visiting teachers</li> <li>- COVID-19 Booking Terms and Conditions for teachers</li> <li>- Infection Control signage</li> <li>- Outdoor activities only</li> <li>- Students and teachers to bring and use their own personal hand sanitiser</li> <li>- Wash hands regularly</li> <li>- School teacher and students to keep a safe physical distance from SOPA Staff</li> <li>- SOPA Staff to use personal hand sanitiser</li> <li>- Resources and field equipment washed and sanitised at the end of every day</li> <li>- SOPA staff will use separate equipment for demonstration purposes.</li> <li>- SOPA Staff undergo Infection Control Training</li> <li>- Excursions restricted to 4 classes (max. 120 students)</li> <li>- Only 1 school will undertake an excursion at the Education Centre each day</li> <li>- Increased cleaning of public bathroom facilities</li> </ul> </li> </ul>	SOPA Staff, teacher and students	Ongoing, daily.

SOPA Risk Rating Matrix

LIKELIHOOD

CONSEQUENCE

	Rare	Unlikely	Possible	Likely	Almost Certain
Extreme	Medium - 8	High - 17	Very High - 21	Very High - 23	Very High - 25
Major	Medium - 7	Medium - 12	High - 18	Very High - 22	Very High - 24
Moderate	Low - 4	Medium - 11	Medium - 14	High - 19	High - 20
Minor	Low - 2	Low - 6	Medium - 13	Medium - 15	Medium - 16
Insignificant	Very Low - 1	Low - 3	Low - 5	Medium - 9	Medium - 10