Business Unit:	Childrens Services	**Date:**	14/5/2021	**Centre Opening Time** 7.30am	**Centre Closing Time** 6.00pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	**Centre:**	Harbord	**Excursion Date:**	29/6/2021
Nominated Supervisor:	Stacey Hitch & Cate Webster	**Contact Number:**	8495 6685/86	**Number of Children attending Service:**	Up to 60
Excursion Destination & Address:	Warriewood Cinema 4 Vuko Place, Warriewood 2102	**Educator to child ratio:**	1:8	**Number Educators:**	Minimum 8 for 60 children
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development and we encourage and support the principles of play through our programming by looking at the needs, interests and abilities of all children.			**Water Hazards:**	☒ No ☐ Yes

Proposed activities the children will participate in:

Children from Harbord Vacation Care will join Manly Vale Vacation Care children on a bus to travel to United Cinema at Warriewood to enjoy a movie. At the time of print, Vacation Care has not been advised of the movie choices. The movies will be in the categories of a G or PG rating. After the movie the children will safely walk with educators to Rat Park where they will enjoy lunch and a play before being picked up by bus to go back to the centre.

The proposed excursion is: ☑ a once off occurrence ☐ ongoing between the dates of / /	**The authorisation for transportation of the child is:** ☑ a once off occurrence ☐ ongoing between the dates of / /

Scheduled time of the departure from the Service: **9.30am**	**Anticipated time of the arrival at the Venue:** **Approx 10am**	**Period of time the children will be travelling:**	Approx 30 minutes
Scheduled time of the departure from the Venue (Rat Park): **Between 1pm to 3pm**	**Anticipated time of the arrival back to the Service:** **Between 1.30 to 3.30pm**	**Period of time the children will be travelling:**	Approx 30 minutes
Method of transport, including proposed route (eg main roads, road crossings): **Bus from Curl Curl Youth & Community Centre to Warriewood Cinema. After the children view their movie, they will be carefully supervised as they walk south on the footpath along Pittwater Road, and crossing over at the pedestrian crossing to Rat Park where they will eat their lunch and later**	**Forest Coach Lines:** 9485 0600 (pre 9 am) 9450 2777 (post 9 am)	**Requirements for safety restraints / seatbelts:**	☒ No ☐ Yes

play with sporting equipment that will be taken to the venue by the staff. The children will be picked up on Walsh Street near Rat Park and be transported safely back to their Vacation Care centre by bus.			
Reason for Transporting the Children:	The excursion is a distance from the centre and not in reasonable walking distance for the children.	**Map Attached:**	☐ No ☒ Yes
Description of the proposed pick-up location:	The bus will park safely near the community centre so that the children will board the bus without having to access the main carpark area.	**Venue and safety information reviewed and attached:**	☐ No ☒ Yes

Checklist of items to take on the excursion - ✓ when packed

First Aid Kit		Mobile phone	
List of Children attending excursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats)		Child Profiles for children with additional needs	

	Full Name	Position/ Title	Signature	Date
Participant	Magali Videau	Vacation Care Specialist Administrative Officer		3/6/2021
Participant	Stacey Hitch	Vacation Care Services Coordinator		3/5/2021
Participant	Cate Webster	Vacation Care Services Coordinator		14/5/2021

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Definitions for Consequence

Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain.	Little or no Environmental Impact e.g. • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain.	Minor Environmental impact e.g. • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder.	Temporary environmental impact e.g. • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. • Complete/partial loss of hearing, vision; • Amputation, disfigurement or disability; • Major fracture or multiple injuries; • Severe burn or tissue damage; • Severe allergic reaction or asthma; • Major irreversible disease; • Severe depression.	Significant Environmental Impact e.g. • Significant environmental damage over long term (e.g. > 1 year); • Major environmental damage over short to medium term (e.g. < 1 year); • Major annoyance to local community; • Heavy use of readily available but finite resource; • Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects • Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility.	Major Long Term Environmental Impact e.g. • Major environmental damage over long term (e.g. >1 year); • Adverse health effects among local community • Very heavy use of readily available but finite resource; • Heavy use of scarce/finite resource.

Definitions for Likelihood

Score	Examples
1 Rare	• An incident might happen every 50 years • Incident might be seen once during working life. • Probability of incident close to zero • Controls are failsafe
2 Unlikely	• An incident might happen every 5-10 years • May see several incidents during working life • Incident foreseeable but probability very low • Incident not known to have happened at another business unit
3 Possible	• An incident might happen every 1 - 5 years • An event could occur. • An incident may have happened at another business unit • Controls may be breached
4 Likely	• One or more incidents might occur a year • Personnel would not be surprised by incident
5 Almost Certain	• Significant number of incidents might occur each year • Incidents occur frequently • Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	**Warriewood Cinema – refer to documents below**					•					
2	Traffic accident as a result of transporting children by bus	Superficial cut, bruise or abrasion Deep cuts or wounds; Fractures or multiple injuries Fatal injuries	2	2	4	• Walk when on public transport • Hold onto handles where available • Remain seated whilst vehicle is in motion • Educators present that are First Aid trained • First Aid Kits available • Educate children before leaving centre about appropriate behaviour • Children advised to take extra care boarding/disembarking bus • Do not exceed the maximum allowance for people on the bus	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	Pedestrian traffic accident when walking along footpaths, crossing roads, children running onto the road	Superficial cut, bruise or abrasion Deep cuts or wounds; Fractures or multiple injuries Fatal injuries	4	3	12	• Obey pedestrian rules • Be observant and cautious at all times when near roads and traffic • Cross at appropriate junctions / places such as traffic lights and zebra crossings where possible • Walk along footpaths • Educators to lead and to follow the group to ensure appropriate behaviours are adhered to	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	General Activities	Slips, trips and falls	2	3	6	• Only allow running in appropriate areas designated by educators • Educators present that are First Aid trained • Educate children before arriving at excursion venue about appropriate behaviour • Coordinator to discuss venue facilities with educators prior to leaving centre	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
5	Transporting children by bus.	Children wanting to use the bathroom. Children left behind at the centre. Incorrect children return on the bus from the venue.	4	3	12	• Educators perform a roll-call of the children present and attending the excursion • Children are allocated to their groups • Children are issued with coloured wristbands that ensure they remain in that specific group • Children can go to the bathroom, collect their bag and line up ready for departure to their excursion • Children walk to the pick-up point and wait for the bus • Educators check that the bathrooms are vacated • Educators count the children as they board the bus • Educators confirm the number with the Coordinator • Children are advised to walk when on the bus and remain seated at all times • Children do not sit in the middle of the back seat of the bus (may become projectile) • Hold onto handles where available • Educators present that are First Aid trained • First Aid Kits available • On returning to the centre, children's names are matched to the roll as they board the bus. This ensures the right child/ren are returning to the centre. • A head count can be completed once on the bus and before the bus departs for the return journey	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
6	Consuming food, drink or other item that may cause choking or allergic reaction	Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries.	2	3	6	• Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available • Children should always be sitting when eating and drinking to avoid choking • Use correct hygiene practices when serving food to avoid contamination • Follow correct hygiene practices for children • Ensure children have access to drinking water • Always have first aid kit and emergency contact numbers available on excursions	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
7	Play equipment and environment not well maintained or appropriate for age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.	Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid	2	2	4	• Check environment on arrival for hazards such as glass, other sharps etc. • Educators to visually check equipment for age suitability and maintenance • Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times) • Ensure all gates are secured in venue as appropriate. • Ensure current first aid certificate is held by Educator • Always have first aid kit and emergency contact numbers available on excursions • Ensure first aid kit is accessible and fully stocked and all items are in date • Make sure mobile phone is charged and operating in case of emergency • Apply first aid as necessary	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
8	Drowning in a body of water	Injury requiring medical treatment beyond first-aid. Fatality.	5	3	15	• Increased educator to child ratios on excursions with water sports (1:5) • Direct supervision / active watching of children at all times whilst near all water hazards • Talk to children about water safety • Ensure current first aid certificate is held by Educator	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
9	Inadequate supervision	Injuries that may require first aid treatment, or treatment beyond first aid. Missing children.	4	3	12	• Be actively involved with children in their play • Know where each child is and position yourself for maximum supervision of all children (head count) • Supervise all children all of the time • Be aware of other people within the same environment as the children at all times • Make children easily identifiable with same coloured wristbands in each group of children • Talk with children about what to do if they become separated • Be mindful of current Government guidelines concerning social distancing and gathering • Additional needs children have their specific educator to supervise and include them in the program / excursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

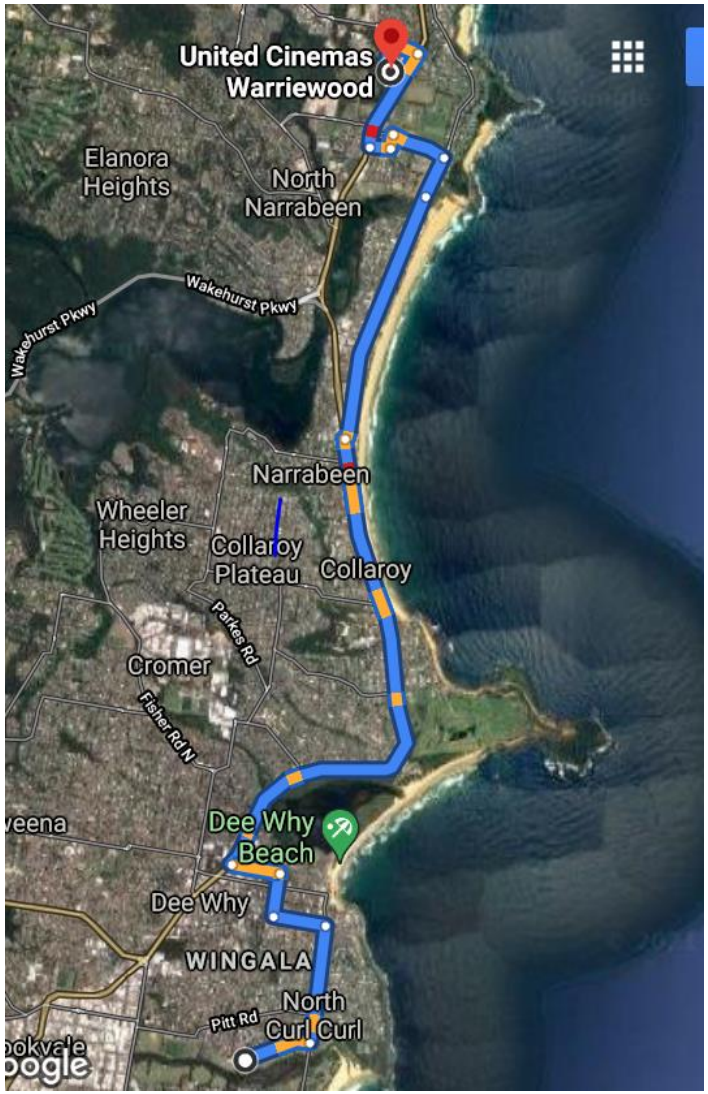
Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
10	Children moving away from the group	Missing Children. Children emotionally distressed. Additional needs children specific to absconding.	4	3	12	• Each educator allocated a maximum of eight children • Each educator allocated a colour and all the children in their group wear this coloured wristband with office phone numbers printed on them • Educators do regular head counts of their individual groups to ensure all children are accounted for • Coordinator/assistant coordinator to carry out overall group head counts throughout the day • Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost • Additional needs children have their specific educator to supervise and include them in the program / excursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
11	Outside exposure in the sun	Sunburn. Heat exhaustion. Injuries requiring first-aid treatment. Temporary discomfort or pain. Severe irritation or mild burn. Severe burn or tissue damage. Long term damage causing melanoma.	3	3	9	• All children and educators to apply sunscreen before leaving the centre • All children and educators to wear appropriate clothing including hats • All children and educators to regularly apply sunscreen throughout the day • Spend as much time as possible in the shade • Ensure all children and educators have a drink bottle or access to water • Encourage regular water intake by stopping activities for a drink break • Ensure educator models sun protection practices such as wearing hats and sunscreen	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
12	Exposure to known or unknown allergens	Allergic or anaphylactic reactions	3	3	9	• Collect information prior to excursion about children's allergies and communicate to educators • Educators keep a closer eye on children who have identified as having allergies • Educator survey the environment for potential allergens and minimise contact • At least one educator is trained in Anaphylaxis management • Educators have first aid certificates • First aid kit available including centre Epipen • Always have first aid kit and emergency contact numbers available on excursions • Make certain all foods are suitable according to allergies / intolerances • Medical Action plans available / on hand	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
13	Inadequate toilet facilities. Sexual or verbal abuse.	Children wetting their clothing. Exposure to infectious diseases. Children emotionally upset. Children physically hurt.	2	2	4	• Familiarise the children with site • Ensure toilet facilities are available when booking excursion venue • Ensure disabled access is available when booking excursion venue • Educators to accompany children to bathrooms • Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper • Educators never to leave children alone with members of the public in bathrooms • Spare clothes included in the excursion bag	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

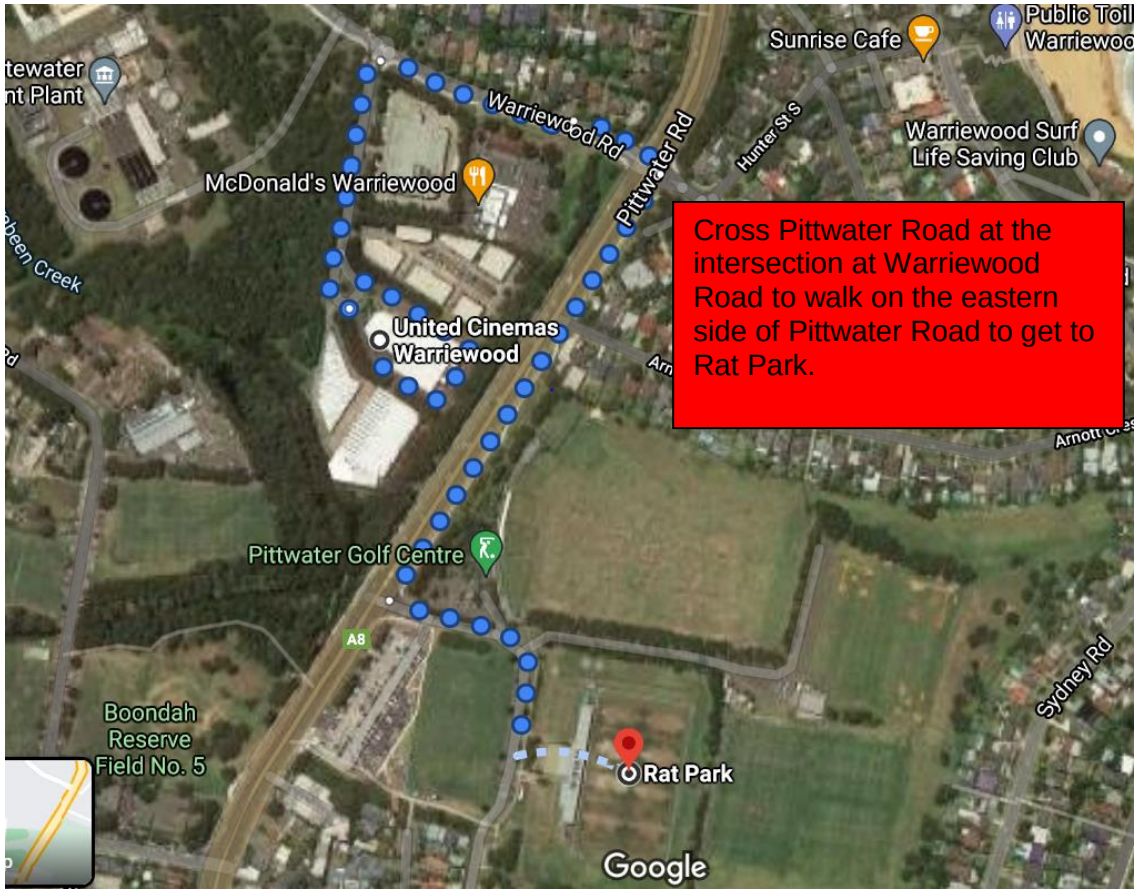
Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
14	Extreme weather conditions including high winds, hail, excessive precipitation, and excessive temperature, bush fires and poor air quality.	Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction / asthma. Injuries from falling objects. Fatal injuries or illnesses.	3	2	6	• Monitor predicated weather conditions via the Bureau of Meteorology • Monitor RFS Fires Near Me app • Review air quality status via Air Matters app, be aware of children and educators with respiratory conditions • Cancel excursions when the extreme weather conditions pose a health and safety risk / hazard to children and adults • Review excursion risk assessment • Update excursion authorisation and permission where required • Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors • Contact Coordination Unit if advice or assistance is required	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
15	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality.	3	2	6	• Excursion Policy adhered to • COVIDSafe app installed on mobile and active • External venues and providers required to provide information in relation to possible COVID-19 exposure and health status. • Follow NSW Government advice regarding social distancing and gatherings • Follow NSW Health and Department of Education Advice concerning the resumption of excursions • Avoid crowds and crowded locations – where social distancing from other community members cannot be maintained - cancel excursion. • Ongoing review of excursions based on the current COVID-19 cases/infections in the local area • Refer to COVID-19 Risk Assessment for all centres 2021/188062	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Bus route from Curl Curl Youth & Community Centre to Warriewood Cinemas



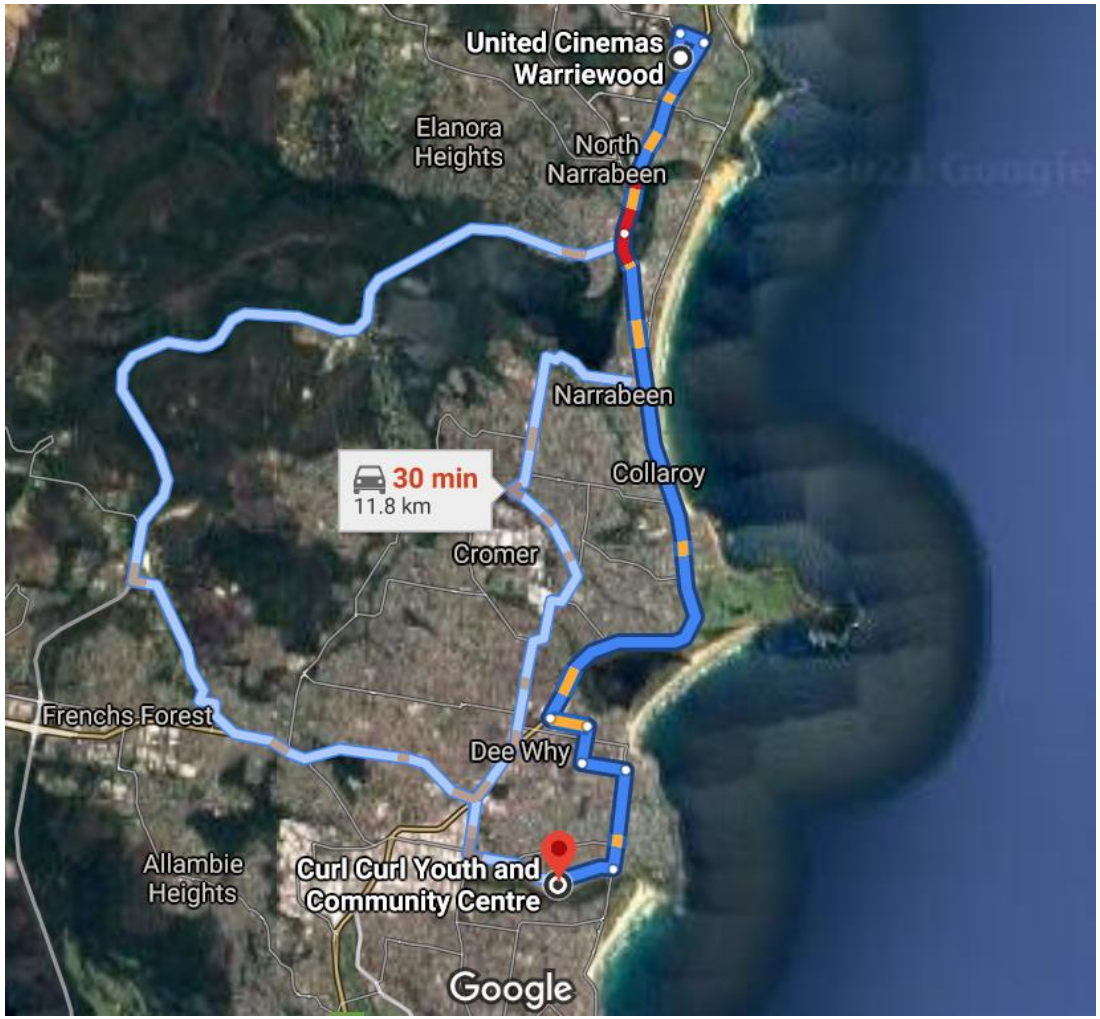
Walking route from Warriewood Cinemas to Rat Park



Cross Pittwater Road at the intersection at Warriewood Road to walk on the eastern side of Pittwater Road to get to Rat Park.

Walsh Street in relation to Rat Park; where bus will pick up from. Confirm this pick up spot with driver when you are dropped off at cinema.

Bus route from Rat Park (Walsh Road) to Curl Curl Youth & Community Centre



United Cinemas Warriewood Risk Assessment

Venue Name	**United Cinemas Warriewood**			
Location	4 Vuko Place, Warriewood, NSW 2102		**Equipment**	All equipment at the venue is maintained in accordance with the OHS Regulation and appropriate standards.
POSTAL ADDRESS	4 Vuko Place, Warriewood, NSW 2102		**First Aid**	First aid kits are on site.
Phone number	02 9913 2800		**Wheel chair access**	Please advise number of wheel chair spaces if required.
Fax number	02 9913 8512		**Disabled/Accessible toilets**	Available in foyer.
Web address	www.unitedcinemas.com.au		**Hearing Loop**	Hearing loop can be accessed by sitting in the first four rows of any cinema.
Insurance				
Film Presentation	**Recommended age group/ fitness level/ prerequisite skills**	**Staff accreditation/ competence for this activity/program**	**Potential risks**	**Control Strategies**
Arrival & Departure	All ages	None required	Late for film - film starts on time due to other bookings.	Please allow to arrive early to avoid any unseen contingencies.
Film Ratings	Refer to classification guidelines for suitable ages and government website click below	None required	Some films can upset young viewers.	Teachers expected to monitor and take any upset student out to foyer.
	http://www.classification.gov.au			
Candy Bar	n-a	n-a	Various products may contain nuts/traces of nuts.	Teachers should be aware of any existing medical conditions and monitor students accordingly.
Film screening problems	All ages	None required	Inappropriate film for students	Check with film ratings prior.
Wheelchair access	All ages - ramp and elevator access	None required	n-a	Please advise in advance for wheelchair spaces.
Access to & from Auditorium	All ages - ramp and elevator access	None required	Tripping, falling	Shoes must be worn at all times. No running or jumping allowed.
Payment	Teachers	None required	Payment is required on the day of the booking unless other arrangements are made prior to the day of the booking. Full details must be provided for Tax Invoice.	United Cinemas accepts cash, cheque, EFTPOS, Visa, MasterCard or bank deposit.
Student Behaviour in Auditorium	All ages	None required	Disruptive students may be asked to leave the theatre under teacher supervision.	Students are expected to be supervised when on a school excursion by the teacher/s. No feet on seats or benches.

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

Business Unit:	Childrens Services	**Date:**	14/5/2021	**Centre Opening Time** 7.30am	**Centre Closing Time** 6.00pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	**Centre:**	Harbord	**Excursion Date:**	7/7/2021
Nominated Supervisor:	Stacey Hitch & Cate Webster	**Contact Number:**	8495 6685/86	**Number of Children attending Service:**	Up to 60
Excursion Destination & Address:	Zone Bowling Dee Why 932 Pittwater Rd, Dee Why 2099	**Educator to child ratio:**	1:8	**Number Educators:**	Minimum 8 for 60 children
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development and we encourage and support the principles of play through our programming by looking at the needs, interests and abilities of all children.			**Water Hazards:**	☒ No ☐ Yes

Proposed activities the children will participate in:

Children from Harbord Vacation Care will join Manly Vale Vacation Care children on a bus to travel to Zone Bowling Dee Why and play 1 game of Ten Pin Bowling and 1 game of Lazer Tag. Families will be reminded in BookMe to pack in socks for this excursion, as well as sent a text message the day prior. Once the games are played, the children will walk on the pathway to the local James Meehan Reserve where there is a playground with play equipment and a grassed area to enjoy their lunch. Sporting equipment will be taken by the educators and the children will play various games. In the event of rain, the children will be taken back to the centre to eat their lunch straight after bowling and lazer tag. The bus will collect the children from James Meehan Reserve and transport them back safely to the Curl Curl Youth and Community Centre.

The proposed excursion is: ☑ a once off occurrence ☐ ongoing between the dates of / /	**The authorisation for transportation of the child is:** ☑ a once off occurrence ☐ ongoing between the dates of / /

Scheduled time of the departure from the Service: 10.00am	**Anticipated time of the arrival at the Venue:** Approx 10.15am (bowling begins at 10.45am)	**Period of time the children will be travelling:**	Approx 10 minutes
Scheduled time of the departure from the Venue: 2pm from James Meehan Reserve (leave bowling at 12.30pm)	**Anticipated time of the arrival back to the Service:** Approx 2.15pm	**Period of time the children will be travelling:**	Approx 10 minutes
Method of transport, including proposed route (eg main roads, road crossings): Bus from Curl Curl Youth & Community Centre to Zone Bowling Dee Why Cinema. Children will then walk along the footpath to James Meehan Reserve (see route below). The bus will pick them up from the carpark at James Meehan Reserve to be transported safely back to Curl Curl Youth & Community Centre	**Forest Coach Lines:** 9485 0600 (pre 9 am) 9450 2777 (post 9 am)	**Requirements for safety restraints / seatbelts:**	☒ No ☐ Yes

Reason for Transporting the Children:	The excursion is a distance from the centre and not in reasonable walking distance for the children.	**Map Attached:**	☐ No ☒ Yes
Description of the proposed pick-up location:	The bus will park safely near the community centre so that the children will board the bus without having to access the main carpark area.	**Venue and safety information reviewed and attached:**	☐ No ☒ Yes

Checklist of items to take on the excursion - ✓ when packed

First Aid Kit		Mobile phone	
List of Children attending excursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats)		Child Profiles for children with additional needs	

	Full Name	Position/ Title	Signature	Date
Participant	Magali Videau	Vacation Care Specialist Administrative Officer		3/6/2021
Participant	Stacey Hitch	Vacation Care Services Coordinator		3/6/2021
Participant	Cate Webster	Vacation Care Services Coordinator		14/5/2021

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Definitions for Consequence

Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain.	Little or no Environmental Impact e.g. • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain.	Minor Environmental impact e.g. • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder.	Temporary environmental impact e.g. • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. • Complete/partial loss of hearing, vision; • Amputation, disfigurement or disability; • Major fracture or multiple injuries; • Severe burn or tissue damage; • Severe allergic reaction or asthma; • Major irreversible disease; • Severe depression.	Significant Environmental Impact e.g. • Significant environmental damage over long term (e.g. > 1 year); • Major environmental damage over short to medium term (e.g. < 1 year); • Major annoyance to local community; • Heavy use of readily available but finite resource; • Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects • Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility.	Major Long Term Environmental Impact e.g. • Major environmental damage over long term (e.g. >1 year); • Adverse health effects among local community • Very heavy use of readily available but finite resource; • Heavy use of scarce/finite resource.

Definitions for Likelihood

Score	Examples
1 Rare	• An incident might happen every 50 years • Incident might be seen once during working life. • Probability of incident close to zero • Controls are failsafe
2 Unlikely	• An incident might happen every 5-10 years • May see several incidents during working life • Incident foreseeable but probability very low • Incident not known to have happened at another business unit
3 Possible	• An incident might happen every 1 - 5 years • An event could occur. • An incident may have happened at another business unit • Controls may be breached
4 Likely	• One or more incidents might occur a year • Personnel would not be surprised by incident
5 Almost Certain	• Significant number of incidents might occur each year • Incidents occur frequently • Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	**Warriewood Cinema – refer to documents below**					•					
2	Traffic accident as a result of transporting children by bus	Superficial cut, bruise or abrasion Deep cuts or wounds; Fractures or multiple injuries Fatal injuries	2	2	4	• Walk when on public transport • Hold onto handles where available • Remain seated whilst vehicle is in motion • Educators present that are First Aid trained • First Aid Kits available • Educate children before leaving centre about appropriate behaviour • Children advised to take extra care boarding/disembarking bus • Do not exceed the maximum allowance for people on the bus	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	Pedestrian traffic accident when walking along footpaths, crossing roads, children running onto the road	Superficial cut, bruise or abrasion Deep cuts or wounds; Fractures or multiple injuries Fatal injuries	4	3	12	• Obey pedestrian rules • Be observant and cautious at all times when near roads and traffic • Cross at appropriate junctions / places such as traffic lights and zebra crossings where possible • Walk along footpaths • Educators to lead and to follow the group to ensure appropriate behaviours are adhered to	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	General Activities	Slips, trips and falls	2	3	6	• Only allow running in appropriate areas designated by educators • Educators present that are First Aid trained • Educate children before arriving at excursion venue about appropriate behaviour • Coordinator to discuss venue facilities with educators prior to leaving centre	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
5	Transporting children by bus.	Children wanting to use the bathroom. Children left behind at the centre. Incorrect children return on the bus from the venue.	4	3	12	• Educators perform a roll-call of the children present and attending the excursion • Children are allocated to their groups • Children are issued with coloured wristbands that ensure they remain in that specific group • Children can go to the bathroom, collect their bag and line up ready for departure to their excursion • Children walk to the pick-up point and wait for the bus • Educators check that the bathrooms are vacated • Educators count the children as they board the bus • Educators confirm the number with the Coordinator • Children are advised to walk when on the bus and remain seated at all times • Children do not sit in the middle of the back seat of the bus (may become projectile) • Hold onto handles where available • Educators present that are First Aid trained • First Aid Kits available • On returning to the centre, children's names are matched to the roll as they board the bus. This ensures the right child/ren are returning to the centre. • A head count can be completed once on the bus and before the bus departs for the return journey	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
6	Consuming food, drink or other item that may cause choking or allergic reaction	Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries.	2	3	6	• Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available • Children should always be sitting when eating and drinking to avoid choking • Use correct hygiene practices when serving food to avoid contamination • Follow correct hygiene practices for children • Ensure children have access to drinking water • Always have first aid kit and emergency contact numbers available on excursions	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
7	Play equipment and environment not well maintained or appropriate for age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.	Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid	2	2	4	• Check environment on arrival for hazards such as glass, other sharps etc. • Educators to visually check equipment for age suitability and maintenance • Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times) • Ensure all gates are secured in venue as appropriate. • Ensure current first aid certificate is held by Educator • Always have first aid kit and emergency contact numbers available on excursions • Ensure first aid kit is accessible and fully stocked and all items are in date • Make sure mobile phone is charged and operating in case of emergency • Apply first aid as necessary	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
8	Drowning in a body of water	Injury requiring medical treatment beyond first-aid. Fatality.	5	3	15	• Increased educator to child ratios on excursions with water sports (1:5) • Direct supervision / active watching of children at all times whilst near all water hazards • Talk to children about water safety • Ensure current first aid certificate is held by Educator	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
9	Inadequate supervision	Injuries that may require first aid treatment, or treatment beyond first aid. Missing children.	4	3	12	• Be actively involved with children in their play • Know where each child is and position yourself for maximum supervision of all children (head count) • Supervise all children all of the time • Be aware of other people within the same environment as the children at all times • Make children easily identifiable with same coloured wristbands in each group of children • Talk with children about what to do if they become separated • Be mindful of current Government guidelines concerning social distancing and gathering • Additional needs children have their specific educator to supervise and include them in the program / excursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
10	Children moving away from the group	Missing Children. Children emotionally distressed. Additional needs children specific to absconding.	4	3	12	• Each educator allocated a maximum of eight children • Each educator allocated a colour and all the children in their group wear this coloured wristband with office phone numbers printed on them • Educators do regular head counts of their individual groups to ensure all children are accounted for • Coordinator/assistant coordinator to carry out overall group head counts throughout the day • Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost • Additional needs children have their specific educator to supervise and include them in the program / excursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
11	Outside exposure in the sun	Sunburn. Heat exhaustion. Injuries requiring first-aid treatment. Temporary discomfort or pain. Severe irritation or mild burn. Severe burn or tissue damage. Long term damage causing melanoma.	3	3	9	• All children and educators to apply sunscreen before leaving the centre • All children and educators to wear appropriate clothing including hats • All children and educators to regularly apply sunscreen throughout the day • Spend as much time as possible in the shade • Ensure all children and educators have a drink bottle or access to water • Encourage regular water intake by stopping activities for a drink break • Ensure educator models sun protection practices such as wearing hats and sunscreen	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
12	Exposure to known or unknown allergens	Allergic or anaphylactic reactions	3	3	9	• Collect information prior to excursion about children's allergies and communicate to educators • Educators keep a closer eye on children who have identified as having allergies • Educator survey the environment for potential allergens and minimise contact • At least one educator is trained in Anaphylaxis management • Educators have first aid certificates • First aid kit available including centre Epipen • Always have first aid kit and emergency contact numbers available on excursions • Make certain all foods are suitable according to allergies / intolerances • Medical Action plans available / on hand	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
13	Inadequate toilet facilities. Sexual or verbal abuse.	Children wetting their clothing. Exposure to infectious diseases. Children emotionally upset. Children physically hurt.	2	2	4	• Familiarise the children with site • Ensure toilet facilities are available when booking excursion venue • Ensure disabled access is available when booking excursion venue • Educators to accompany children to bathrooms • Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper • Educators never to leave children alone with members of the public in bathrooms • Spare clothes included in the excursion bag	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
14	Extreme weather conditions including high winds, hail, excessive precipitation, and excessive temperature, bush fires and poor air quality.	Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction / asthma. Injuries from falling objects. Fatal injuries or illnesses.	3	2	6	• Monitor predicated weather conditions via the Bureau of Meteorology • Monitor RFS Fires Near Me app • Review air quality status via Air Matters app, be aware of children and educators with respiratory conditions • Cancel excursions when the extreme weather conditions pose a health and safety risk / hazard to children and adults • Review excursion risk assessment • Update excursion authorisation and permission where required • Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors • Contact Coordination Unit if advice or assistance is required	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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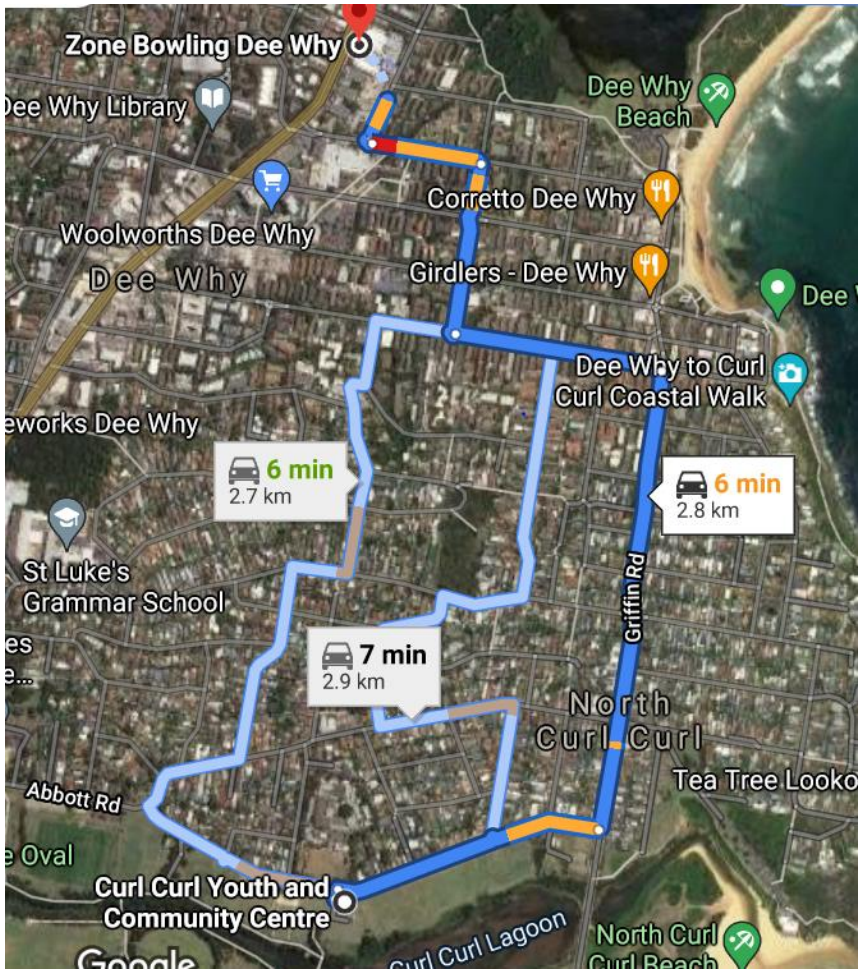
15	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality.	3	2	6	• Excursion Policy adhered to • COVIDSafe app installed on mobile and active • External venues and providers required to provide information in relation to possible COVID-19 exposure and health status. • Follow NSW Government advice regarding social distancing and gatherings • Follow NSW Health and Department of Education Advice concerning the resumption of excursions • Avoid crowds and crowded locations – where social distancing from other community members cannot be maintained - cancel excursion. • Ongoing review of excursions based on the current COVID-19 cases/infections in the local area • Refer to COVID-19 Risk Assessment for all centres 2021/188062	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

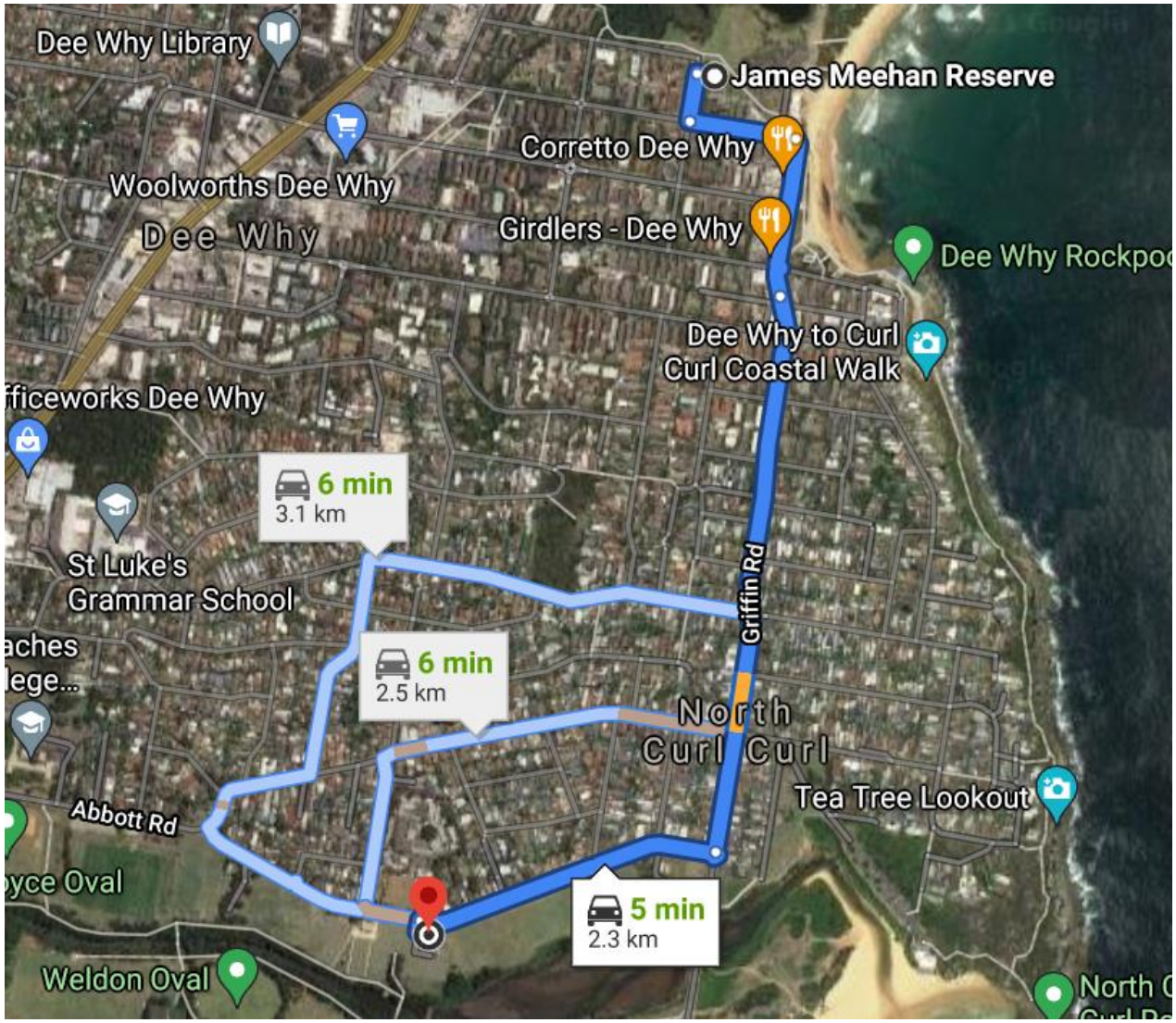
Bus route from Curl Curl Youth & Community Centre to Zone Bowling



BOWLING AND LASER TAG EXCURSION

KEY:
Proposed walking route

Bus route from James Meehan Reserve to Curl Curl Youth & Community Centre



Risk Assessment Worksheet

Venue: Valid for all venues	**Activity/Product being assessed: Guest use of venue and attractions**		**Date: NOV 2018**
Risk Assessment No: RS1	**Assessed by: Liam Langford, Safety Champions team, Michael Keller**	**Reviewed by: National Risk Manager**	**Next Review: NOV 2020**

ACTIVITY/ PRODUCT/ (Steps in process, areas etc.)	HAZARD/RISK (What can cause harm or damage and the associated risks)	INHERENT RISK ANALYSIS Prior to the implementation of controls			RISK CONTROL PLAN (Strategies to eliminate/minimise the risk)	RESIDUAL RISK ANALYSIS After the implementation of controls		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
General use of venue facilities including café, concourse and rest rooms	Slips, trips, falls causing bodily injury	C3	L3	M	• Pre-opening inspection of venue. • Regular inspection and cleaning by venue team. • Control of identified hazards as per Safety Management System. • First Aid trained team members and first aid supplies located throughout venue.	C2	L2	L
	Emergency including fire, bomb threat, structural collapse etc	C5	L1	L	• All team complete Emergency Management & Warden Training with annual refresher. • Emergency Response Plans in venue. • Essential Fire Services in venue maintained as per Australian Standards. • Emergency Contact Lists displayed in venue. • Annual Evacuation Drills conducted.	C3	L1	N
Activity – Bowling	Oil on bowling lanes past foul line – slips, trips and falls causing bodily injury	C4	L4	M	• Fluorescent foul line warning signage on lanes. • Fluorescent foul line hazard warning on capping and where available pillars and between scoring monitors. • Hazard warning on scoring monitors displayed prior to any game being commenced. • Hazard warning displayed on drop down projector screens at regular intervals. • Group bookings to be advised by team members of the hazard of crossing the foul line. • Venue team members to monitor customer behavior. • First Aid trained team members and first aid supplies located throughout venue. • Oiling pattern ceases at 30cm distance from foul line.	C3	L2	L

TEEG — TIMEZONE | ZONE BOWLING | KINGPIN | Play & Learn

AUSTRALIA | INDIA | INDONESIA | NEW ZEALAND | PHILIPPINES | SINGAPORE | VIETNAM

Activity – Bowling (cont)	Spills on bowling approach – slips trips falls causing bodily injury	C3	L3	M	• Pre-opening inspection of venue. • Regular inspection and cleaning by venue team. • Food and beverage not permitted on approach area. • Control of identified hazards as per Safety Management System. • First Aid trained team members and first aid supplies located throughout venue.	C2	L2	L
	Dropped bowling balls causing crush injuries	C3	L3	M	• Provision of lightweight bowling balls. • Supervision of groups by carers/teachers/supervisors. • First Aid trained team members and first aid supplies located throughout venue.	C2	L1	L
	Guests placing hands in ball returns causing crush injuries	C4	L3	M	• Warning stickers displaying "do not place hands in ball returns". • Ball returns fitted with emergency stop devices. • Ball return emergency training conducted with venue team members. • Supervision of groups by carers/teachers/supervisors.	C2	L2	L
	Conventional free-fall pin spotter plant accessed by customers causing crush injuries	C5	L2	M	• Venue team members to monitor customer behaviour. • Supervision of groups by carers/teachers/supervisors. • Lane minder warning alarm operated in all venues operating free-fall pin spotter plant – team member immediate response to alarm signal. • Machine minders with cut-off devices located in majority of venues using conventional free-fall pin spotters. • First Aid trained team members and first aid supplies located throughout venue.	C1	L1	N
	Guests experiencing sprains./strains/dislocations from participating in bowling	C3	L3	M	• First Aid trained team members and first aid supplies located throughout venue. • NOTE: Bowling is a recreational activity with some inherent risk. Guests are expected to reasonably self-manage their own participation.	C2	L3	L
	Guest access to string-pin plant. Contact with pins or entanglement with strings	C1	L2	N	• Venue team members to monitor customer behaviour. • Supervision of groups by carers/teachers/supervisors. • Lane minder warning alarm operated in all venues operating stringpin. plant – team member immediate response to alarm signal. • First Aid trained team members and first aid supplies located throughout venue.	C1	L1	N

Safe Work Procedure | SMS | Last Review: NOVEMEBER 2018 | Next Review: NOVEMEBR 2020 | Approved by: National Risk Manager | Version: 3.0 BLK

Activity – Laser Tag	Running in Arena causing collisions with other players: • Lacerations • Dental injuries • Soft tissue injuries • Sprains/strains	C3	L3	M	• Warning Signage displayed in vesting room including "No running". • Briefing conducted prior to all games with script including "No running". • Briefing includes "Hold phaser at chest height – NOT in front of face". • Video capable Laser Tag arenas to run video displaying warning "no running". • Birthday Party hosts accompany parties into Arena and supervise. • Rostered Laser Tag attendants to supervise within Arena during games – rostering dependent on peak time operations. • "No Running" fluorescent decals displayed throughout Arenas. • First Aid available in Venue.	C2	L2	L
	Running/moving about Arena resulting in contact with stationary theming and walls: • Soft tissue injuries • Sprains/strains	C3	L2	L	• Warning Signage displayed in vesting room including "No running". • Briefing conducted prior to all games with script including "No running". • Birthday Party hosts accompany parties into Arena and supervise. • Rostered Laser Tag attendants to supervise within Arena during games – rostering dependent on peak time operations. • "No Running" fluorescent decals displayed throughout Arenas. • Potential corner/edge of walls with poor visibility marked with fluorescent paint. • First Aid available in venue.	C2	L2	L
	Climbing on walls/theming resulting in falls from height: • Fractures • Soft tissue injuries	C4	L2	M	• Warning Signage displayed in vesting room including "No climbing". • Briefing conducted prior to all games with script including "No climbing". • Birthday Party hosts accompany parties into Arena and supervise. • Rostered Laser Tag attendants to supervise within Arena during games – rostering dependent on peak time operations. • First Aid available in venues.	C2	L1	N
	Ramps causing slip/trips falls: • Fractures • Sprains/strains • Soft tissue injuries	C4	L2	M	• Warning Signage displayed in vesting room including "No running". • Briefing conducted prior to all games with script including "No running". • Birthday Party hosts accompany parties into Arena and supervise. • Rostered Laser Tag attendants to supervise within Arena during games – rostering dependent on peak time operations. • "No Running" fluorescent decals displayed throughout Arenas. • Ramp surfaced with non-slip materials. • Top and Bottom of ramps identified by fluorescent tape. • Gradient of ramp walls identified with fluorescent tape. • First aid available in venue.	C2	L1	N

Activity – Laser Tag (cont)	Strobe lighting and effects causing epileptic seizures	C3	L1	L	• Warning Signage displayed in vesting room. • Briefing conducted prior to all games with script including "Strobe and flashing lights in operation". • Birthday Party hosts accompany parties into Arena and supervise. • Rostered Laser Tag attendants to supervise within Arena during games – rostering dependent on peak time operations. • First aid available in venue.	C1	L1	L
Activity – Amusement Machines	Electric shock/electrocution due to damaged power leads	C5	L2	M	• Pre-opening inspection of venue. • Testing and tagging of electrical equipment to Australian Standards. • Monthly workplace inspections.	C3	L1	N
	Cuts and grazes due to poorly maintained machines	C2	L2	L	• Machines visually inspected pre-opening. • All WHS incidents reported as per Safety Management System procedure. • Corrective and planned maintenance conducted on amusement machines. • Monthly workplace inspections. • First Aid trained team members and first aid supplies located in venue.	C1	L1	N
	Minor sprains and tissue damage due to guest misuse of machines.	C3	L3	M	• Rostered attendants to supervise High traffic AMD areas during peak times. • Birthday Party hosts accompany parties and supervise. • Clear instruction of machine use on machines which require active physical requirement. • First Aid trained team members and first aid supplies located in venue.	C2	L2	M
Activity – Ropes Course	Equipment malfunction causing falls from height.	C5	L2	M	• Daily pre-use inspection conducted by trained team members. • Daily pre-use inspections recorded on manufacturers checklists. • Annual inspection by certified engineer. • Harness inspections conducted on regular basis as per manufacturers guide. • Minimum height guide displayed for participants. • Maximum weight guide displayed for participants.	C2	L1	N
	Guest incident on ropes course including heart attack, seizure, asthma attack, unconsciousness, panic.	C4	L2	M	• Operators trained in emergency take down procedures. • Signage warning of physical conditions requirements to participate. • 2 trained operators at all times. • Two-way radio communications to be used at all times. • First Aid trained team members and first aid supplies located in venue.	C3	L1	N

Activity – Ropes Course (cont)	Guest Incidents of soft tissue damage and burns from use of ropes	C2	L3	L	• Guest instruction of proper use. • Ropes kept clean and maintained at all times. • First Aid trained team members and first aid supplies located in venue.	C2	L2	I
Activity – Bumper Cars	Guests entering ride leaving metal items on ride surface leading to melt.	C3	L2	L	• Guests directed to place all belongings in storage area removed from floor surface. • Operator inspection of bumper-car floor prior to ride commencement.	C1	L1	N
	Unauthorized access to live track resulting in Collison with players or electric shock from live surface whilst game is running.	C4	L3	M	• Gates locked between and during games to prevent unauthorized access. • Constant operator supervision during use. • Operators trained in emergency stop procedures. • First Aid trained team members and first aid supplies located in venue.	C4	L1	L
	Sprains, Fractures and soft tissue as a result of guests putting arms and legs outside of the cars	C3	L3	M	• Written and Verbal instructions given to riders prior to ride commencement. • Traffic control direction to reduce risk of impact. • Constant operator supervision during use, warnings implemented where appropriate. • First Aid trained team members and first aid supplies located in venue.	C3	L2	L
	Collision of bumper cars causing soft tissue injury to drivers/riders	C2	L3	L	• Verbal instructions given to riders prior to ride commencement. • Seat belts worn by all riders. • Cars are to travel in one direction only in circular motion. • Construction of bumper cars include rubber pneumatic cushioning to absorb impact. • Height restrictions apply for riders: ▪ <95cm cannot partake on attraction ▪ 95-130cm must ride with supervision above 130cm ▪ >130cm may ride alone.	C2	L2	L
Activity – Escape Rooms	Ability of guests to exit Escape room in the event of an emergency	C4	L2	M	• Verbal briefing given to guests prior to entering on emergency procedures. • All doors can be released from the inside via emergency push button. • Room is sprinklered and equipped with fire alarm system. • Exits are marked and properly illuminated. • CCTV monitoring of guest use. • Each party is issued with two-way radio for communication with team members.	C1	L2	N

Activity – Escape Rooms (cont)	Soft tissue injuries as a result of guests bumping their heads on low doorways/fittings/decor	C2	L3	L	• Verbal briefing given to guests to be mindful when moving around in rooms and between rooms. • Sufficient lighting for guests to navigate obstacles. • Décor is painted/finished to promote visibility.	C2	L2	L
	Injuries to guests attempted to move or remove fixed fittings that are not part of the game eg furniture, electrical and lighting	C4	L4	H	• Non-removable furniture/fixtures are identified with labelling. • Guests are briefed on labelling prior to entering and that. lighting/electrical equipment is not part of the game. • All items not part of the game are securely fixed into place.	C4	L1	L
	Guests can experience claustrophobia/panic attack/anxiety due to being confined	C2	L2	L	• Guests are briefed prior to entering the process of the escape room including that they are not really locked in. • Two way radio contact available at all times. • Sufficient lighting. • Exits are marked and lit. • CCTV to monitor guests experience.	C1	L1	N
Activity – Table Tennis	Minor soft tissue damage from contact with equipment	C2	L3	L	• Guests behaviour is monitored by team. • First aid available on site.	C2	L3	L
	Collisions during the game with players from other tables or games	C2	L3	L	• Tables will be given sufficient space between and from other games to avoid collision. • Guests behavior is monitored by team.	C2	L2	L
	Slip, trip, fall whilst playing	C2	L3	L	• Playing area will be kept free of trip hazards. • Tables will be given sufficient space between and from other games to avoid collision.	C2	L2	L
	Guests experiencing sprains/strains/dislocations from participating in Table Tennis	C3	L2	L	• First Aid trained team members and first aid supplies located throughout venue. • NOTE: Table Tennis is a recreational activity with some inherent risk. Guests are reasonably expected to self-manage their own participation.	C2	L2	L
Activity - Karaoke	Noise exposure	C3	L4	M	• Music system has inbuilt noise limiter to ensure its within Noise Regulations.	C1	L1	N

Activity – Karaoke (cont)	Electric shock/electrocution due to damaged power leads	C4	L3	M	• All microphones are wireless. • Where possible equipment is suspended from ceiling. If not possible Lyrics boxes are taped down to avoid damage from wear and tear. • Testing and tagging of electrical equipment to Australian Standards. • Monthly workplace inspections.	C4	L1	L
	Sprains,. fractures and soft tissue injuries from trips and falls over cables and leads	C3	L4	M	• All microphones are wireless. • Where possible equipment is suspended from ceiling. If not possible cords from Lyrics boxes are taped down. • Equipment is set up so all cables and leads on the floor are taped/secreted under a cable tidy.	C3	L2	L
	Sprains,. fractures and soft tissue injuries from slip/trip/fall on stage areas	C3	L3	M	• Correct lighting for visibility on stage areas. • Stage area is sufficiently large to allow easy movement. • Stage flooring is in different colours to main flooring to highlight raised areas. • Behaviour monitoring of guests.	C3	L2	L
Activity – Playing Pool	Soft tissue injury from contact with cue	C2	L4	M	• Pool tables will be given sufficient space between and from other games to avoid accidental contact. • Back of cue is covered with a rubber stop. • Behaviour monitoring of guests. • Pool area is sufficiently lit.	C2	L2	L
	Soft tissue injury from contact with ball	C2	L3	L	• Pool tables will be given sufficient space between and from other games to avoid accidental contact. • Padding around table and surface of table are well maintained. • Behaviour monitoring of guests. • Pool area is sufficiently lit.	C2	L2	L
	Soft tissue injury to hands/fingers in ball return and pockets	C2	L3	L	• Guards and locking devices prevent unauthorised access to ball return. • Padding in ball return reduces impact of returning balls. • Deep pockets/ball return chute mechanism discourages Guests from attempting to retrieve the ball.	C2	L1	N
	Sprains,. fractures and soft tissue injuries from slip/trip/fall on pool equipment	C3	L4	M	• Ball return chute captures balls through normal play. • Cue stand provided for un-used cues. • Floor walking Team Members monitor area and put un-used equipment away. • Where practical, pool cues and balls are stored behind the counter. • Pool area is sufficiently lit.	C3	L2	L

Safe Work Procedure | SMS | Last Review: NOVEMEBER 2018 | Next Review: NOVEMEBR 2020 | Approved by: National Risk Manager | Version: 3.0 BLK

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

Business Unit:	Childrens Services	**Date:**	30/5/2021	**Centre Opening Time** 7.30am	**Centre Closing Time** 6.00pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	**Centre:**	Harbord	**Incursion Date:**	6/7/2021
Nominated Supervisor:	Stacey Hitch & Cate Webster	**Contact Number:**	8495 6685/86	**Number of Children attending Service:**	Up to 60
Incursion Destination & Address:	Onsite at centre Abbott Road, North Curl Curl 2099	**Educator to child ratio:**	1:15	**Number Educators:**	Minimum 5 for 60 children
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development and we encourage and support the principles of play through our programming by looking at the needs, interests and abilities of all children.			**Provider Risk Assessment Attached**	☐ No ☒ Yes

Proposed activities the children will participate in: Bubble Soccer

Children will dress up in a bubble suit to get involved in a game of Bubble Soccer, King of the Ring, Last Man Standing and other tag and relay games.

Checklist of items - ✓ when sighted

First Aid Kit		Mobile phone	
List of Children attending incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats) If required	NA		

	Full Name	Position/ Title	Signature	Date
Participant	Magali Videau	Vacation Care Specialist Administrative Officer		3/6/2021
Participant	Stacey Hitch	Vacation Care Services Coordinator		3/6/2021
Participant	Cate Webster	Vacation Care Services Coordinator		3/6/2021

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Definitions for Consequence

Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain.	Little or no Environmental Impact e.g. • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain.	Minor Environmental impact e.g. • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder.	Temporary environmental impact e.g. • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. • Complete/partial loss of hearing, vision; • Amputation, disfigurement or disability; • Major fracture or multiple injuries; • Severe burn or tissue damage; • Severe allergic reaction or asthma; • Major irreversible disease; • Severe depression.	Significant Environmental Impact e.g. • Significant environmental damage over long term (e.g. > 1 year); • Major environmental damage over short to medium term (e.g. < 1 year); • Major annoyance to local community; • Heavy use of readily available but finite resource; • Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects • Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility.	Major Long Term Environmental Impact e.g. • Major environmental damage over long term (e.g. >1 year); • Adverse health effects among local community • Very heavy use of readily available but finite resource; • Heavy use of scarce/finite resource.

Definitions for Likelihood

Score	Examples
1 Rare	• An incident might happen every 50 years • Incident might be seen once during working life. • Probability of incident close to zero • Controls are failsafe
2 Unlikely	• An incident might happen every 5-10 years • May see several incidents during working life • Incident foreseeable but probability very low • Incident not known to have happened at another business unit
3 Possible	• An incident might happen every 1 - 5 years • An event could occur. • An incident may have happened at another business unit • Controls may be breached
4 Likely	• One or more incidents might occur a year • Personnel would not be surprised by incident
5 Almost Certain	• Significant number of incidents might occur each year • Incidents occur frequently • Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	**Bubble Soccer – refer to documents below**					•					
2	General Activities	Slips, trips and falls	2	3	6	• Educators present that are First Aid trained • Educate children before arriving at incursion venue about appropriate behavior • Coordinator to discuss venue facilities with educators prior to leaving centre	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
3	Inadequate supervision	Injuries that may require first aid treatment, or treatment beyond first aid. Missing children.	4	3	12	• Be actively involved with children in their play • Know where each child is and position yourself for maximum supervision of all children (head count) • Supervise all children all of the time • Be aware of other people within the same environment as the children at all times • Make children easily identifiable with same coloured wristbands in each group of children (if required) • Talk with children about what to do if they become separated • Be mindful of current Government guidelines concerning social distancing and gathering • Additional needs children have their specific educator to supervise and include them in the program / incursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	Exposure to known or unknown allergens	Allergic or anaphylactic reactions	3	3	9	• Collect information prior to incursion about children's allergies and communicate to educators • Educators keep a closer eye on children who have identified as having allergies • Educator survey the environment for potential allergens and minimise contact • At least one educator is trained in Anaphylaxis management • Educators have first aid certificates • First aid kit available including centre Epipen • Always have first aid kit and emergency contact numbers available on incursions • Make certain all foods are suitable according to allergies / intolerances • Medical Action plans available / on hand	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
5	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality.	3	2	6	• Limit incursions to those that can ensure distancing and using resources that can be cleaned well and regularly by provider • Use visitor log to capture contact numbers in the event contact is required • The presentation will be 3 metres away from children and witches hats will form a visual barrier for children if needed. • Children, educators and Dee Why Gardens residents will wash hands before and after presentation • COVIDSafe app installed on mobile and active. • Follow NSW Government advice regarding social distancing and gatherings • Follow NSW Health and Department of Education Advice concerning the resumption of incursions. • Ongoing review of incursions based on the current COVID-19 cases/infections in the local area • Refer to COVID-19 Risk Assessment for Cromer – 2020/717206	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
6	Extreme weather conditions including high winds, hail, excessive precipitation, and excessive temperature, bush fires and poor air quality.(if outside)	Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction / asthma. Injuries from falling objects. Fatal injuries or illnesses.	3	2	6	• Monitor predicated weather conditions via the Bureau of Meteorology • Monitor RFS Fires Near Me app • Review air quality status via Air Matters app, be aware of children and educators with respiratory conditions • Cancel Incursion when the extreme weather conditions pose a health and safety risk / hazard to children and adults • Review incursion risk assessment • Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an incursion or outdoors Contact Coordination Unit if advice or assistance is required	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Bubble Soccer Risk Assessment

2 RISK MANAGEMENT PLAN

Threats may be encountered through the duration of a game. The Environment is vulnerable to physical and ethical risk therefore it is necessary for risk to be identified and assessed. The reliability and confidence toward a safe environment is further regarded only when measures are taken to counteract the possible risks.

The risk matrix utilized for the physical and ethical hazards assessment is shown in Table 9 This method has been adopted to identify the likelihood and the consequence for the possible risks in order to help better understand the severity of each risk – overall risk rating. Table 2, Table 3 and Table 4 shows the definitions of the consequences, likelihood and risk criteria, respectively. Controls for each hazard in this project have been considered as a result of this risk matrix.

Table 1
Risk matrix

Likelihood	Consequences 1	2	3	4	5
A	M	H	H	VH	VH
B	M	M	H	H	VH
C	L	M	H	H	VH
D	L	L	M	M	H
E	L	L	M	M	M

Table 2
Consequence definitions

Category	*Score*	*Description*
Severe	5	Death or permanent disability
Major	4	Hospital admission required
Moderate	3	Medical treatment required
Minor	2	First aid required
Insignificant	1	Injury not requiring first aid

Table 3
Likelihood definitions

Category	*Score*	*Description*
Almost certain	A	Expected to occur in most circumstances
Likely	B	Will probably occur in most circumstance
Possible	C	Might occur occasionally
Unlikely	D	Could happen at some time
Rare	E	May happen in exceptional circumstance

Table 4
Risk criteria

Risk level	*Risk Description*
VH	Very High
H	High
M	Medium
L	Low

2.1 PHYSICAL HAZARD MECHANISMS

Table 5
Physical Hazard Mechanisms

Mechanism
Collision Head
Collision
Health Condition
Rough Surface
Running
Wet Surface
Equipment
Collision Participant
Equipment Setup
General Setup

2.2 PHYSICAL HAZARDS ASSESSMENT

Table 6
Physical hazard assessment and controls

Hazard No.	*Hazard Type*	*Mechanism*	*Likelihood*	*Consequence*	*Risk Rating*	*Risk Control*
1	Ankle Roll	Collision	D	2	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
2	Ankle Roll	Running	E	2	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
3	Ankle Roll	Wet Surface	C	2	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
4	Asthma	Health Condition	D	3	M	• First Aid Officer on duty for the day to assess condition • First Aid Officer on duty to ensure that asthma puffer is equipped and used appropriately • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
5	Back Injury	Setup	E	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded

6	Back Injury	Equipment Setup	E	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
7	Bleeding Nose	Collision	D	2	L	• First Aid Officer on duty for the day to assess injury• First Aid Officer on duty for the day to provide necessary treatment on site• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility• Incident to be reported and recorded
8	Bleeding Nose	Head-Collision	D	2	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
9	Claustrophobia	Health Condition	E	2	L	• First Aid Officer on duty for the day to assess condition • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
10	Dizziness	Enclosed Participant	D	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
11	Headache/Migraine	Collision	C	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary

						treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
12	Headache/Migraine	Head Collision	C	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
13	Knee Graze	Rough Surface	C	2	M	• First Aid Officer on duty for the day to assess injury
						• First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
14	Break Equipment	Equipment Collision	E	2	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
15	Shin Strike	Collision	D	2	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
16	Shin Strike	Equipment Collision	D	2	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate

						medical facility • Incident to be reported and recorded
17	Slip	Wet Surface	B	1	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
18	Whiplash	Collision	C	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the

						consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
19	Spectator Injury (Accident)	Person Collision	D	2	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
20	Spectator Injury (Game Disturbance)	Person Collision	D	2	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary

						treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
21	Participant Injury	Person Collision	D	3	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded

2.3 ETHICAL HAZARD MECHANISMS

Table 7
Ethical Hazard Mechanisms

Mechanism
Alcohol/Drugs
Verbal Abuse
Racism
Physical Abuse
Participant Code of Behavior

2.4 ETHICAL HAZARDS ASSESSMENT

Table 8
Project hazard assessment and controls

Hazard Type	*Mechanism*	*Likelihood*	*Consequence*	*Risk Rating*	*Risk Control*
Unlicensed Activity	Alcohol/Drugs	C	1	L	• Alcohol/drugs are strictly prohibited and will not be tolerated • If individual is evidently consuming, they will be asked to leave the premises
Child Abuse	Physical Abuse	E	2	L	• Report made to the member protection officer and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential
Child Abuse	Racism	E	2	L	• Report made to the member protection officer and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential

Child Abuse	Verbal Abuse	E	1	L	• Report made to the member protection officer and/or straight to the police• Formal report to be written up for procedures to be carried out• If report is validated, report will contain the names of the complainants to be kept confidential
Misconduct	Participant Code of Behavior	D	2	L	• A code of conduct will be strictly enforced •If the individual is intentionally breaking the code then they will be asked to leave the premises
Spectator Abuse	Physical Abuse	E	3	M	• Report made to the member protection officer and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential
Spectator Abuse	Racism	E	2	L	• Report made to the member protection officer and/or straight to the police• Formal report to be written up for procedures to be carried out• If report is validated, report will contain the names of the complainants to be kept confidential
Spectator Abuse	Verbal Abuse	E	1	L	• Report made to the member protection officer and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential

Educator confirmation I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*		
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

Business Unit:	Childrens Services	**Date:**	29/5/2021	**Centre Opening Time** 7.30am	**Centre Closing Time** 6.00pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	**Centre:**	Harbord	**Incursion Date:**	5/7/2021
Nominated Supervisor:	Stacey Hitch & Cate Webster	**Contact Number:**	8495 6685/86	**Number of Children attending Service:**	Up to 60
Incursion Destination & Address:	Onsite at centre Abbott Road, North Curl Curl 2099	**Educator to child ratio:**	1:15	**Number Educators:**	Minimum 4 for 60 children
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development and we encourage and support the principles of play through our programming by looking at the needs, interests and abilities of all children.			**Provider Risk Assessment Attached**	☒ No ☐ Yes

Proposed activities the children will participate in: Bush to Bowl

Children will hear a presentation from a local Aboriginal person who will bring in plants for the children to learn about the traditional and modern uses of bushfoods, whilst also having the opportunity to touch and smell the plants.

Checklist of items - ✓ when sighted

First Aid Kit		Mobile phone	
List of Children attending incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats) If required	NA		

	Full Name	Position/ Title	Signature	Date
Participant	Magali Videau	Vacation Care Specialist Administrative Officer		3/6/2021
Participant	Stacey Hitch	Vacation Care Services Coordinator		3/6/2021
Participant	Cate Webster	Vacation Care Services Coordinator		3/6/2021

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Definitions for Consequence

Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain.	Little or no Environmental Impact e.g. • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain.	Minor Environmental impact e.g. • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder.	Temporary environmental impact e.g. • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. • Complete/partial loss of hearing, vision; • Amputation, disfigurement or disability; • Major fracture or multiple injuries; • Severe burn or tissue damage; • Severe allergic reaction or asthma; • Major irreversible disease; • Severe depression.	Significant Environmental Impact e.g. • Significant environmental damage over long term (e.g. > 1 year); • Major environmental damage over short to medium term (e.g. < 1 year); • Major annoyance to local community; • Heavy use of readily available but finite resource; • Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects • Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility.	Major Long Term Environmental Impact e.g. • Major environmental damage over long term (e.g. >1 year); • Adverse health effects among local community • Very heavy use of readily available but finite resource; • Heavy use of scarce/finite resource.

Definitions for Likelihood

Score	Examples
1 Rare	• An incident might happen every 50 years • Incident might be seen once during working life. • Probability of incident close to zero • Controls are failsafe
2 Unlikely	• An incident might happen every 5-10 years • May see several incidents during working life • Incident foreseeable but probability very low • Incident not known to have happened at another business unit
3 Possible	• An incident might happen every 1 - 5 years • An event could occur. • An incident may have happened at another business unit • Controls may be breached
4 Likely	• One or more incidents might occur a year • Personnel would not be surprised by incident
5 Almost Certain	• Significant number of incidents might occur each year • Incidents occur frequently • Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
1	Risk of infectious Diseases Virus & Bacterial infections	Feeling unwell Fever Serious illness	4	2	8	• If child shows signs of being unwell, advise parents to pick up child. • Children and staff will use gloves when cooking and preparing food. • If food is uncooked, children only eat food they have prepared themselves. • Staff will serve any cooked or uncooked food to children on individual plates	2	2	4	Vacation Care Educator	Risk of infectious Diseases Virus & Bacterial infections
2	Burns from hot foods and surfaces	Possible burning of a child Injury or trauma to a child	4	2	8	• Check temperature of food and surfaces before allowing children to come into contact with them.	2	2	4	Vacation Care Educator	Burns from hot foods and surfaces
3	General Activities	Slips, trips and falls	2	3	6	• Educators present that are First Aid trained • Educate children before arriving at incursion venue about appropriate behavior • Coordinator to discuss venue facilities with educators prior to leaving centre	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	Inadequate supervision	Injuries that may require first aid treatment, or treatment beyond first aid. Missing children.	4	3	12	• Be actively involved with children in their play • Know where each child is and position yourself for maximum supervision of all children (head count) • Supervise all children all of the time • Be aware of other people within the same environment as the children at all times • Make children easily identifiable with same coloured wristbands in each group of children (if required) • Talk with children about what to do if they become separated • Be mindful of current Government guidelines concerning social distancing and gathering • Additional needs children have their specific educator to supervise and include them in the program / incursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
5	Exposure to known or unknown allergens	Allergic or anaphylactic reactions	3	3	9	• Collect information prior to incursion about children's allergies and communicate to educators • Educators keep a closer eye on children who have identified as having allergies • Educator survey the environment for potential allergens and minimise contact • At least one educator is trained in Anaphylaxis management • Educators have first aid certificates • First aid kit available including centre Epipen • Always have first aid kit and emergency contact numbers available on incursions • Make certain all foods are suitable according to allergies / intolerances • Medical Action plans available / on hand	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
6	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality.	3	2	6	• Limit incursions to those that can ensure distancing and using resources that can be cleaned well and regularly by provider • Use visitor log to capture contact numbers in the event contact is required • The presentation will be 3 metres away from children and witches hats will form a visual barrier for children if needed. • Children, educators and Dee Why Gardens residents will wash hands before and after presentation • COVIDSafe app installed on mobile and active. • Follow NSW Government advice regarding social distancing and gatherings • Follow NSW Health and Department of Education Advice concerning the resumption of incursions. • Ongoing review of incursions based on the current COVID-19 cases/infections in the local area • Refer to COVID-19 Risk Assessment for Cromer – 2020/717206	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
7	Extreme weather conditions including high winds, hail, excessive precipitation, and excessive temperature, bush fires and poor air quality.(if outside)	Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction / asthma. Injuries from falling objects. Fatal injuries or illnesses.	3	2	6	• Monitor predicated weather conditions via the Bureau of Meteorology • Monitor RFS Fires Near Me app • Review air quality status via Air Matters app, be aware of children and educators with respiratory conditions • Cancel Incursion when the extreme weather conditions pose a health and safety risk / hazard to children and adults • Review incursion risk assessment • Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an incursion or outdoors Contact Coordination Unit if advice or assistance is required	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Educator confirmation I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*		
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
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Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

Business Unit:	Childrens Services	**Date:**	30/5/2021	**Centre Opening Time** 7.30am	**Centre Closing Time** 6.00pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	**Centre:**	Harbord	**Incursion Date:**	9/7/2021
Nominated Supervisor:	Stacey Hitch & Cate Webster	**Contact Number:**	8495 6685/86	**Number of Children attending Service:**	Up to 60
Incursion Destination & Address:	Onsite at centre Abbott Road, North Curl Curl 2099	**Educator to child ratio:**	1:15	**Number Educators:**	Minimum 5 for 60 children
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development and we encourage and support the principles of play through our programming by looking at the needs, interests and abilities of all children.			**Provider Risk Assessment Attached**	☐ No ☒ Yes

Proposed activities the children will participate in: Illustration Hub

Illustration Hub will come to run the incursion to provide children with tips and tricks to draw all types of cartoons including TV, movie cartoons, superheroes, spaceships, aliens and more.

Checklist of items - ✓ when sighted

First Aid Kit		Mobile phone	
List of Children attending incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats) If required	NA		

	Full Name	Position/ Title	Signature	Date
Participant	Magali Videau	Vacation Care Specialist Administrative Officer		3/6/2021
Participant	Stacey Hitch	Vacation Care Services Coordinator		3/6/2021
Participant	Cate Webster	Vacation Care Services Coordinator		3/6/2021

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Definitions for Consequence

Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain.	Little or no Environmental Impact e.g. • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain.	Minor Environmental impact e.g. • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder.	Temporary environmental impact e.g. • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. • Complete/partial loss of hearing, vision; • Amputation, disfigurement or disability; • Major fracture or multiple injuries; • Severe burn or tissue damage; • Severe allergic reaction or asthma; • Major irreversible disease; • Severe depression.	Significant Environmental Impact e.g. • Significant environmental damage over long term (e.g. > 1 year); • Major environmental damage over short to medium term (e.g. < 1 year); • Major annoyance to local community; • Heavy use of readily available but finite resource; • Low use of a scarce/finite resource.
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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	**Illustration Hub – refer to documents below**										
2	General Activities	Slips, trips and falls	2	3	6	• Educators present that are First Aid trained • Educate children before arriving at incursion venue about appropriate behavior • Coordinator to discuss venue facilities with educators prior to leaving centre	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

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Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
6	Extreme weather conditions including high winds, hail, excessive precipitation, and excessive temperature, bush fires and poor air quality.(if outside)	Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction / asthma. Injuries from falling objects. Fatal injuries or illnesses.	3	2	6	• Monitor predicated weather conditions via the Bureau of Meteorology • Monitor RFS Fires Near Me app • Review air quality status via Air Matters app, be aware of children and educators with respiratory conditions • Cancel Incursion when the extreme weather conditions pose a health and safety risk / hazard to children and adults • Review incursion risk assessment • Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an incursion or outdoors Contact Coordination Unit if advice or assistance is required	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Illustration-Hub
ABN: 1358 4458 758

Risk Assessment: Visual Arts Incursions

Task or Activity	What are the hazards that are present or may be generated?	Existing Control to either eliminate or reduce the risk of an accident happening	What is the probability of an accident happening?	What is the risk rating?
Applicable to all the Incursion and before & after-school art classes.	Supervision/ class size Tables and Chair	• The instructor/teacher should have valid WWCC. • Group size should be appropriate to the size of the room, nature of the task, the equipment, the age, ability, aptitude, and needs of the pupils. • Pupils are supervised during each activity. • Pupils should be moved to different groups/positions if they are not behaving appropriately or they are having trouble understanding instruction from their current position. • Vacation care centre / before & after-school centre staff should be notified of inappropriate behavior by pupils either during or at the end of the incursion. • Water only in a tightly closed drink bottle is allowed on the table. • The vacation care centre/ before & after-school centre should provide the tables and chairs that are safe to use and do not fold by itself. • The arrangement of tables and chairs should allow easy movement of the children if required.	Possible	Low Risk

Clay Modelling	Contact with skin and eyes. Personal items (watches, bracelets or jewelry) Soiled Clothes Spillage's causing a slip hazard Tools/ Objects	• Information about pupils that are allergic to dust or have asthma is requested at the beginning of the vacation care centre supervisor. • Use of safe School Clay for the pupils. • Pupils are instructed before the activity begins regarding how to use Clay? And avoid contact with eyes & hairs. • Pupils are requested to take off watches or any piece of jewelry they are wearing and put them in their bags or given to vacation care centre staff on duty. • Pupils are required to bring an apron or vacation care centre is required to provide the apron to protect their clothes. • Any Spillage's of Clay and/or water is mopped up immediately to avoid a trip/slip hazard. • Any tools/objects used to work the clay must be appropriate for the age group and with no sharp edges.	Possible	Low Risk
Cartooning Workshop	Pupils movements	• Extra papers and pencils to be provided on each table to avoid pupil's movement during the activity.	Possible	Low Risk
Activities involving Paint	Paint spill Water Spills Soiled Clothes Contact with Skin and Eye	• Non-toxic Australian made Colours by Educational Colour are used. • Children will be shown how to wash their brushes by holding a water cup with one hand tightly and washing the brush with others. • ¼ fill cup would be given to minimize spills • Children should wear an apron or bring old clothes from home • Children would be instructed immediately to wash their face if the paint is noticed around the eyes. • The paint used during incursion are non-toxic, wash off easily from hands once the activity is over, children will be asked to wash their hand immediately if they show sign of irritation or etching.	Remote	Medium Risk
Display Screen Equipment	Eyestrain, aches, and pains in the back, neck, upper limbs and/ or shoulders	• Workshop instructor/teacher to ensure that pupils are seated in a comfortable, stable position. • Regular checks are made to ensure that pupils understand the instructions.	Remote	Medium Risk

		• All equipment must be suitable for the person using it, i.e. feet on the floor, no reflective glare, no flicker on the screen, screen at eye level, as comfortable working position as possible. • At safe distance away from the pupils. • Pupils are instructed not to approach/ touch the equipment.		

COVID-19 PLAN

We are a studio of independent Freelancer, I Chetan (Johnny) Wadhwa occasionally hire other artists to complete jobs if required. Most of the discussions take place online by email or by phone after the first initial face to face meeting. Even with the client most of the discussion takes place over phone or email. This is standard practice suited for my work and continued from before the COVID-19 pandemic.

- My COVID-19 plan is to follow general hygiene advice from the government in my day to day activity.
- I travel in my vehicle I am not using public transport since COVID -19 outbreak.
- I carry a hand sanitiser with me, a face mask & a digital thermometer, I sanitise my hand and check my temperature before I go to do my incursion or after-school art classes.

Incursions

As the incursion takes place at different schools/vacation cares/ after-school cares and each school/vacation care/ after-school cares has a different environment.

- I follow the guideline of the school I am visiting.
- School's contact number is added to my Incursions-list and this list is set aside to quickly inform all the schools if I may happen to come in contact with a COVID-19 positive person or as advise by the health official.
- Art supplies are sanitised with wipes before been used by children at two separate schools/Vacation Care/ after-school care.

Educator confirmation

I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*

Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

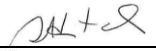
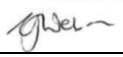
Business Unit:	Childrens Services	**Date:**	29/5/2021	**Centre Opening Time** 7.30am	**Centre Closing Time** 6.00pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	**Centre:**	Harbord	**Incursion Date:**	28/6/2021
Nominated Supervisor:	Stacey Hitch & Cate Webster	**Contact Number:**	8495 6685/86	**Number of Children attending Service:**	Up to 60
Incursion Destination & Address:	Onsite at centre Abbott Road, North Curl Curl 2099	**Educator to child ratio:**	1:15	**Number Educators:**	Minimum 5 for 60 children
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development and we encourage and support the principles of play through our programming by looking at the needs, interests and abilities of all children.			**Provider Risk Assessment Attached**	☐ No ☒ Yes

Proposed activities the children will participate in: Mad Science Day

Ranger Jamie will come to the centre to show the children a variety of science experiments such as rocket fuel explosions, liquid nitrogen turning into ice, exploding water balloons and 1000 ping pong balls being launched high into the air.

Checklist of items - ✓ when sighted

First Aid Kit		Mobile phone	
List of Children attending incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Venue Safety Information (Where available)	
Electronic or paper copy of this risk assessment		Sanitisation products, sunscreen, spare children clothing	
Excursion Bag (containing vomit bags, excursion ice packs, spare sun hats) If required	NA		

	Full Name	Position/ Title	Signature	Date
Participant	Magali Videau	Vacation Care Specialist Administrative Officer		3/6/2021
Participant	Stacey Hitch	Vacation Care Services Coordinator		3/6/2021
Participant	Cate Webster	Vacation Care Services Coordinator		3/6/2021

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Definitions for Consequence

Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. • Superficial cut, bruise or abrasion; • Transient eye, skin or respiratory irritation; • Temporary discomfort or pain.	Little or no Environmental Impact e.g. • Minimal environmental damage, immediately reversible; • No discernible change in the environment; • No annoyance to local community; • Low/moderate use of sustainable resource.
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. • Deep cuts or wounds; • Moderate eye, skin or respiratory irritation; • Drowsiness or dizziness; • Minor sprain or strain.	Minor Environmental impact e.g. • Limited environmental damage; • Temporary and limited annoyance to local community; • Heavy use of sustainable resource; • Low use of readily available but finite resource.
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. • Minor fracture (finger, toe, etc.); • Severe irritation or mild burn; • Serious sprain or strain; • Mild allergic reaction or sensitisation; • Mild to moderate depression; • Anxiety or stress reaction disorder.	Temporary environmental impact e.g. • Significant environmental damage over short to medium term (e.g. < 1 year); • Significant or prolonged annoyance to local community; • Moderate use of readily available but finite resource.
4 Major	Permanent/prolonged impairment e.g. • Complete/partial loss of hearing, vision; • Amputation, disfigurement or disability; • Major fracture or multiple injuries; • Severe burn or tissue damage; • Severe allergic reaction or asthma; • Major irreversible disease; • Severe depression.	Significant Environmental Impact e.g. • Significant environmental damage over long term (e.g. > 1 year); • Major environmental damage over short to medium term (e.g. < 1 year); • Major annoyance to local community; • Heavy use of readily available but finite resource; • Low use of a scarce/finite resource.
5 Catastrophic	Fatalities or adverse reproductive effects • Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility.	Major Long Term Environmental Impact e.g. • Major environmental damage over long term (e.g. >1 year); • Adverse health effects among local community • Very heavy use of readily available but finite resource; • Heavy use of scarce/finite resource.

Definitions for Likelihood

Score	Examples
1 Rare	• An incident might happen every 50 years • Incident might be seen once during working life. • Probability of incident close to zero • Controls are failsafe
2 Unlikely	• An incident might happen every 5-10 years • May see several incidents during working life • Incident foreseeable but probability very low • Incident not known to have happened at another business unit
3 Possible	• An incident might happen every 1 - 5 years • An event could occur. • An incident may have happened at another business unit • Controls may be breached
4 Likely	• One or more incidents might occur a year • Personnel would not be surprised by incident
5 Almost Certain	• Significant number of incidents might occur each year • Incidents occur frequently • Control measures are not defined or are inadequate.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25
Low Risk (1-4)		Medium Risk (5-9)		High Risk (10-25)	

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	**Refer to Ranger Jamie Mad Science Day risk assessment below**					•					
2	General Activities	Slips, trips and falls	2	3	6	• Educators present that are First Aid trained • Educate children before arriving at incursion venue about appropriate behavior • Coordinator to discuss venue facilities with educators prior to leaving centre	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
3	Inadequate supervision	Injuries that may require first aid treatment, or treatment beyond first aid. Missing children.	4	3	12	• Be actively involved with children in their play • Know where each child is and position yourself for maximum supervision of all children (head count) • Supervise all children all of the time • Be aware of other people within the same environment as the children at all times • Make children easily identifiable with same coloured wristbands in each group of children (if required) • Talk with children about what to do if they become separated • Be mindful of current Government guidelines concerning social distancing and gathering • Additional needs children have their specific educator to supervise and include them in the program / incursion	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
4	Exposure to known or unknown allergens	Allergic or anaphylactic reactions	3	3	9	• Collect information prior to incursion about children's allergies and communicate to educators • Educators keep a closer eye on children who have identified as having allergies • Educator survey the environment for potential allergens and minimise contact • At least one educator is trained in Anaphylaxis management • Educators have first aid certificates • First aid kit available including centre Epipen • Always have first aid kit and emergency contact numbers available on incursions • Make certain all foods are suitable according to allergies / intolerances • Medical Action plans available / on hand	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR) CONSEQUENCE (C)	LIKELIHOOD (L)	C x L	PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
5	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	Exposure to infectious diseases including COVID-19 causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality.	3	2	6	• Limit incursions to those that can ensure distancing and using resources that can be cleaned well and regularly by provider • Use visitor log to capture contact numbers in the event contact is required • The presentation will be 3 metres away from children and witches hats will form a visual barrier for children if needed. • Children, educators and Dee Why Gardens residents will wash hands before and after presentation • COVIDSafe app installed on mobile and active. • Follow NSW Government advice regarding social distancing and gatherings • Follow NSW Health and Department of Education Advice concerning the resumption of incursions. • Ongoing review of incursions based on the current COVID-19 cases/infections in the local area • Refer to COVID-19 Risk Assessment for Cromer – 2020/717206	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen as a result of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) *All high risks must be mitigated immediately with interim controls*	Residual Risk Rating (RRR)			PERSON RESPONSIBLE (Include full name when possible)	DUE DATE (Be specific)
			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
6	Extreme weather conditions including high winds, hail, excessive precipitation, and excessive temperature, bush fires and poor air quality.(if outside)	Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction / asthma. Injuries from falling objects. Fatal injuries or illnesses.	3	2	6	• Monitor predicated weather conditions via the Bureau of Meteorology • Monitor RFS Fires Near Me app • Review air quality status via Air Matters app, be aware of children and educators with respiratory conditions • Cancel Incursion when the extreme weather conditions pose a health and safety risk / hazard to children and adults • Review incursion risk assessment • Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an incursion or outdoors Contact Coordination Unit if advice or assistance is required	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

Ranger Jamie Science Day risk Assessment

Task/ Activity	Hazard Identification & Associated Risk	Risk Level Legend **1 and 2** Extreme Risk **3 and 4** Moderate Risk **5 and 6** Low Risk	Elimination or Control Measures	Who	When
Walking to and from transport and Walking around in general such as NSW National Parks, Council Parks, City, Buildings, the Rocks Ruins in City, Chinese Gardens and more.	- struck by vehicle on road - uneven footpath	4 6	- 2 teachers & 4 parent/carer volunteers attending to supervise excursion - Brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times - When walking in Buildings please watch your step and footings - Always follow guide when walking in the City especially the Rocks and China Town. - Students not to enter building/ ruins without guide	Coordinating teacher	Prior to walk and on the excursion
Coach/ Train/ Ferry transport to and from excursion venue	- Boarding and disembarking coach/ Train/ Ferry - vehicle accidents	6 5	- Ensure vehicle operators hold appropriate licence(s) and insurance - Check availability of seat belts - Transport to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn on Buses and seated on Ferries and Trains	Excursion coordinator and teachers	Prior to booking and on the excursion
Observing rock formations; animals and plants	- bites and stings from animals, insects, spiders, snakes	4	- Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to	Teachers including parent helpers	Prior to excursion and on the excursion

	(including severe allergies) - exposure to sun (Heat) - exposure to Cold	 4 4	provide appropriate first aid and emergency response (e.g. adrenalin auto injector, such as EpiPen® /Anapen ®, for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Avoid areas with long grasses - Wear enclosed footwear and other protective clothing - Wear sun safe hats, shirts with long sleeves and at least 30+ sunscreen while outdoors - Do not touch animals, students must freeze when they see a dangerous animal - School Teachers to identify the hazards and tell students what to do before commencement of program - Ensure students bring warm clothing - Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen ®.		
Bushwalking/ Walking/ Standing in and performing activities in National Parks/ Walking outside of school grounds including City (The Rocks, China Town, Chinese Gardens/ SYDNEY CBD and local Parks across NSW). Venues may include: - Bobbin Head - Kamay Botany Bay NP - Wattamolla - West Head - Lane Cove NP - Clifton Gardens - Royal Botanic Gardens - The Rocks - Shelly Park - Gunnamatta Park - Bonnie Vale - Audley - Wattamolla - Garie to Bola Creek - Western Sydney Parklands Lizard Log - Auburn Botanic Gardens - Illawarra IFLY - Minnamurra Rainforest - Stanwell Park - Wollongong Botanic Gardens - Symbio Wildlife Park	- Uneven ground surfaces, Trip Hazards- Potentially resulting in broken bones, sprained ankles/ wrists, cuts/ scrapes, puncture wounds etc. - bites and stings, exposure to sun, wind, storm, rain and dehydration. - allergies to insects, reptiles and plants. - becoming lost or isolated from the group - change in weather conditions - Falling off cliff/ wharf - Drowning in a body of water such as lake, river, lagoon, pond, beach, river, harbour - Bushfire - Local Park Playground equiptment	4 3 3 5 3 3 2 2 3 5	- Notify Excursion Tour Operator of expected arrival and departure times, location of walk and participants, students with medical conditions - Excursion Tour Operator to lead walk. Adult supervision at front and back to keep group together. Students to stay on designated path at all times - Inform excursion participants of safety instructions. - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors. - Ensure participants carry water bottles - Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Identify participants with known medical conditions and ensure appropriate medication/treatment and support is available - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Check weather forecast on day of excursion and carry maps - During Lunch all children must be supervised by the Schools Teachers - If in National Park visitors will only be walking on designated tracks and Paths and will ALWAYS be at least 5m from cliff - If in City such as the Rocks, Chinese Gardens, China Town etc Students and tour leader must always walk on designated foot paths and tracks - Students to always stand at least 2m away from water, rivers, ponds, lakes, dams and/ or any open water deeper than 0.5m	Excursion coordinator, supervisors, teachers and everyone	Prior to walk and on walk

- Killalea State Park - Powerhouse Museum - Chinese Gardens of Friendship - The Rocks - Hyde Park - Sydney Eye Tower - Nielson Park - Bundeena - Bundeena Beach Park Reserve Bents Basin state Conservation Area	- Allergies to playing with/ handling vegetable oil, slime, corn starch, food colouring, shaving cream, mentos, water, shampoo, sunscreen, paint, ocre and more. - Fishing, getting fishing hook stuck/ caught on body part	5	- Tour guide to check Beau of Meteorology each morning for weather forecast. - Teachers and tour guide to visit NSW RFS website each morning prior to tours to check fire rating danger forecast. - Tours will not go ahead if fire rating is considered 'Extreme' or 'Catastrophic' according to the NSW RFS danger rating. - Tours will not commence during heavy rainfall/ storm action - Emergency plans communicated for dealing with potential incidents Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen ®.		
Diet and food during excursions including Eating out at different venues Incursions/ on School Grounds such as Play groun Being in close contact with members of the public Billy Carts Air Pressure paper Rockets Chemical Rockets Slime Making Lava Lamps/ Ice melting Challenge Exploding Soda Water Bag challenge Mini Beast Bug Catching Fishing off Wharf- Dip net fishing in creek Making Solar ovens Electric Windmills with 1.5v batteries	- Student food allergies - Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries - Minor injury from contact, trips and falls - Allergies - Catching viruses, diseases etc	3 3 3 4 3 3 3 3 3 4 5 5 5 5 4 3 5 5	- Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen® /Anapen ®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. - Confirm appropriate food with parents/carers for student with allergies - Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers - Food brought by student should only be approved and provided by student's parent/carer - Discuss with class groups about the importance of only eating your own food - Ensure a responsible adult is with each group of students - Ensure all staff attending have anaphylaxis training (use of adrenaline auto injector) and E-emergency care training - Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. - Regular checks for defects and reporting of these Inspections of play and sports equipment. - Annual maintenance agreement in place and repairs undertaken where necessary. - Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) - Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). - Consider segregating age groups (Specify the age or year groups if appropriate)	Teachers and coordinators	Prior to and during excursion

Liquid Nitrogen ping pong ball expansion Liquid nitrogen converting water into ice bubbles Olympic running game Amazing Race Ninja Warrior team challenge Making Bird Houses Constructing Animal Shelter		3 3 4 5 5 5 5	- Supervision of use required at all time - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) - Children to wear appropriate footwear - Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (not required for climbing equipment below 60cm) - Supervision of use required at all times - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) - Students to always listen to the Rangers instructions - Students must always be at least 3m away from Liquid Nitrogen when Ranger is pouring it - Ensure items are used only for their intended purpose. - Making sure students wash their hands and not putting their fingers inside their mouth to limit possibility of contracting virus/ diseases from other people around them. Teachers/ parents to ensure students bring hand sanitiser and remind students to wash their hands and cover their mouth when they sneeze. -Students to listen to 'Rangers' rules on safety of each activity before commencing activity. Teachers to ensure the students abide by these rules. - Students are the teachers responsibility at all times on incursions and excursions		
Contact with members of public who are infected with COVID-19 Safeguarding students, teachers, parents and adults against the possible infection and transfer of COVID-19	Passing on of bacteria and germs (COVID-19)	5	-Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. - Frequently touched surfaces including counters, handrails, doors, registers, phones, keyboards and Ranger Jamie Equipment are regularly cleaned after every activity. - Sneeze guards are installed at admissions counters, Kiosk counters and retail counter. Guests are kept back from counters. - Alcohol based hand sanitiser is provided on every program. - Posters on hand washing are prominent and hand washing facilities are available in the bathrooms. - Preparation for closure/ back on the bus if a positive case is identified - Covid-19 First Aid Kit established by teachers prior to arriving at excursion location - Students, teachers, adults, parents and guides to thoroughly wash hands after using bathroom and also to bring own personal hand sanitiser - Students when placed in groups to use own tools/ devices to limit sharing		
Feel free to add any **Task/ Activity** you feel necessary					

Educator confirmation I have read and understood this risk assessment and followed the procedure for the checklist. *(sign below)*		
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**
Print Name: **Signature:**	**Print Name:** **Signature:**	**Print Name:** **Signature:**

REMEMBER

- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs