
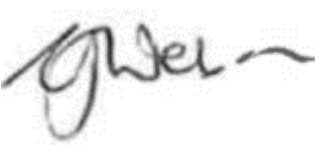
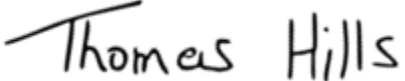


Business Unit:	Children's Services	Date:	29/02/2024	Service Opening Time 7.30 am	Service Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Service:	North Harbour	Excursion Date:	16/04/2024
Nominated Supervisor(s):	Cate Webster Thomas Hills	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 40
Excursion Destination & Address:	Warringah Mall HOYTS 145 Condamine St, Brookvale NSW 2100	Educator to child ratio:	1:8	Number Educators:	Up to 5
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Proposed activities the children will participate in: Children will travel safely by bus to Movies @ Warringah Mall HOYTS to enjoy a movie session at Hoyts Cinema . Children will be transported safely back to their Vacation Care centre by bus.					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			The authorisation for transportation of the child is as follows: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /		
Scheduled time of departure from the service: 10am	Anticipated time of arrival at the venue: 10.15am		Period the children will be travelling:	Approx 11 minutes	
Scheduled time of departure from the venue: 2pm	Anticipated time of arrival back to the service: 2.15pm		Period the children will be travelling:	Approx 11 minutes	
Method of transport, including the proposed route. E.g., main roads and road crossings:	North Sydney Bus Charters P 02 9427 8533		Requirements for safety restraints/seatbelts:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Children will be transported by bus from centre to the venue. The bus will drop off children near Westfield Warringah Mall	Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		
Reason for Transporting the Children:	The excursion is far from the service and isn't within reasonable walking distance for the children.	Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Description of the proposed pick-up location:	The bus will park safely near the community service, so the children will board the bus without accessing the main car park area.	Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Checklist of items to take on the excursion - ✓ when packed			
First-aid kit		Mobile phone	
List of Children attending the 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's 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	Maria Toriz	Vacation Care Specialist Administrative Officer		29/02/2024
Participant	Cate Webster	Vacation Care Director		7/3/2024
Participant	Thomas Hills	Vacation Care Director		4/03/2024



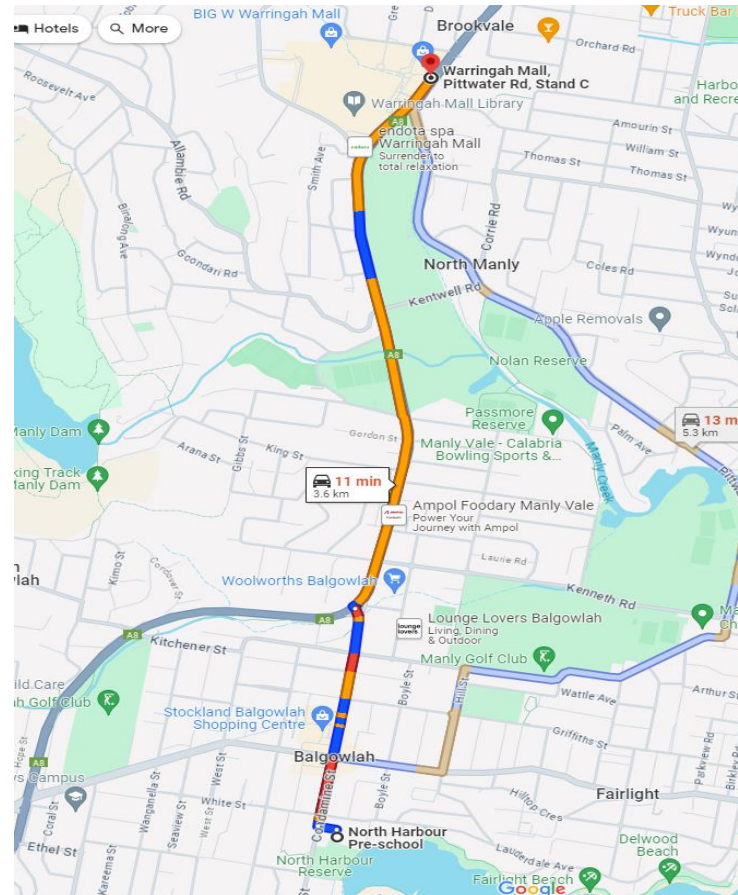
Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> 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)	



Bus route



Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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	Traffic accidents as a result of transporting children by bus	<ul style="list-style-type: none"> Superficial cut, bruise, or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	2	2	4	<ul style="list-style-type: none"> Walk when on public transport Hold onto handles where available Remain seated whilst the vehicle is in motion Educators present who are first-aid trained First-aid kits available Educate children before leaving the service about appropriate behaviour Children are advised to take extra care when boarding/disembarking the bus Do not exceed the maximum allowance for people on the bus Educators ensure children and staff wear seatbelts if they are fitted on the bus 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
2	Pedestrian traffic accidents when walking along footpaths, crossing roads, children running onto the road	<ul style="list-style-type: none"> Superficial cut, bruise or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	4	3	12	<ul style="list-style-type: none"> 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 follow the group to ensure appropriate behaviours are adhered to 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present who are first-aid trained Educate children before arriving at the excursion venue about appropriate behaviour Coordinator to discuss venue facilities with educators before leaving the service 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



4	Transporting children by bus.	<ul style="list-style-type: none"> Children wanting to use the bathroom. Children left behind at the service. Incorrect children return on the bus from the venue. 	4	3	12	<ul style="list-style-type: none"> Educators perform a rollcall 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 bags 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 ensure children and staff wear seatbelts if they are fitted on the bus Educators present who are first-aid trained First aid kits available On returning to the service, children's names are matched to the roll as they board the bus. This ensures the right child/ren return to the service. 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.
5	Consuming food, drink or other item that may cause choking or allergic reaction	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or 	2	3	6	<ul style="list-style-type: none"> Ensure all foods are suitable according to the available allergies/intolerances Medical Action plans Children should always be sitting when eating and drinking to avoid choking 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
		asthma. • Choking. • Fatal injuries.				<ul style="list-style-type: none"> 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 a first aid kit and emergency contact numbers available on excursions 					period.
6	Play equipment and environment are not well maintained or appropriate for the 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	<ul style="list-style-type: none"> Check the 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 the playground (ensure appropriate footwear is worn at all times) Ensure all gates are secured in a venue as appropriate. Ensure at least one educator has a current first-aid certificate Always have a first aid kit and emergency contact numbers available on excursions Ensure the 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		
7	Drowning in a body of water	<ul style="list-style-type: none"> Injury requiring medical treatment beyond first-aid. Fatality. 	5	3	15	<ul style="list-style-type: none"> 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 at least one educator has a current first-aid certificate 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



8	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with group-specific coloured wristbands Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For in-service events, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For in-service events, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children, such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	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		
9	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children are emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> 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 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.
10	Outside exposure to the sun	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> All children and educators to apply sunscreen before leaving the service All children and educators are 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 that educators model 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		
11	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the 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 service EpiPen Always have a 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.
12	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children are emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> Familiarise the children with the site Ensure toilet facilities are available when booking the excursion venue Ensure disabled access is available when booking an 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.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
13	Potential exposure to Infectious diseases, including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> Exposure to infectious diseases, including COVID-19, causing respiratory illnesses, rashes, temperatures, etc., that can spread to educators and children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality. 	3	2	6	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	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		
14	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> 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 the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



RISK MANAGEMENT PLAN

USAGE GUIDELINES FOR SCHOOL EXCURSIONS

HOYTS

INTRODUCTION

Thank you for choosing Hoyts as your destination. We value your patronage and hope you have a great experience in our cinemas.

As our guest, we want to make sure that you are treated with care. This Risk management Plan sets out how we protect our patron's safety.

Before you visit our cinema, we'd like you to take the time to read this document and usage guidelines to assist you prepare for your visit.

HOYTS SAFETY MANAGEMENT SYSTEM

Hoyts have an effective Safety Management System in place. This allows us to manage risks to prevent incidents. This ensures that your experience with us is enjoyable and hassle free.

Our Safety Management System fosters a proactive approach. Our system includes comprehensive Emergency Management Procedures, periodic staff training and a clear issue resolution process.

At each cinema, we have in place:

- ▶ A manager in charge
- ▶ A trained OHS Representative who works with our managers to manage risks as they arise
- ▶ First Aid Attendants rostered on all shifts
- ▶ First Aid kits which are replenished after use and checked regularly
- ▶ Trained and skilled Emergency Wardens
- ▶ Emergency response communication systems, illuminated emergency exit signs and emergency lighting to assist in the event of an evacuation
- ▶ Fire Fighting equipment which is checked in accordance with Australia standards
- ▶ Scheduled servicing of plant and equipment to keep our air-conditioning, lifts and escalators running with minimum interruption
- ▶ Disabled access to each cinema, unless otherwise advertised
- ▶ Office of Film and Literature Classification compliant guidance on every trailer and film we screen to allow you to make informed decisions about what you see
- ▶ Trained team members who supervise patrons during screenings
- ▶ Contracted service providers who maintain our building
- ▶ Stringent visitor management procedures to manage contractors working on the site

HAZARD IDENTIFICATION

If you recognise a hazard, that is, anything that has the potential to cause harm such as a spill drink on the floor, we ask that you advise the nearest team member.

All our sites are compliant with the Building Code of Australia. However some elements inherent in the normal cinema environment may prove hazardous to the students in your group and we bring to your attention the points listed below:

- ▶ We would like you to be aware that at the cinema, we sell a variety of foods. We suggest you be aware of your student's individual needs before the visit

The Hoyts Corporation

Risk Management Plan – School Excursions

Updated: October 2010



RISK MANAGEMENT PLAN

USAGE GUIDELINES FOR SCHOOL EXCURSIONS

HOYTS

- ▶ The lighting in the auditoria is compliant with the associated lighting standard, however when the movie is screening the lights will be dimmed. Lights along the aisles are in place to help aid access and egress however we do ask you take care and try to reduce the need to move about the cinema. Arriving early to purchase refreshments and take a toilet break before the scheduled screening time is advisable.
- ▶ We serve drinks in bottles and cups. Whilst we serve our cups with lids, from time to time, we do experience spill drinks in the Candy Bar. Our team are trained to watch out for this and will clean spills when they see them. We ask that if you do notice a spill to point it out to the nearest team member, to protect your student's safety.

RISK ASSESSMENT

Where a risk is identified and unable to be eliminated, our teams are trained to conduct formal Risk Assessments. We use the Risk Matrix to determine the risk score.

Based on the Risk Matrix assessment outcome, risk control measures are put in place to either eliminate or reduce the significance of the risk.

RISK CONTROL AND EVALUATION

We use the Hierarchy of Controls to assign risk control measures. Our managers and the OHS Representative continuously monitor risk control measures to evaluate and improve managing the risk.

We maintain a site Risk Register that contains a log of all the risks we've managed at the cinema. We also receive regular national updates regarding risk management. These updates keep us abreast of developments throughout the company and industry to allow us to benefit from innovations implemented at other cinemas.

We conduct regional safety committee meetings where issues are discussed and resolved and updates are also communicated. Our internal safety specialist oversees our safety management system and we maintain a good relationship with our local, state and federal authorities to ensure we run our cinema in accordance with current legislation using best practice.

BEFORE YOU ARRIVE

Simple steps you could take before your visit to Hoyts are:

- ▶ Pre-purchase your tickets through our Group Bookings Team. You can find your contact via our website: www.hoyts.com.au
- ▶ Advise your students that we do not allow any of the following in our cinema: alcohol, cans, glass, hot food, laser pointers, large bags, video or sound recording equipment, personal stereos, rollerblades, bicycles, scooters or skateboards. Prams can only be positioned in the vacant wheelchair areas and cannot impede any aisle or exit. Wheelchair users have priority use of these spaces
- ▶ Neat, casual dress including footwear is the minimum standard required at all times
- ▶ Photo I.D us required for proof of age for MA15+ and R18+ rated ticket sales
- ▶ Please arrive at least 20 minutes before your session time

The Hoyts Corporation

Risk Management Plan – School Excursions
Updated: October 2010



RISK MANAGEMENT PLAN

USAGE GUIDELINES FOR SCHOOL EXCURSIONS

HOYTS

When you are in the cinema, please abide by the following advice:

1. Make sure you have an up to date list of the names of the students in your group
2. When visiting our cinemas, it is the responsibility of the school to outline a code of conduct expected of the students whilst on an excursion
3. When visiting our cinemas, we expect all students to follow the Hoyts conditions of entry which is available to teachers prior to the excursion or is on display at each cinema
4. When entering the cinema, instruct the students to form a single line to have their ticket validated by our team members
5. Please turn off all mobile phones, iPods etc upon entering the cinema
6. Please keep your personal items with you at all times as we can not accept responsibility for any losses you may incur
7. Please refrain from talking during the movie
8. Be aware that our premises may be under constant recorded video surveillance
9. Our cinemas are 'smoke free' premises. Smoking is not permitted under any circumstances
10. We do not allow any photography or video filming to be done in cinema locations without the express written consent by The Hoyts Corporation
11. We take film piracy very seriously. The use of recording devices is not permitted in any Hoyts Cinema. Recording movies within theatres violates the Federal copyright law and State law

Our team members regularly complete the cinema inspections to ensure the safety of all visitors to our cinema, but it is your responsibility to monitor the movements and behaviour of your group whilst they are visiting our cinema.

The Hoyts Corporation has a National Safety Officer and National Safety Committee who are available to assist and give advice to cinemas on any OHS issue.



VACATION CARE
Excursions and Transportation of Children Preparation Checklist

SERVICE: ☐ Cromer ☐ Manly Vale ☐ North Harbour

DATE:

EXCURSION:

☒ Staff member

On opening the Service	
Display the excursion details sign on the Meet & Greet table	
Swimming permission forms on the Meet & Greet table (if applicable)	
Prepare wristbands for groups – up to 8 children per group (5 for swimming)	
At least one educator with current first aid (HLTAID012) and CPR (HLTAID009)	
Collect things to take – Backpack / Excursion Bag	
Incident/Injury Report Forms	
Excursion Information Folder	
Child attendance list / roll & iPad for transition roll calls	
Family and emergency contact list	
Excursion First Aid Kit, Asthma Kit, Epipen	
Medication and completed Medication Forms – if applicable	
Action Plans and Risk Minimisation and Communication Plans	
Service Mobile Phone and Walkie-Talkies (if applicable)	
Sports Equipment (optional - check venue)	
Sunscreen, Hand Sanitizer, Rubbish Bags	
Risk assessment- including transportation of children where relevant- signed by all educators	
Before Departure from the Service	
Coordinator & one educator to complete & document roll call & headcount & agree on numbers	
Allocate groups of up to eight (8) children per staff member (5 for swimming)	
Staff to exchange mobile numbers with service coordinator for communication in the event of an emergency	
Each group is issued with coloured wristbands / Hi Vis Vests	
Children to go to the bathroom, get their bags, wear their hats, line up, and apply sunscreen	
Last staff member:	
• Excursion details sign is on the front door	
• Check that service, storerooms and bathrooms are vacated	
• Switch off lights, close and lock all doors to the service	
Bus Boarding	
Complete a head count as children board the bus & ensure the coordinator and an educator:	
• agree on numbers	
• complete transition roll call using iPad immediately after all children have boarded bus & are in seats	
On Arriving at Venue	
Complete a headcount of children and the transition roll call using the iPad at the destination.	
On Departing from Venue	
Complete a roll call in small groups & report numbers to the service coordinator, document on iPad.	
On Returning from Excursion – Bus Boarding	
• Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers	
• Perform a transition roll call using the iPad as children board the bus immediately after all the children have boarded the bus and are secured in their seats.	
Back at Service	
Group leaders conduct small group roll calls & complete Excursion feedback together.	
On arrival back at the service, check the vehicles interior to confirm no children remain there. Collect any belongings / lost property	
Complete the transition roll call using the iPad	
Golden Rules	
<ul style="list-style-type: none"> Children must not sit in the middle of the back seat of the bus (may become projectile) Don't assist children onto climbing equipment - if they can't reach it, then they are not meant to climb Please ensure children are always supervised. If a child in your group needs to use the toilet, children should go in multiples while the rest of the group stays together outside the toileting facility. 	

2017/402622

Educator confirmation

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




Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER

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

Business Unit:	Children's Services	Date:	29/02/2024	Service Opening Time 7.30 am	Service Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Service:	North Harbour	Excursion Date:	26/04/2024
Nominated Supervisor(s):	Cate Webster Thomas Hills	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 40
Excursion Destination & Address:	Reverse Garbage NSW 30 Carrington Rd, Marrickville NSW 2204	Educator to child ratio:	1:8	Number Educators:	Up to 5
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Proposed activities the children will participate in: Children will travel by bus to Reverse Garbage for a super-sustainable workshop! Fri 26-Apr-24 11:00 AM - 12:30 PM					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			The authorisation for transportation of the child is as follows: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /		
Scheduled time of departure from the service: 9.30am	Anticipated time of arrival at the venue: 10.15am		Period the children will be travelling:	Approx 45 mins	
Scheduled time of departure from the venue: 12.45pm	Anticipated time of arrival back to the service: 1.30pm		Period the children will be travelling:	Approx 45 mins	
Method of transport, including the proposed route. E.g., main roads and road crossings: Children will be transported by bus from centre to the venue. The bus will drop off children near Reverse Garbage	North Sydney Bus Charters P 02 9427 8533		Requirements for safety restraints/seatbelts:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
	Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)				

Reason for Transporting the Children:	The excursion is far from the service and isn't within reasonable walking distance for the children.	Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Description of the proposed pick-up location:	The bus will park safely near the community service, so the children will board the bus without accessing the main car park area.	Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Checklist of items to take on the excursion - ✓ when packed			
First-aid kit		Mobile phone	
List of Children attending the 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's 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	Maria Toriz	Vacation Care Specialist Administrative Officer		29/02/2024
Participant	Cate Webster	Vacation Care Director		7/3/2024
Participant	Thomas Hills	Vacation Care Director		4/03/2024



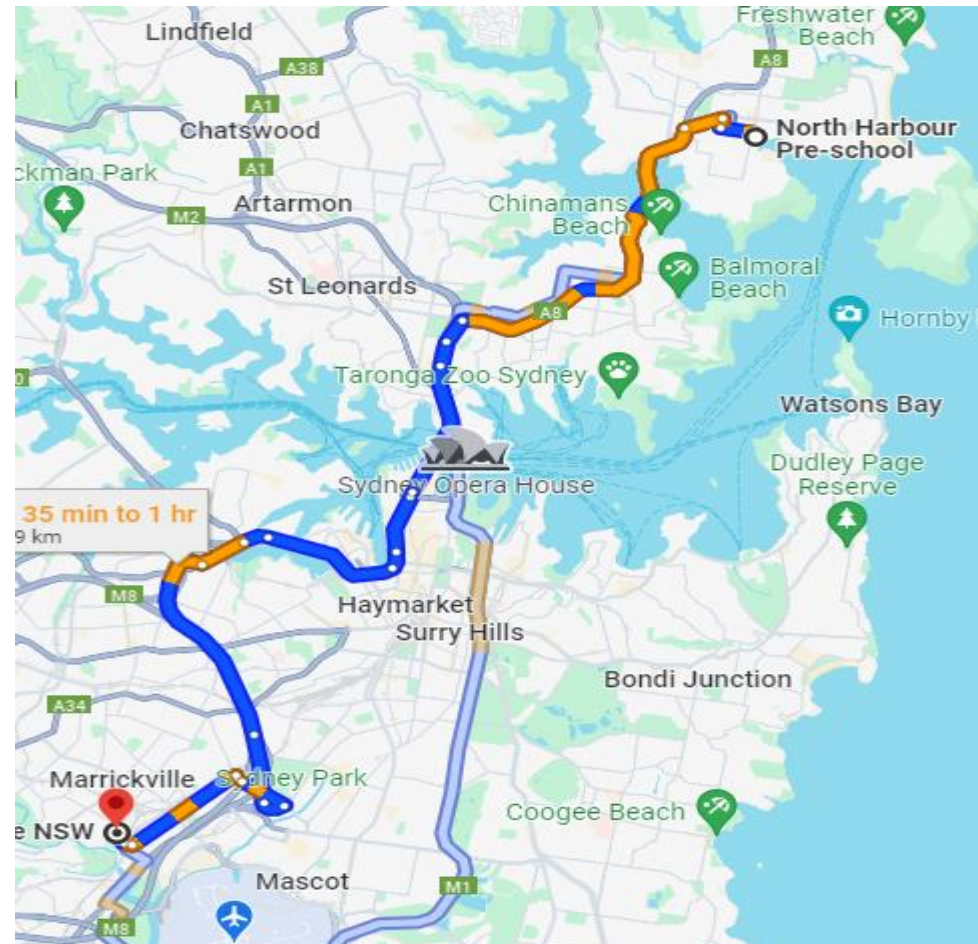
Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> 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)	



Bus trip



Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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	Traffic accidents as a result of transporting children by bus	<ul style="list-style-type: none"> Superficial cut, bruise, or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	2	2	4	<ul style="list-style-type: none"> Walk when on public transport Hold onto handles where available Remain seated whilst the vehicle is in motion Educators present who are first-aid trained First-aid kits available Educate children before leaving the service about appropriate behaviour Children are advised to take extra care when boarding/disembarking the bus Do not exceed the maximum allowance for people on the bus Educators ensure children and staff wear seatbelts if they are fitted on the bus 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
2	Pedestrian traffic accidents when walking along footpaths, crossing roads, children running onto the road	<ul style="list-style-type: none"> Superficial cut, bruise or abrasion Deep cuts or wounds Fractures or multiple injuries Fatal injuries 	4	3	12	<ul style="list-style-type: none"> 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 follow the group to ensure appropriate behaviours are adhered to 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present who are first-aid trained Educate children before arriving at the excursion venue about appropriate behaviour Coordinator to discuss venue facilities with educators before leaving the service 	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



4	Transporting children by bus.	<ul style="list-style-type: none"> Children wanting to use the bathroom. Children left behind at the service. Incorrect children return on the bus from the venue. 	4	3	12	<ul style="list-style-type: none"> Educators perform a rollcall 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 bags 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 ensure children and staff wear seatbelts if they are fitted on the bus Educators present who are first-aid trained First aid kits available On returning to the service, children's names are matched to the roll as they board the bus. This ensures the right child/ren return to the service. 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.
5	Consuming food, drink or other item that may cause choking or allergic reaction	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or 	2	3	6	<ul style="list-style-type: none"> Ensure all foods are suitable according to the available allergies/intolerances Medical Action plans Children should always be sitting when eating and drinking to avoid choking 	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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		
		asthma. • Choking. • Fatal injuries.				• 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 a first aid kit and emergency contact numbers available on excursions					period.
6	Play equipment and environment are not well maintained or appropriate for the 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 the 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 the playground (ensure appropriate footwear is worn at all times) • Ensure all gates are secured in a venue as appropriate. • Ensure at least one educator has a current first-aid certificate • Always have a first aid kit and emergency contact numbers available on excursions • Ensure the 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 because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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	Drowning in a body of water	<ul style="list-style-type: none"> Injury requiring medical treatment beyond first-aid. Fatality. 	5	3	15	<ul style="list-style-type: none"> 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 at least one educator has a current first-aid certificate 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



8	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with group-specific coloured wristbands Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For in-service events, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For in-service events, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children, such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	2	1	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 because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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		
9	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children are emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> 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 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.
10	Outside exposure to the sun	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> All children and educators to apply sunscreen before leaving the service All children and educators are 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 that educators model 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 because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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		
11	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the 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 service EpiPen Always have a 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.
12	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children are emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> Familiarise the children with the site Ensure toilet facilities are available when booking the excursion venue Ensure disabled access is available when booking an 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 because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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		
13	Potential exposure to Infectious diseases, including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> Exposure to infectious diseases, including COVID-19, causing respiratory illnesses, rashes, temperatures, etc., that can spread to educators and children. Illnesses requiring medical treatment beyond first aid. Permanent/prolonged impairment. Illnesses. Fatality. 	3	2	6	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	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 because of the hazard)	Initial Risk Rating (IRR)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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		
14	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> 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 the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



Reverse Garbage Workshop Risk Management Plan – Excursion to Reverse Garbage					
Name of provider: Reverse Garbage, NSW Contact number: 95693132 Contact Person: Education Manager		Plan prepared by: Brett Lyon Position: Education Manager Review Date: 03/03/2023 Prepared in consultation with: Kirsten Junor (CEO)			
Activity	Hazard Identification Type/Cause	Inherent Risk Assessment Use matrix	Elimination or Control Measures	Who manages the control measures and resultant risk	When
COVID 19 Precautions	Virus transmission	Minor x Rare = Low	Hand washing sink and hand sanitiser in use.	The RG Educator & Class teacher / Parents	Before, during and after workshop.
COVID 19 Precautions	Virus transmission	Minor x Rare = Low	RG education staff have completed Health Dept COVID training. Materials used are quarantined for an average of more than three months and a minimum of two weeks. Tables, chairs & tools sanitised between every group booking.	RG Education staff.	Before workshop
Using scissors or staplers, wire, hole punch for craft activities	Cutting hands or fingers when using scissors, wire or staplers	Minor x possible = Low	Every workshop has a WH&S component to explain correct use of tools. Children are shown safe ways to make holes and supervised by adults. First aid kit is accessible.	The RG Educator & Class teacher / Parents	During workshop
Moving around workshop space	Slips, trips and falls	Moderate x possible = medium	Educators must ensure materials are kept clear of thoroughfares and students are instructed to walk when moving around the space.	The RG Educator & Class teacher / Parents	During workshop
Using waste materials, egg cartons, materials that have previously contained substances	Children or educators could potentially be allergic to the previous contents of the materials such as plastics, egg cartons,	Moderate x Possible = medium	If there are children with known allergies, it is the class teachers role to advise prior to arrival so adjustments can be made.	Class teacher / Parents	Before Arrival



Sorting through fixings and craft supplies	Mixed materials may have pointed ends and injure fingers.	Moderate x Possible = medium	Educators and participants are to be aware of and cautious when sorting through boxes of mixed materials. They should take caution themselves and instruct participants to take caution. First aid kit should be made available.	The RG Educator & Class teacher / Parents	Start of visit / entry to warehouse / workshop.
Activities involving off-cuts and waste materials	Materials come from a variety of sources and are non-toxic but some of our REUSE stock may be dusty.	Moderate x Possible = medium	Educators should instruct participants to wash hands after using materials to avoid the spread of dirt and germs. There are non-toxic materials at Reverse Garbage but some of our REUSE stock may be dusty.	Rg educator, Class teacher and parents.	Start of visit / entry to warehouse / workshop & remind during workshop and before eating.
Walking around Warehouse	Slips trips and falls	Minor x Possible = low	Aisles and thoroughfares are to be kept clear. Where warehouse work is ongoing the area is to be blocked off with hi visibility signage. Children are instructed there is no running in the warehouse.	RG Educators to inform children not to run Class teachers & parents must supervise effectively and enforce rules	Instruction at the beginning of tour, monitoring during.
Touching reuse materials in warehouse	Materials come from a variety of sources, germs or substances could rub off onto participants' hands.	Moderate x Possible = medium	Educators should instruct participants to wash hands after using materials to avoid the spread of dirt and germs. The materials are non toxic at reverse garbage but some of our REUSE stock may be dusty.	RG educators, teachers and parents.	Before entry and upon leaving. Remind before eating.
Carpark	Moving vehicles and pedestrian injury.	Moderate x Possible = medium (speed limit = 5klm/hr)	Class Teachers and parents must supervise effectively and adhere to the signage.	Class teachers and parents & RG educators	Upon booking, upon arrival and regularly reminded during visit.
Use of public toilets	Hygiene and Child Safety issues - Toilets are used by the public.	Moderate x rare = Medium	Class teachers must check and supervise use of the toilets.	Class teachers and Parents	Upon booking, reminded by RG staff upon arrival and during visit.



Anywhere	Bites and stings, allergic reactions.	Minor x Possible = low	First aid kit is available to treat and bites and stings immediately	Class teachers and parents.	Before arrival. Epipen location advised.
Anywhere	Child Safety - assault / abuse	Major x Rare	RG Child Safety policy in place, staff aware of obligations. All education staff have WWCC. No Adult is ever to be alone with a child in an enclosed space. School/Service to implement own service school ratios for excursions.	All staff, parents, teachers.	Annual Staff update.

Risk Matrix

Likelihood

N.B. For more details regarding use of this matrix / definitions refer to final page of this document

Consequence		Rare	Unlikely	Possible	Likely	Almost Certain
	Severe <i>Eg. Potential Fatality or Injury or Illness with permanent disability</i>	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	Major <i>Eg. Potential Lost Time Injury (but non-permanent disability)</i>	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	Moderate <i>Eg. Potential Medical Treatment injury or illness (but no lost time)</i>	LOW	LOW	MEDIUM	MEDIUM	HIGH
	Minor <i>Eg. Potential First Aid injury</i>	LOW	LOW	LOW	MEDIUM	MEDIUM
	Minimal <i>Eg. Hazard or near miss requiring reporting and follow up action</i>	LOW	LOW	LOW	LOW	LOW



VACATION CARE
Excursions and Transportation of Children Preparation Checklist

SERVICE: ☐ Cromer ☐ Manly Vale ☐ North Harbour

DATE:

EXCURSION:

☒ Staff member

On opening the Service	
Display the excursion details sign on the Meet & Greet table	
Swimming permission forms on the Meet & Greet table (if applicable)	
Prepare wristbands for groups – up to 8 children per group (5 for swimming)	
At least one educator with current first aid (HLTAID012) and CPR (HLTAID009)	
Collect things to take – Backpack / Excursion Bag	
Incident/Injury Report Forms	
Excursion Information Folder	
Child attendance list / roll & iPad for transition roll calls	
Family and emergency contact list	
Excursion First Aid Kit, Asthma Kit, Epipen	
Medication and completed Medication Forms – if applicable	
Action Plans and Risk Minimisation and Communication Plans	
Service Mobile Phone and Walkie-Talkies (if applicable)	
Sports Equipment (optional - check venue)	
Sunscreen, Hand Sanitizer, Rubbish Bags	
Risk assessment- including transportation of children where relevant- signed by all educators	
Before Departure from the Service	
Coordinator & one educator to complete & document roll call & headcount & agree on numbers	
Allocate groups of up to eight (8) children per staff member (5 for swimming)	
Staff to exchange mobile numbers with service coordinator for communication in the event of an emergency	
Each group is issued with coloured wristbands / Hi Vis Vests	
Children to go to the bathroom, get their bags, wear their hats, line up, and apply sunscreen	
Last staff member:	
• Excursion details sign is on the front door	
• Check that service, storerooms and bathrooms are vacated	
• Switch off lights, close and lock all doors to the service	
Bus Boarding	
Complete a head count as children board the bus & ensure the coordinator and an educator:	
• agree on numbers	
• complete transition roll call using iPad immediately after all children have boarded bus & are in seats	
On Arriving at Venue	
Complete a headcount of children and the transition roll call using the iPad at the destination.	
On Departing from Venue	
Complete a roll call in small groups & report numbers to the service coordinator, document on iPad.	
On Returning from Excursion – Bus Boarding	
• Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers	
• Perform a transition roll call using the iPad as children board the bus immediately after all the children have boarded the bus and are secured in their seats.	
Back at Service	
Group leaders conduct small group roll calls & complete Excursion feedback together.	
On arrival back at the service, check the vehicles interior to confirm no children remain there. Collect any belongings / lost property	
Complete the transition roll call using the iPad	
Golden Rules	
<ul style="list-style-type: none"> Children must not sit in the middle of the back seat of the bus (may become projectile) Don't assist children onto climbing equipment - if they can't reach it, then they are not meant to climb Please ensure children are always supervised. If a child in your group needs to use the toilet, children should go in multiples while the rest of the group stays together outside the toileting facility. 	

2017/402622

Educator confirmation

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

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER


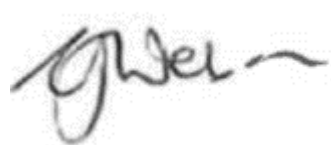
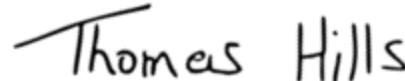
- Monitor the effectiveness of controls and change if necessary
- Review the risk assessment if an incident or significant change occurs

Business Unit:	Children's Services	Date:	29/02/2024	Centre Opening Time 7.30 am	Centre Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Centre:	North Harbour	Excursion Date:	18/04/2024
Nominated Supervisor(s):	Cate Webster Thomas Hills	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 40
Excursion Destination & Address:	North Harbour Reserve LOT 7001 Condamine Street South, Balgowlah NSW 2093	Educator to child ratio:	1:8	Number Educators:	Up to 5
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Proposed activities the children will participate in: <p>Easter may be over, but we're going on an egg hunt anyway! We will create baskets for the adventure and other Easter crafts. Children will play at the playground if weather permitted.</p> <p>Children will exit through the back gate of the preschool.</p>					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		
Scheduled time of departure from the service: 10am	Anticipated time of arrival at the venue: 10.10am		Period the children will be travelling:	approx. 5 mins	
Scheduled time of departure from the venue: 2pm	Anticipated time of arrival back to the service: 2.10pm		Period the children will be travelling:	approx. 5 mins	

Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)	Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
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Checklist of items to take on the excursion - ✓ when packed

First-aid kit		Mobile phone	
List of Children attending the 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's 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	Maria Toriz	Vacation Care Specialist Administrative Officer		29/02/2024
Participant	Cate Webster	Vacation Care Director		7/3/2024
Participant	Thomas Hills	Vacation Care Director		4/03/2024

Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> 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)	

North Harbour Reserve



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) <i>All high risks must be mitigated immediately with interim controls</i>	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	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	<ul style="list-style-type: none"> 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.
2	General Activities	Slips, trips and falls	2	3	6	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Walking with children	Children wanting to use the bathroom. Children left behind at the centre. Incorrect children return from the venue.	4	3	12	<ul style="list-style-type: none"> 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 Educators check that the bathrooms are vacated Educators count the children before leaving the centre Educators confirm the number with the Coordinator Children are advised to walk and not run Educators present that are First Aid trained First Aid Kits available Before leaving the area educators ensure children's names are matched to the roll. This ensures the right child/ren are returning to the centre. A head count can be completed before leaving the area and again once back at the centre. 	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		
4	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	<ul style="list-style-type: none"> 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.
5	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	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Drowning in a body of water (if applicable)	Injury requiring medical treatment beyond first-aid. Fatality.	5	3	15	<ul style="list-style-type: none"> 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 a current first aid certificate is held by Educator 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

7	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with same coloured wristbands in each group of children Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For incursions, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For incursions, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	2	1	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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> 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.
9	Outside exposure in the sun	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the 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 a 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.
11	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> 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)			LIST SAFETY CONTROL MEASURES (Follow the Hierarchy of Controls) <i>All high risks must be mitigated immediately with interim controls</i>	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	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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		
13	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> 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 the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



VACATION CARE+
Excursion Preparation Checklist

CENTRE: ☐ Cromer ☐ Forestville ☐ Manly Vale ☐ North Harbour

DATE: ☐ EXCURSION: ☐

☒ Staff members

On-opening-the-centre		<input checked="" type="checkbox"/>	Staff members
Put excursion details sign on the Meet & Greet table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Permission forms on Meet & Greet table (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare Whisbands for groups & children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect 'things to take' -- Backpack / Excursion Bag			
Incident/Injury Report Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion Information Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epipen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication and Medication Forms (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Equipment (optional - check venue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish Bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior to-Departure-from-the-Centre			
Allocate groups to a staff member & children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue coloured wrist bands to each group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinator & one educator to complete a head count & ensure they agree on numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children to go to the bathroom, get bag, wear hat, line up, apply sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry out a Roll Call using paper roll and mark accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion details sign is on the front door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check bathrooms are vacated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch off lights, close and lock all doors to the centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Departing-for-Excursion--Bus-Boarding			
Coordinator & one educator to complete a paper roll call and mark accordingly; Complete a head count as they board the bus & ensure Coordinator and educator agree on numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Returning-from-Excursion			
On boarding bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform a paper roll call and mark accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On arrival back at the centre, check bus for sleeping children and any belongings / lost property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Golden Rules			
Children must not sit in the middle of the back seat of the bus (may become projectile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don't assist children onto climbing equipment if they can't reach, then they are not meant to climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2017/462527

Educator confirmation

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

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER

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





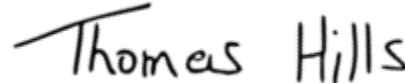
Business Unit:	Children's Services	Date:	29/02/2024	Centre Opening Time 7.30 am	Centre Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	Centre:	North Harbour	Incursion Date:	19/04/2024
Nominated Supervisor(s):	Cate Webster Thomas Hills	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 40
Incursion Destination & Address:	In centre	Educator to child ratio:	1:15	Number Educators:	Up to 5
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Proposed activities the children will participate in:

Children will learn Australian Aboriginal corroboree dances historically used to communicate stories and messages about the land, animals and ancestral spirits with the Koori Kinnections team! Start @ 10:30am

Checklist of items - ✓ when sighted

First-aid kit		Mobile phone	
List of Children attending the incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Sanitisation products, sunscreen, spare children clothing	
Electronic or paper copy of this risk assessment			

	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		29/02/2024
Participant	Cate Webster	Vacation Care Director		7/3/2024
Participant	Thomas Hills	Vacation Care Director		4/03/2024



Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> 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



Risk management plan - Incursions

Location / Activity	Hazard Identification Type / Cause	Risk matrix score	Elimination or Control Measures
Bush food and resource talk	Spikes from echidna quills	5	<ul style="list-style-type: none"> Quills are displayed in enclosed container Schools/groups are notified of potential risks. First Aid kit and mobile phone carried by school staff (requested by Koori Kinnections)
	Injuries from wooden weapons (boomerangs, clubs etc)	5	
Ochre face painting	Allergies to plants and animal products	3	
Koori Games/ Cultural Activities including dance and shellart	Injury to participant	4	<ul style="list-style-type: none"> Students are briefed on appropriate behaviour Accompanying teacher has CPR / Emergency Care (requested by Koori Kinnections) Use of hot glue gun limited to adults only. First Aid kit and mobile phone carried by school staff (requested by Koori Kinnections) Parent permission sought for activity Appropriate warm up/ stretches and warm down etc for playing group
	Hot glue gun injuries	4	
Bush food cooking/tasting	Allergies to plants and animal products	3	<ul style="list-style-type: none"> Use of hot implements and heated cooking equipment limited to adults only. First Aid kit and mobile phone carried by school staff (requested by Koori Kinnections)



Risk Assessment Matrix				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm.		
Legend (as a guide only)				
1	Extreme risk; action to rectify the hazard should commence immediately			
2	High risk; action to rectify the hazard should occur within 48 hours			
3	Medium risk, action to rectify hazard should occur within 7 days			
4	Low risk; action to rectify hazard should occur within 14 days			
5 & 6	Minimal risk, action to rectify hazard should occur within 21 days			

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) <i>All high risks must be mitigated immediately with interim controls</i>	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.	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present that are First Aid trained Educate children before arriving at incursion 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.
2	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment, or treatment beyond first aid. Missing children. 	4	3	12	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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 resulting in child protection incidents	<ul style="list-style-type: none"> Risk of grooming Children or young person injured or abused Council / Service reputational damage 	4	3	12	Incursion provider will <ul style="list-style-type: none"> sign in on arrival and out of departure; Incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children in care Educator will <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure incursion provider is never left alone with children, or takes responsibility for supervising the children in care Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children in care 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> 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.
5	Consuming food, drink or other item that may cause choking or allergic reaction (if applicable)	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries. 	2	3	6	<ul style="list-style-type: none"> 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 incursions 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Play equipment and environment not well maintained or appropriate for age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.(if applicable)	<ul style="list-style-type: none"> Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid 	2	2	4	<ul style="list-style-type: none"> 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 incursions 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 Advise Service Co-ordinator if any equipment requires repair 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Outside exposure in the sun (if outside)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 will wash hands before and after presentation COVIDSafe app installed on mobile and active. Follow <u>NSW Government advice regarding social distancing and gatherings</u> Follow <u>NSW Health and Department of Education Advice</u> 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 2021/188062 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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		
9	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> 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 the 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:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER

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



VACATION CARE INCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939

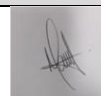
Business Unit:	Children's Services	Date:	29/02/2024	Centre Opening Time 7.30 am	Centre Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Incursion Risk Assessment	Centre:	North Harbour	Incursion Date:	22/04/2024
Nominated Supervisor(s):	Cate Webster Thomas Hills	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 45
Incursion Destination & Address:	In Centre	Educator to child ratio:	1:15	Number Educators:	Up to 4
Reason for the Proposed Incursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Proposed activities the children will participate in:

Children will meet a variety of wonderful animals, such as lambs, goats, rabbits, guinea pigs, chicks, chickens and ducks. Start @ 11am

Checklist of items - ✓ when sighted

First-aid kit		Mobile phone	
List of Children attending the incursion and contact information		List of adults participating and contact information for each	
Specific medical information and medication for children if required		Sanitisation products, sunscreen, spare children clothing	
Electronic or paper copy of this risk assessment			

	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		29/02/2024
Participant	Cate Webster	Vacation Care Director		7/3/2024
Participant	Thomas Hills	Vacation Care Director		4/03/2024



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Definitions for Likelihood	
Score	Examples
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4 Likely	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
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Likelihood	Consequence				
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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1.	General Activities	<ul style="list-style-type: none"> Slips, trips, and falls 	2	3	6	<ul style="list-style-type: none"> Only allow running in appropriate areas designated by educators Educators present that are First Aid trained Educate children before arriving at incursion 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.
2	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment, or treatment beyond first aid. Missing children. 	4	3	12	<ul style="list-style-type: none"> 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.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
3	Inadequate supervision resulting in child protection incidents	<ul style="list-style-type: none"> Risk of grooming Children or young person injured or abused Council / Service reputational damage 	4	3	12	Incursion provider will <ul style="list-style-type: none"> sign in on arrival and out of departure; Incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children in care Educator will <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure incursion provider is never left alone with children, or takes responsibility for supervising the children in care Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children in care 	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		
4	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> 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.
5	Consuming food, drink or other item that may cause choking or allergic reaction (if applicable)	<ul style="list-style-type: none"> Temporary discomfort or pain. Mild allergic reaction or sensitisation. Severe allergic reaction or asthma. Choking. Fatal injuries. 	2	3	6	<ul style="list-style-type: none"> 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 incursions 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Play equipment and environment not well maintained or appropriate for age group – falls, entrapment spaces, appropriately secure. Surfaces heating up in the sun.(if applicable)	<ul style="list-style-type: none"> Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid 	2	2	4	<ul style="list-style-type: none"> 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 incursions 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 Advise Service Co-ordinator if any equipment requires repair 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Outside exposure in the sun (if outside)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 will wash hands before and after presentation COVIDSafe app installed on mobile and active. Follow <u>NSW Government advice regarding social distancing and gatherings</u> Follow <u>NSW Health and Department of Education Advice</u> 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 2021/188062 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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		
9	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> 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 the Coordination Unit if advice or assistance is required 	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		
		•				•					

		Kindifarm Risk Assessment & Safe Work Method Statement				Kindifarm ABN 37 082 543 360 www.kindifarm.com.au M:0415708708 theshed@kindifarm.com	
26th March 2021							
Activity	Hazard	How Likely	How Severe	What Priority	Safe Work Procedure	Who	When
General	COVID-19 transfer due to physical proximity	1	1	1	Encourage outdoor set-up. 1.5m distance kept between people where possible. Fit in with the existing protocol of the location we visit.	Kindifarm + centre staff	During visit
	COVID-19 transfer via animals	2	1	1	Antibacterial sanitiser is available at all times Participants to wash hands with soap and water before and after visit	Kindifarm + centre staff	Prior Visit During visit After visit
Feeding the animals	Bites from animals	3	4	3	Children are shown the correct way to feed animals. First aid kit on hand.	Kindifarm staff	During visit
	Allergic reactions to food	3	3	1	Food is peanut-free and wheat and rice based. Make allergies known to Kindifarm staff.	Teachers	Before visit begins
Holding the animals	Scratches or bites from the animals	3	4	2	Children shown how to hold and feed animals. Snuggle sacks are provided for holding the rabbits and guinea pigs. First aid kit on hand.	Kindifarm staff	During visit
	Allergic reactions to animals	3	3	1	Children that advise staff of their allergies to animals, are prevented from holding them. Our baby chicks are hatched at another farm and delivered, so are not in contact with eggs.	Teachers	During visit
	Germs from touching animals	3	4	1	Ensure hands are washed after contact. Animals are vaccinated to date. Antibacterial hand wash provided.	Teachers Kindifarm staff	After visit Prior Visit During visit

Whip Cracking	Injury from Whip	3	4	1	Perform whip cracking demonstration 4m away from children.	Kindifarm staff	During visit
Set up & pack down of pen	Injury from moving equipment	4	4	2	Make sure children are away from Kindifarm display during set up and pack down	Teachers	Before & after visit
Kindifarm visit in general	Exposure to outdoor weather conditions	2	4	1	Shelter from sun and rain is provided for the animals. Kindifarm staff are provided with a hat, sunscreen and raincoats. Customers are responsible for the comfort of human participants, by providing cover in-case of rain.	Parents and teachers	On or before visit
	Wind	1	4	1	Weights are available in every vehicle to secure shade shelter	Kindifarm staff	During visit

	Potential exposure to flies and other insects	4	4	3	A tarp is provided as ground cover, and all waste is removed at end of visit.	Kindifarm staff	During visit
Shopping Centres	Injury from water spill	4	4	3	Buckets with lids are used to ensure no water is spilt during transport.	Kindifarm staff	During visit
Indoor areas near food	Germ from animals	3	4	1	Animals are transported to set up location in a trolley. Antibacterial sanitiser is available at all times and deodoriser is used to minimise smell.	Kindifarm staff	During visit
Face Painting	Paint brush in the eye	4	2	1	Children who cannot sit still are given a design on the arm or hand	Kindifarm staff	During visit
	Spread of skin infections, aggravation of skin disorders and allergies.	1	4	1	Use TAG professional paints Face to be painted are cleaned with disposable wipes, prior to painting. Paint applicators and brushes are cleaned after each child using water Water is regularly changed Thoroughly clean brushes and all equipment after the event First Aid kit on hand	Kindifarm staff	During and after visit

Risk Assessment Matrix

How Likely	How Severe	What Priority
1 = Very Likely, could happen any time	1 = Kill or cause permanent disability or ill health	1 – 3 Top Priority, do something immediately
2 = Likely to happen, could happen any time	2 = Long term illness or serious injury	4 – 6 Low Priority, do something where possible
3 = Unlikely, could happen, but very rarely	3 = Medical attention and several days off sick	
4 = Very Unlikely, could happen, but probably never would	4 = First Aid needed	
Kindifarm is a licensed mobile animal exhibitor A00173.		
Kindifarm has Public Liability insurance to \$20,000,000.00.		We will:
Kindifarm employees are covered by workers compensation insurance.		1. Carefully transport animals following DPI regulations for mobile exhibits.
Kindifarm employees have Working with Children Checks.		2. Arrive 30 minutes prior to set up for the event.
Kindifarm employees undertake comprehensive training.		3. Co-ordinate with the event organiser
Most Kindifarm employees are tertiary educated in animal studies.		4. Make sure area is suitable for mobile animal farm display
		5. Set up enclosure and tarp for ground covering
		6. Provide animals with fresh straw and water
		7. Move animals into pens
		8. Conduct presentation by trained Kindifarm staff
		9. Safely remove and load event pens and animals at the end of the event
		10. Clean the area of any animal waste and debris
		11. Carry a first aid kit in each Kindifarm unit
A site visit can be arranged prior to the event subject to an additional charge. Emailing photos is usually sufficient.		

Contact Kindifarm – 0415708708

E: theshed@kindifarm.com

www.kindifarm.com

Educator confirmation

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

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:


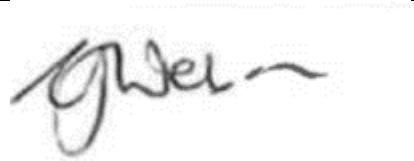
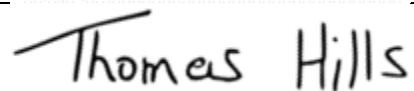
REMEMBER

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

Business Unit:	Children's Services	Date:	29/02/2024	Centre Opening Time 7.30 am	Centre Closing Time 6.00 pm
Risk Assessment Title/ Topic:	Vacation Care Excursion Risk Assessment	Centre:	North Harbour	Excursion Date:	23/04/2024
Nominated Supervisor(s):	Cate Webster Thomas Hills	Contact Number(s):	0434853556 0408243451	Number of Children attending Service:	Up to 40
Excursion Destination & Address:	North Harbour Reserve	Educator to child ratio:	1:8	Number Educators:	Up to 5
Reason for the Proposed Excursion:	The service acknowledges play as a vital part of a child's development. We encourage and support the principles of play through our programming by looking at all children's needs, interests and abilities.			Water Hazards:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Proposed activities the children will participate in: Children from North Harbour will bring their favourite teddy bear or soft toy (with a label!) for a picnic at the North Harbour Reserve. We will make fairy bread and sandwiches. Then we will play at the playground. Children will exit through the back gate and into the reserve.					
The proposed excursion is: <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		
Scheduled time of departure from the service: 10am		Anticipated time of arrival at the venue: 10.06am		Period the children will be travelling:	approx. 6mins
Scheduled time of departure from the venue: 2pm		Anticipated time of arrival back to the service: 2.06pm		Period the children will be travelling:	approx. 6 mins
Venue and safety information reviewed and attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Entering/Exiting Service Embarking/Disembarking Transport Refer to 2017/482522 (attached)		Map Attached:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

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

First-aid kit		Mobile phone	
List of Children attending the 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's 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	Maria Toriz	Vacation Care Specialist Administrative Officer		29/02/2024
Participant	Cate Webster	Vacation Care Director		7/3/2024
Participant	Thomas Hills	Vacation Care Director		4/03/2024

Definitions for Consequence		
Score	Health and Safety Examples	Environment Examples
1 Insignificant	Injuries or illnesses requiring no treatment or first-aid only e.g. <ul style="list-style-type: none"> Superficial cut, bruise or abrasion; Transient eye, skin or respiratory irritation; Temporary discomfort or pain. 	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Deep cuts or wounds; Moderate eye, skin or respiratory irritation; Drowsiness or dizziness; Minor sprain or strain. 	Minor Environmental impact e.g. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Fatal injuries or illnesses; Cancer, birth defects, heritable genetic damage, impaired fertility. 	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> One or more incidents might occur a year Personnel would not be surprised by incident
5 Almost Certain	<ul style="list-style-type: none"> 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)	

North Harbour Reserve



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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
1	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	<ul style="list-style-type: none"> 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.
2	General Activities	Slips, trips and falls	2	3	6	<ul style="list-style-type: none"> 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		
3	Walking with children	Children wanting to use the bathroom. Children left behind at the centre. Incorrect children return from the venue.	4	3	12	<ul style="list-style-type: none"> 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 Educators check that the bathrooms are vacated Educators count the children before leaving the centre Educators confirm the number with the Coordinator Children are advised to walk and not run Educators present that are First Aid trained First Aid Kits available Before leaving the area educators ensure children's names are matched to the roll. This ensures the right child/ren are returning to the centre. A head count can be completed before leaving the area and again once back at the centre. 	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		
4	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	<ul style="list-style-type: none"> 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.
5	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	<ul style="list-style-type: none"> 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		
6	Drowning in a body of water (if applicable)	Injury requiring medical treatment beyond first-aid. Fatality.	5	3	15	<ul style="list-style-type: none"> 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 a current first aid certificate is held by Educator 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

7	Inadequate supervision	<ul style="list-style-type: none"> Injuries that may require first aid treatment or treatment beyond first aid. Missing children. Grooming/abuse. Council/Service reputational damage. 	4	3	12	<ul style="list-style-type: none"> Be actively involved in children's play Know where all children are and position yourself for maximum supervision of all children (headcount) Supervise all children all of the time Be constantly aware of other people within the same environment as the children Make children easily identifiable with same coloured wristbands in each group of children Brief children on what to do if they become separated Additional needs children have their specific educator to supervise and include them in the program/excursion <p>For incursions, providers will:</p> <ul style="list-style-type: none"> sign in on arrival and out of departure; the incursion provider is never left unsupervised with children maintains appropriate behavioural boundaries between themselves and children <p>For incursions, educators will:</p> <ul style="list-style-type: none"> Report any suspicious or potentially inappropriate interactions with children Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children 	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		
8	Children moving away from the group	<ul style="list-style-type: none"> Missing Children. Children emotionally distressed. Additional needs children specific to absconding. 	4	3	12	<ul style="list-style-type: none"> 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.
9	Outside exposure in the sun	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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) <i>All high risks must be mitigated immediately with interim controls</i>	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	Exposure to known or unknown allergens	<ul style="list-style-type: none"> Allergic or anaphylactic reactions 	3	3	9	<ul style="list-style-type: none"> Collect information before the 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 a 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.
11	Inadequate toilet facilities. Sexual or verbal abuse.	<ul style="list-style-type: none"> Children wetting their clothing. Exposure to infectious diseases. Children emotionally upset. Children physically hurt. 	2	2	4	<ul style="list-style-type: none"> 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.

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			CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		CONSEQUENCE (C)	LIKELIHOOD (L)	C x L		
12	Potential exposure to Infectious diseases including COVID-19 (refer to COVID-19 Risk Assessment)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Excursion Policy adhered to Follow <u>current</u> NSW Government COVID-19 advice Follow <u>NSW Health and Department of Education Advice</u> Preference well-ventilated spaces. Ongoing review of excursions based on the current COVID-19 cases/infections in the local area Refer to COVID-19 Risk Assessment for Forestville 2020/212179 	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) <i>All high risks must be mitigated immediately with interim controls</i>	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		
13	Extreme weather conditions, including: <ul style="list-style-type: none"> high winds hail excessive precipitation excessive temperature lightening bushfires poor air quality 	<ul style="list-style-type: none"> Heat stroke and dehydration. Eye, skin or respiratory irritation. Allergic reaction/asthma. Injuries from falling objects. Fatal injuries or illnesses. 	3	2	6	<ul style="list-style-type: none"> Monitor predicted weather conditions via the <u>Bureau of Meteorology</u> Consult the <u>Hazards Near Me NSW app</u> for fires and floods Review air quality status via the <u>Air Matters</u> 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 the Coordination Unit if advice or assistance is required 	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



CENTRE: <input type="checkbox"/> Cromer..... <input type="checkbox"/> Forestville..... <input type="checkbox"/> Manly Vale..... <input type="checkbox"/> North Harbour			
DATE: <input type="checkbox"/>	EXCURSION: <input type="checkbox"/>		
		<input checked="" type="checkbox"/>	Staff member
On-opening-the-centre			
Put excursion details sign on the Meet & Greet table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Permission forms on Meet & Greet table (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare Whisbands for groups & children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect 'things to take' -- Backpack / Excursion Bag			
Incident/Injury Report Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion Information Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asthma Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epipen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication and Medication Forms (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Equipment (optional - check venue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish Bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior-to-Departure-from-the-Centre			
Allocate groups to a staff member & children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue coloured wrist bands to each group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinator & one educator to complete a head count & ensure they agree on numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children to go to the bathroom, get bag, wear hat, line up, apply sunscreen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry out a Roll Call using paper roll and mark accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Excursion details sign is on the front door Check bathrooms are vacated Switch off lights, close and lock all doors to the centre 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Departing-for-Excursion--Bus-Boarding			
Coordinator & one educator to complete a paper roll call and mark accordingly; Complete a head count as they board the bus & ensure Coordinator and educator agree on numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Returning-from-Excursion			
On boarding bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Perform a paper roll call and mark accordingly Coordinator & one educator to complete a head count as they board the bus & ensure agreement on numbers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On arrival back at the centre, check bus for sleeping children and any belongings / lost property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Golden Rules	<ul style="list-style-type: none"> Children must not sit in the middle of the back seat of the bus (may become projectile) Don't assist children onto climbing equipment if they can't reach, then they are not meant to climb 		

2017/4625271

Educator confirmation

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

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

REMEMBER

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