
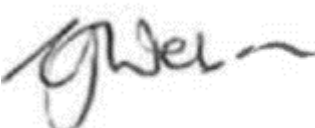
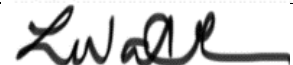
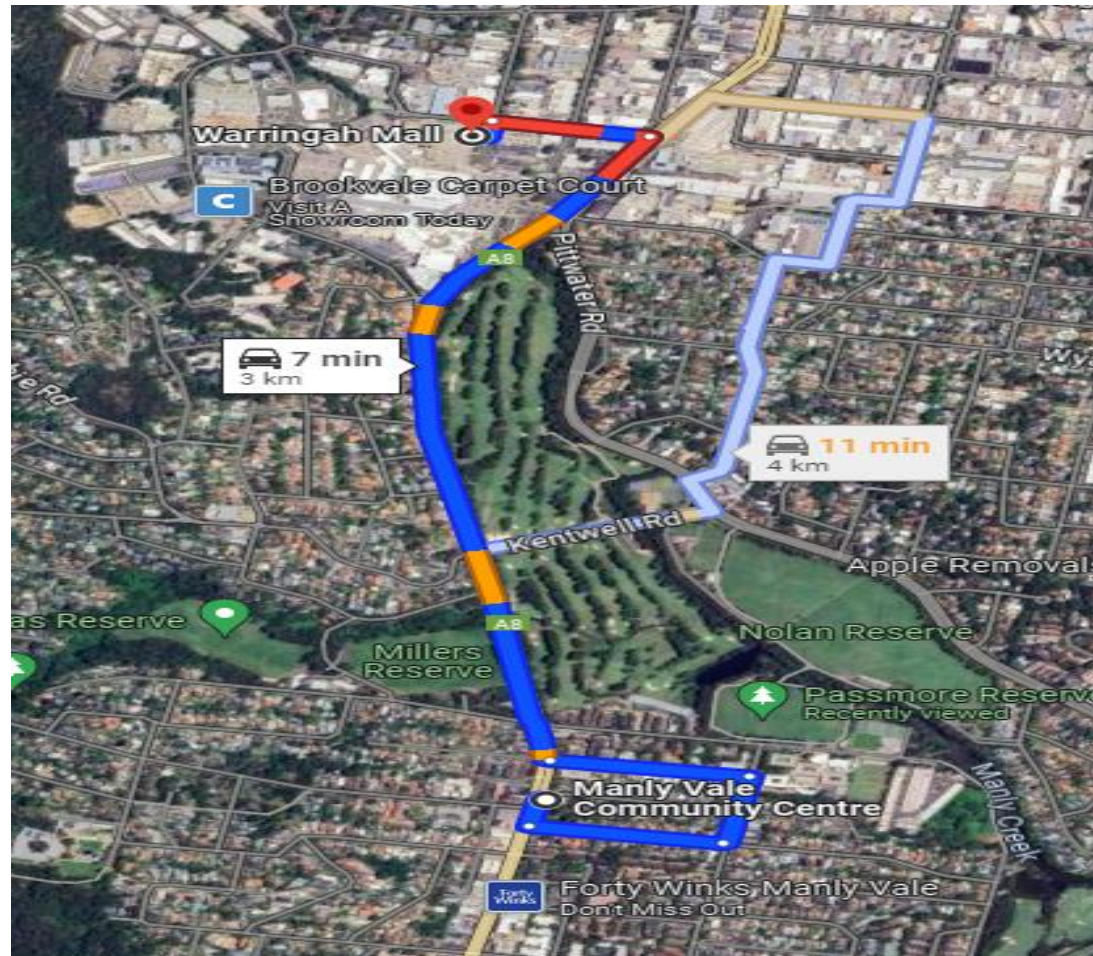


<b>Business Unit:</b>	Children's Services	<b>Date:</b>	12/08/2024	<b>Service Opening Time 7.30 am</b>	<b>Service Closing Time 6.00 pm</b>
<b>Risk Assessment Title/ Topic:</b>	Vacation Care Excursion Risk Assessment	<b>Service:</b>	Manly vale	<b>Excursion Date:</b>	09/10/2024
<b>Nominated Supervisor(s):</b>	Cate Webster Lily Waterhouse	<b>Contact Number(s):</b>	0434853556 0408243451	<b>Number of Children attending Service:</b>	Up to 40
<b>Excursion Destination &amp; Address:</b>	Warringah Mall Pittwater Rd, Brookvale NSW 2100	<b>Educator to child ratio:</b>	1:8	<b>Number Educators:</b>	Up to 8
<b>Reason for the Proposed Excursion:</b>	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.			<b>Water Hazards:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<b>Proposed activities the children will participate in:</b> Children will travel safely by bus to Warringah Mall to enjoy a movie session at <b>Hoyts Cinema</b> . Children will eat lunch at the food court at the mall. The children will be transported safely back to their Vacation Care centre by bus. 10:00am: Guest Arrival 10:30am: Film Start 12:15pm: Film End Guests Depart					
<b>The proposed excursion is:</b> <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			<b>The authorisation for transportation of the child is as follows:</b> <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /		
<b>Scheduled time of departure from the service: 9:30am</b>	<b>Anticipated time of arrival at the venue: 9.45am</b>		<b>Period the children will be travelling:</b>	Approx. 15 min	
<b>Scheduled time of departure from the venue: 2pm</b>	<b>Anticipated time of arrival back to the service: 2:15pm</b>		<b>Period the children will be travelling:</b>	Approx. 15 min	
<b>Method of transport, including the proposed route. E.g., main roads and road crossings:</b>  Children will be transported by bus from centre to venue (If utilization is high they will share a bus with North Harbour Vacation Care, and the North Harbour group will already be on the bus). The bus will drop off children in carpark at Warringah mall	North Sydney Bus Charters  P 02 9427 8533		<b>Requirements for safety restraints/seatbelts:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
	<b>Entering/Exiting Service</b> <b>Embarking/Disembarking Transport</b> Refer to 2017/482522 (attached)				

<b>Reason for Transporting the Children:</b>	The excursion is far from the service and isn't within reasonable walking distance for the children.	<b>Map Attached:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<b>Description of the proposed pick-up location:</b>	The bus will park safely near the community service, so the children will board the bus without accessing the main car park area.	<b>Venue and safety information reviewed and attached:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>Checklist of items to take on the excursion - ✓ when packed</b>			
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		12/08/2024
Participant	Cate Webster	Vacation Care Director		22/08/2024
Participant	Lily Waterhouse	Vacation Care Director		19/08/2024

BUS TRIP



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"> <li>Superficial cut, bruise or abrasion;</li> <li>Transient eye, skin or respiratory irritation;</li> <li>Temporary discomfort or pain.</li> </ul>	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> <li>Minimal environmental damage, immediately reversible;</li> <li>No discernible change in the environment;</li> <li>No annoyance to local community;</li> <li>Low/moderate use of sustainable resource.</li> </ul>
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> <li>Deep cuts or wounds;</li> <li>Moderate eye, skin or respiratory irritation;</li> <li>Drowsiness or dizziness;</li> <li>Minor sprain or strain.</li> </ul>	Minor Environmental impact e.g. <ul style="list-style-type: none"> <li>Limited environmental damage;</li> <li>Temporary and limited annoyance to local community;</li> <li>Heavy use of sustainable resource;</li> <li>Low use of readily available but finite resource.</li> </ul>
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> <li>Minor fracture (finger, toe, etc.);</li> <li>Severe irritation or mild burn;</li> <li>Serious sprain or strain;</li> <li>Mild allergic reaction or sensitisation;</li> <li>Mild to moderate depression;</li> <li>Anxiety or stress reaction disorder.</li> </ul>	Temporary environmental impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Significant or prolonged annoyance to local community;</li> <li>Moderate use of readily available but finite resource.</li> </ul>
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> <li>Complete/partial loss of hearing, vision;</li> <li>Amputation, disfigurement or disability;</li> <li>Major fracture or multiple injuries;</li> <li>Severe burn or tissue damage;</li> <li>Severe allergic reaction or asthma;</li> <li>Major irreversible disease;</li> <li>Severe depression.</li> </ul>	Significant Environmental Impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over long term (e.g. &gt; 1 year);</li> <li>Major environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Major annoyance to local community;</li> <li>Heavy use of readily available but finite resource;</li> <li>Low use of a scarce/finite resource.</li> </ul>
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> <li>Fatal injuries or illnesses;</li> <li>Cancer, birth defects, heritable genetic damage, impaired fertility.</li> </ul>	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> <li>Major environmental damage over long term (e.g. &gt;1 year);</li> <li>Adverse health effects among local community</li> <li>Very heavy use of readily available but finite resource;</li> <li>Heavy use of scarce/finite resource.</li> </ul>

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> <li>An incident might happen every 50 years</li> <li>Incident might be seen once during working life.</li> <li>Probability of incident close to zero</li> <li>Controls are failsafe</li> </ul>
2 Unlikely	<ul style="list-style-type: none"> <li>An incident might happen every 5-10 years</li> <li>May see several incidents during working life</li> <li>Incident foreseeable but probability very low</li> <li>Incident not known to have happened at another business unit</li> </ul>
3 Possible	<ul style="list-style-type: none"> <li>An incident might happen every 1 - 5 years</li> <li>An event could occur.</li> <li>An incident may have happened at another business unit</li> <li>Controls may be breached</li> </ul>
4 Likely	<ul style="list-style-type: none"> <li>One or more incidents might occur a year</li> <li>Personnel would not be surprised by incident</li> </ul>
5 Almost Certain	<ul style="list-style-type: none"> <li>Significant number of incidents might occur each year</li> <li>Incidents occur frequently</li> <li>Control measures are not defined or are inadequate.</li> </ul>

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

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen 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"> <li>Superficial cut, bruise, or abrasion</li> <li>Deep cuts or wounds</li> <li>Fractures or multiple injuries</li> <li>Fatal injuries</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Walk when on public transport</li> <li>Hold onto handles where available</li> <li>Remain seated whilst the vehicle is in motion</li> <li>Educators present who are first-aid trained</li> <li>First-aid kits available</li> <li>Educate children before leaving the service about appropriate behaviour</li> <li>Children are advised to take extra care when boarding/disembarking the bus</li> <li>Do not exceed the maximum allowance for people on the bus</li> <li>Educators ensure children and staff wear seatbelts if they are fitted on the bus</li> </ul>	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"> <li>Superficial cut, bruise or abrasion</li> <li>Deep cuts or wounds</li> <li>Fractures or multiple injuries</li> <li>Fatal injuries</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Obey pedestrian rules</li> <li>Be observant and cautious at all times when near roads and traffic</li> <li>Cross at appropriate junctions/places, such as traffic lights and zebra crossings, where possible</li> <li>Walk along footpaths</li> <li>Educators to lead and follow the group to ensure appropriate behaviours are adhered to</li> </ul>	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	General Activities	<ul style="list-style-type: none"> <li>Slips, trips, and falls</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Only allow running in appropriate areas designated by educators</li> <li>Educators present who are first-aid trained</li> <li>Educate children before arriving at the excursion venue about appropriate behaviour</li> <li>Coordinator to discuss venue facilities with educators before leaving the service</li> </ul>	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



4	Transporting children by bus.	<ul style="list-style-type: none"> <li>Children wanting to use the bathroom.</li> <li>Children left behind at the service.</li> <li>Incorrect children return on the bus from the venue.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Educators perform a roll call of the children present and attending the excursion</li> <li>Children are allocated to their groups</li> <li>Children are issued with coloured wristbands that ensure they remain in that specific group</li> <li>Children can go to the bathroom, collect their bags and line up ready for departure to their excursion</li> <li>Children walk to the pick-up point and wait for the bus</li> <li>Educators check that the bathrooms are vacated</li> <li>Educators count the children as they board the bus</li> <li>Educators confirm the number with the Coordinator</li> <li>Children are advised to walk when on the bus and remain seated at all times</li> <li>Children do not sit in the middle of the back seat of the bus (may become projectile)</li> <li>Hold onto handles where available</li> <li>Educators ensure children and staff wear seatbelts if they are fitted on the bus</li> <li>Educators present who are first-aid trained</li> <li>First aid kits available</li> <li>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.</li> <li>A head count can be completed once on the bus and before the bus departs for the return journey</li> <li>An educator enters the bus once children have left the bus to do a visual check of all seats &amp; under seats for remaining children or belongings</li> </ul>	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		
5	Consuming food, drink or other item that may cause choking or allergic reaction	<ul style="list-style-type: none"> <li>Temporary discomfort or pain.</li> <li>Mild allergic reaction or sensitisation.</li> <li>Severe allergic reaction or asthma.</li> <li>Choking.</li> <li>Fatal injuries.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Ensure all foods are suitable according to the available allergies/intolerances Medical Action plans</li> <li>Children should always be sitting when eating and drinking to avoid choking</li> <li>Use correct hygiene practices when serving food to avoid contamination</li> <li>Follow correct hygiene practices for children</li> <li>Ensure children have access to drinking water</li> <li>Always have a first aid kit and emergency contact numbers available on excursions</li> </ul>	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday 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.	<ul style="list-style-type: none"> <li>Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment or treatment beyond first aid</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Check the environment on arrival for hazards such as glass, other sharps, etc.</li> <li>Educators to visually check equipment for age suitability and maintenance</li> <li>Be aware of hot surfaces in the playground (ensure appropriate footwear is worn at all times)</li> <li>Ensure all gates are secured in a venue as appropriate.</li> <li>Ensure at least one educator has a current first-aid certificate</li> <li>Always have a first aid kit and emergency contact numbers available on excursions</li> <li>Ensure the first aid kit is accessible and fully stocked and all items are in date</li> <li>Make sure mobile phone is charged and operating in case of emergency</li> <li>Apply first aid as necessary</li> </ul>	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		
	Drowning in a body of water	<ul style="list-style-type: none"> <li>Injury requiring medical treatment beyond first-aid.</li> <li>Fatality.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Increased educator-to-child ratios on excursions with water sports (1:5)</li> <li>Direct supervision / active watching of children at all times whilst near all water hazards</li> <li>Talk to children about water safety</li> <li>Ensure at least one educator has a current first-aid certificate</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



Inadequate supervision	<ul style="list-style-type: none"> <li>Injuries that may require first aid treatment or treatment beyond first aid.</li> <li>Missing children.</li> <li>Grooming/abuse.</li> <li>Council/Service reputational damage.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Be actively involved in children's play</li> <li>Know where all children are and position yourself for maximum supervision of all children (headcount)</li> <li>Supervise all children all of the time</li> <li>Be constantly aware of other people within the same environment as the children</li> <li>Make children easily identifiable with group-specific coloured wristbands</li> <li>Brief children on what to do if they become separated</li> <li>Additional needs children have their specific educator to supervise and include them in the program/excursion</li> </ul> <p>For in-service events, providers will:</p> <ul style="list-style-type: none"> <li>sign in on arrival and out of departure; the incursion provider is never left unsupervised with children</li> <li>maintains appropriate behavioural boundaries between themselves and children</li> </ul> <p>For in-service events, educators will:</p> <ul style="list-style-type: none"> <li>Report any suspicious or potentially inappropriate interactions with children</li> <li>Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children</li> <li>Ensure the incursion provider does not provide any personal care for children, such as nappy change, toileting, bathing, or undressing</li> <li>Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children</li> </ul>	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"> <li>Missing Children.</li> <li>Children are emotionally distressed.</li> <li>Additional needs children specific to absconding.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Each educator allocated a maximum of eight children</li> <li>Each educator allocated a colour, and all the children in their group wear this coloured wristband with office phone numbers printed on them</li> <li>Educators do regular head counts of their groups to ensure all children are accounted for</li> <li>Coordinator/assistant coordinator to carry out overall group head counts throughout the day</li> <li>Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost</li> <li>Additional needs children have their specific educator to supervise and include them in the program/excursion</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
10	Outside exposure to the sun	<ul style="list-style-type: none"> <li>Sunburn.</li> <li>Heat exhaustion.</li> <li>Injuries requiring first-aid treatment.</li> <li>Temporary discomfort or pain.</li> <li>Severe irritation or mild burn.</li> <li>Severe burn or tissue damage.</li> <li>Long-term damage causing melanoma.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>All children and educators to apply sunscreen before leaving the service</li> <li>All children and educators are to wear appropriate clothing, including hats</li> <li>All children and educators to regularly apply sunscreen throughout the day</li> <li>Spend as much time as possible in the shade</li> <li>Ensure all children and educators have a drink bottle or access to water</li> <li>Encourage regular water intake by stopping activities for a drink break</li> <li>Ensure that educators model sun protection practices such as wearing hats and sunscreen</li> </ul>	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"> <li>Allergic or anaphylactic reactions</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Collect information before the excursion about children's allergies and communicate to educators</li> <li>Educators keep a closer eye on children who have identified as having allergies</li> <li>Educator survey the environment for potential allergens and minimise contact</li> <li>At least one educator is trained in Anaphylaxis management</li> <li>Educators have first-aid certificates</li> <li>First aid kit available, including service EpiPen</li> <li>Always have a first-aid kit and emergency contact numbers available on excursions</li> <li>Make certain all foods are suitable according to allergies/intolerances</li> <li>Medical Action plans available / on hand</li> </ul>	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"> <li>Children wetting their clothing.</li> <li>Exposure to infectious diseases.</li> <li>Children are emotionally upset.</li> <li>Children physically hurt.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Familiarise the children with the site</li> <li>Ensure toilet facilities are available when booking the excursion venue</li> <li>Ensure disabled access is available when booking an excursion venue</li> <li>Educators to accompany children to bathrooms</li> <li>Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper</li> <li>Educators never to leave children alone with members of the public in bathrooms</li> <li>Spare clothes included in the excursion bag</li> </ul>	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	<ul style="list-style-type: none"> <li>Exposure to infectious diseases causing respiratory illnesses, rashes, temperatures, etc., that can spread to educators and children.</li> <li>Illnesses requiring medical treatment beyond first aid.</li> <li>Permanent/prolonged impairment.</li> <li>Illnesses.</li> <li>Fatality.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Excursion Policy adhered to</li> <li>Follow <a href="#">NSW Health and Department of Education Advice</a></li> <li>Follow <a href="https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines">https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines</a></li> </ul>	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"> <li>high winds</li> <li>hail</li> <li>excessive precipitation</li> <li>excessive temperature</li> <li>lightening</li> <li>bushfires</li> <li>poor air quality</li> </ul>	<ul style="list-style-type: none"> <li>Heat stroke and dehydration.</li> <li>Eye, skin or respiratory irritation.</li> <li>Allergic reaction/asthma.</li> <li>Injuries from falling objects.</li> <li>Fatal injuries or illnesses.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Monitor predicted weather conditions via the <u>Bureau of Meteorology</u></li> <li>Consult the <u>Hazards Near Me NSW app</u> for fires and floods</li> <li>Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions</li> <li>Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults</li> <li>Review excursion risk assessment</li> <li>Update excursion authorisation and permission where required</li> <li>Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors</li> <li>Contact the Coordination Unit if advice or assistance is required</li> </ul>	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 supervisor 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



## 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](http://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



## 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

<b>On opening the Service</b>	
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)	
<b>Collect things to take – Backpack / Excursion Bag</b>	
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	
<b>Before Departure from the Service</b>	
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	
<b>Bus Boarding</b>	
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	
<b>On Arriving at Venue</b>	
Complete a headcount of children and the transition roll call using the iPad at the destination.	
<b>On Departing from Venue</b>	
Complete a roll call in small groups & report numbers to the service coordinator, document on iPad.	
<b>On Returning from Excursion – Bus Boarding</b>	
• 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.	
<b>Back at Service</b>	
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	
<b>Golden Rules</b>	
<ul style="list-style-type: none"> <li>Children must not sit in the middle of the back seat of the bus (may become projectile)</li> <li>Don't assist children onto climbing equipment - if they can't reach it, then they are not meant to climb</li> <li>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.</li> </ul>	

2017/402622

### Educator confirmation

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


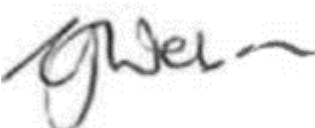

Print Name:	Signature:	Date:	Print Name:	Signature:	Date:	Print Name:	Signature:	Date:

### REMEMBER

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

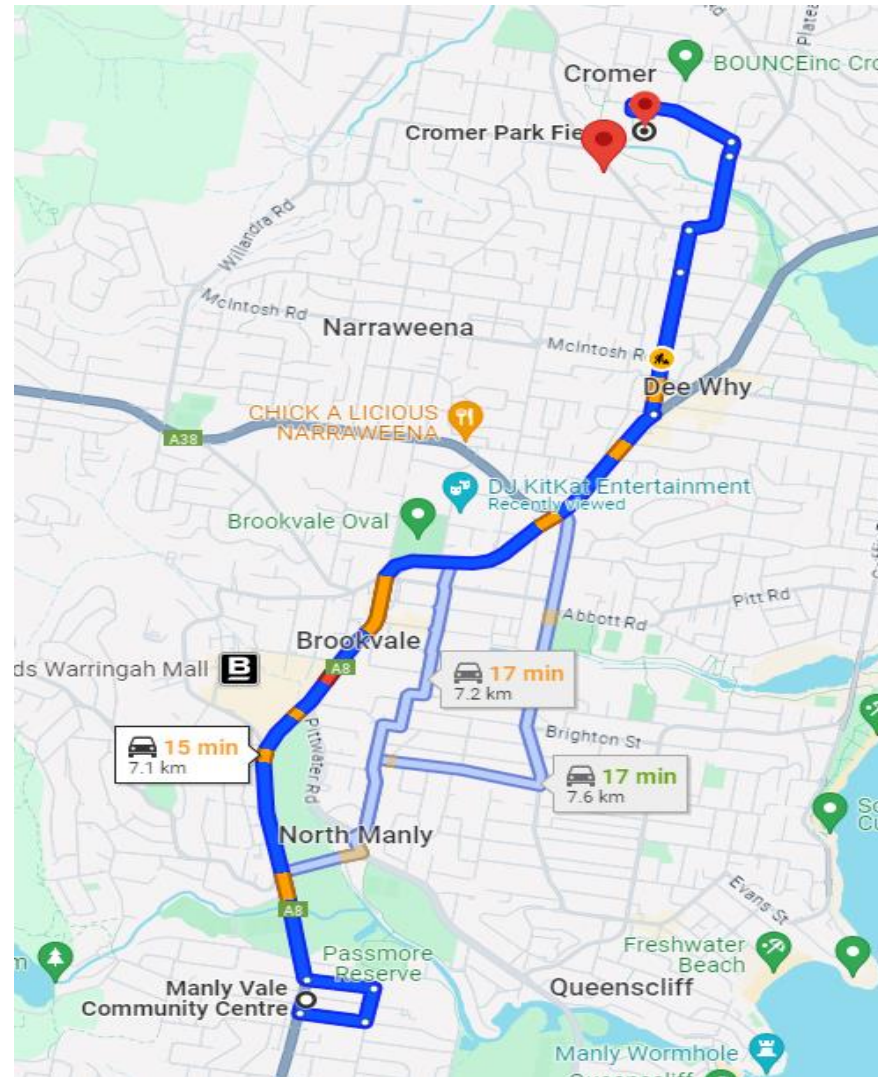
<b>Business Unit:</b>	Children's Services	<b>Date:</b>	12/08/2024	<b>Service Opening Time 7.30 am</b>	<b>Service Closing Time 6.00 pm</b>
<b>Risk Assessment Title/ Topic:</b>	Vacation Care Excursion Risk Assessment	<b>Service:</b>	Manly vale	<b>Excursion Date:</b>	01/10/2024
<b>Nominated Supervisor(s):</b>	Cate Webster Lily Waterhouse	<b>Contact Number(s):</b>	0434853556 0408243451	<b>Number of Children attending Service:</b>	Up to 40
<b>Excursion Destination &amp; Address:</b>	Cromer Park Field 2 S Creek Rd, Cromer NSW 2099	<b>Educator to child ratio:</b>	1:8	<b>Number Educators:</b>	Up to 5
<b>Reason for the Proposed Excursion:</b>	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.			<b>Water Hazards:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>Proposed activities the children will participate in:</b> Today we're off to Cromer Park to play a game of soccer and have lunch at Cromer Park. Soccajoey will run the games and training session. Field 2 reserved for the activity. Time of activity TBC					
<b>The proposed excursion is:</b> <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			<b>The authorisation for transportation of the child is as follows:</b> <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /		
<b>Scheduled time of departure from the service: 9.30am</b>	<b>Anticipated time of arrival at the venue: 9.50am</b>		<b>Period the children will be travelling:</b>	Approx. 20 min	
<b>Scheduled time of departure from the venue: 2pm</b>	<b>Anticipated time of arrival back to the service: 2:20pm</b>		<b>Period the children will be travelling:</b>	Approx. 20 min	
<b>Method of transport, including the proposed route. E.g., main roads and road crossings:</b> Children will be transported by bus from centre to venue (If utilization is high they will share a bus with North Harbour Vacation Care, and the North Harbour group will already be on the bus). The bus will drop off children in carpark at Cromer Park	North Sydney Bus Charters P 02 9427 8533 <b>Entering/Exiting Service</b> <b>Embarking/Disembarking Transport</b> Refer to 2017/482522 (attached)		<b>Requirements for safety restraints/seatbelts:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
<b>Reason for Transporting the Children:</b>	The excursion is far from the service and isn't within reasonable walking distance for the children.			<b>Map Attached:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

<b>Description of the proposed pick-up location:</b>	The bus will park safely near the community service, so the children will board the bus without accessing the main car park area.	<b>Venue and safety information reviewed and attached:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>Checklist of items to take on the excursion - ✓ when packed</b>			
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		12/08/2024
Participant	Cate Webster	Vacation Care Director		22/08/2024
Participant	Lily Waterhouse	Vacation Care Director		16/08/2024



BUS TRIP





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"> <li>Superficial cut, bruise or abrasion;</li> <li>Transient eye, skin or respiratory irritation;</li> <li>Temporary discomfort or pain.</li> </ul>	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> <li>Minimal environmental damage, immediately reversible;</li> <li>No discernible change in the environment;</li> <li>No annoyance to local community;</li> <li>Low/moderate use of sustainable resource.</li> </ul>
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> <li>Deep cuts or wounds;</li> <li>Moderate eye, skin or respiratory irritation;</li> <li>Drowsiness or dizziness;</li> <li>Minor sprain or strain.</li> </ul>	Minor Environmental impact e.g. <ul style="list-style-type: none"> <li>Limited environmental damage;</li> <li>Temporary and limited annoyance to local community;</li> <li>Heavy use of sustainable resource;</li> <li>Low use of readily available but finite resource.</li> </ul>
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> <li>Minor fracture (finger, toe, etc.);</li> <li>Severe irritation or mild burn;</li> <li>Serious sprain or strain;</li> <li>Mild allergic reaction or sensitisation;</li> <li>Mild to moderate depression;</li> <li>Anxiety or stress reaction disorder.</li> </ul>	Temporary environmental impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Significant or prolonged annoyance to local community;</li> <li>Moderate use of readily available but finite resource.</li> </ul>
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> <li>Complete/partial loss of hearing, vision;</li> <li>Amputation, disfigurement or disability;</li> <li>Major fracture or multiple injuries;</li> <li>Severe burn or tissue damage;</li> <li>Severe allergic reaction or asthma;</li> <li>Major irreversible disease;</li> <li>Severe depression.</li> </ul>	Significant Environmental Impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over long term (e.g. &gt; 1 year);</li> <li>Major environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Major annoyance to local community;</li> <li>Heavy use of readily available but finite resource;</li> <li>Low use of a scarce/finite resource.</li> </ul>
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> <li>Fatal injuries or illnesses;</li> <li>Cancer, birth defects, heritable genetic damage, impaired fertility.</li> </ul>	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> <li>Major environmental damage over long term (e.g. &gt;1 year);</li> <li>Adverse health effects among local community</li> <li>Very heavy use of readily available but finite resource;</li> <li>Heavy use of scarce/finite resource.</li> </ul>

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> <li>An incident might happen every 50 years</li> <li>Incident might be seen once during working life.</li> <li>Probability of incident close to zero</li> <li>Controls are failsafe</li> </ul>
2 Unlikely	<ul style="list-style-type: none"> <li>An incident might happen every 5-10 years</li> <li>May see several incidents during working life</li> <li>Incident foreseeable but probability very low</li> <li>Incident not known to have happened at another business unit</li> </ul>
3 Possible	<ul style="list-style-type: none"> <li>An incident might happen every 1 - 5 years</li> <li>An event could occur.</li> <li>An incident may have happened at another business unit</li> <li>Controls may be breached</li> </ul>
4 Likely	<ul style="list-style-type: none"> <li>One or more incidents might occur a year</li> <li>Personnel would not be surprised by incident</li> </ul>
5 Almost Certain	<ul style="list-style-type: none"> <li>Significant number of incidents might occur each year</li> <li>Incidents occur frequently</li> <li>Control measures are not defined or are inadequate.</li> </ul>

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

Ref.	WHAT IS THE HAZARD (Use the Hazard Prompt Sheets)	WHAT IS THE RISK (What can happen 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"> <li>Superficial cut, bruise, or abrasion</li> <li>Deep cuts or wounds</li> <li>Fractures or multiple injuries</li> <li>Fatal injuries</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Walk when on public transport</li> <li>Hold onto handles where available</li> <li>Remain seated whilst the vehicle is in motion</li> <li>Educators present who are first-aid trained</li> <li>First-aid kits available</li> <li>Educate children before leaving the service about appropriate behaviour</li> <li>Children are advised to take extra care when boarding/disembarking the bus</li> <li>Do not exceed the maximum allowance for people on the bus</li> <li>Educators ensure children and staff wear seatbelts if they are fitted on the bus</li> </ul>	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"> <li>Superficial cut, bruise or abrasion</li> <li>Deep cuts or wounds</li> <li>Fractures or multiple injuries</li> <li>Fatal injuries</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Obey pedestrian rules</li> <li>Be observant and cautious at all times when near roads and traffic</li> <li>Cross at appropriate junctions/places, such as traffic lights and zebra crossings, where possible</li> <li>Walk along footpaths</li> <li>Educators to lead and follow the group to ensure appropriate behaviours are adhered to</li> </ul>	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
3	General Activities	<ul style="list-style-type: none"> <li>Slips, trips, and falls</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Only allow running in appropriate areas designated by educators</li> <li>Educators present who are first-aid trained</li> <li>Educate children before arriving at the excursion venue about appropriate behaviour</li> <li>Coordinator to discuss venue facilities with educators before leaving the service</li> </ul>	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



4	Transporting children by bus.	<ul style="list-style-type: none"> <li>Children wanting to use the bathroom.</li> <li>Children left behind at the service.</li> <li>Incorrect children return on the bus from the venue.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Educators perform a roll call of the children present and attending the excursion</li> <li>Children are allocated to their groups</li> <li>Children are issued with coloured wristbands that ensure they remain in that specific group</li> <li>Children can go to the bathroom, collect their bags and line up ready for departure to their excursion</li> <li>Children walk to the pick-up point and wait for the bus</li> <li>Educators check that the bathrooms are vacated</li> <li>Educators count the children as they board the bus</li> <li>Educators confirm the number with the Coordinator</li> <li>Children are advised to walk when on the bus and remain seated at all times</li> <li>Children do not sit in the middle of the back seat of the bus (may become projectile)</li> <li>Hold onto handles where available</li> <li>Educators ensure children and staff wear seatbelts if they are fitted on the bus</li> <li>Educators present who are first-aid trained</li> <li>First aid kits available</li> <li>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.</li> <li>A head count can be completed once on the bus and before the bus departs for the return journey</li> <li>An educator enters the bus once children have left the bus to do a visual check of all seats &amp; under seats for remaining children or belongings</li> </ul>	2	2	4	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		
5	Consuming food, drink or other item that may cause choking or allergic reaction	<ul style="list-style-type: none"> <li>Temporary discomfort or pain.</li> <li>Mild allergic reaction or sensitisation.</li> <li>Severe allergic reaction or asthma.</li> <li>Choking.</li> <li>Fatal injuries.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Ensure all foods are suitable according to the available allergies/intolerances Medical Action plans</li> <li>Children should always be sitting when eating and drinking to avoid choking</li> <li>Use correct hygiene practices when serving food to avoid contamination</li> <li>Follow correct hygiene practices for children</li> <li>Ensure children have access to drinking water</li> <li>Always have a first aid kit and emergency contact numbers available on excursions</li> </ul>	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday 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.	<ul style="list-style-type: none"> <li>Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment or treatment beyond first aid</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Check the environment on arrival for hazards such as glass, other sharps, etc.</li> <li>Educators to visually check equipment for age suitability and maintenance</li> <li>Be aware of hot surfaces in the playground (ensure appropriate footwear is worn at all times)</li> <li>Ensure all gates are secured in a venue as appropriate.</li> <li>Ensure at least one educator has a current first-aid certificate</li> <li>Always have a first aid kit and emergency contact numbers available on excursions</li> <li>Ensure the first aid kit is accessible and fully stocked and all items are in date</li> <li>Make sure mobile phone is charged and operating in case of emergency</li> <li>Apply first aid as necessary</li> </ul>	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"> <li>Injury requiring medical treatment beyond first-aid.</li> <li>Fatality.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Increased educator-to-child ratios on excursions with water sports (1:5)</li> <li>Direct supervision / active watching of children at all times whilst near all water hazards</li> <li>Talk to children about water safety</li> <li>Ensure at least one educator has a current first-aid certificate</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



8	Inadequate supervision	<ul style="list-style-type: none"> <li>Injuries that may require first aid treatment or treatment beyond first aid.</li> <li>Missing children.</li> <li>Grooming/abuse.</li> <li>Council/Service reputational damage.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Be actively involved in children's play</li> <li>Know where all children are and position yourself for maximum supervision of all children (headcount)</li> <li>Supervise all children all of the time</li> <li>Be constantly aware of other people within the same environment as the children</li> <li>Make children easily identifiable with group-specific coloured wristbands</li> <li>Brief children on what to do if they become separated</li> <li>Additional needs children have their specific educator to supervise and include them in the program/excursion</li> </ul> <p>For in-service events, providers will:</p> <ul style="list-style-type: none"> <li>sign in on arrival and out of departure; the incursion provider is never left unsupervised with children</li> <li>maintains appropriate behavioural boundaries between themselves and children</li> </ul> <p>For in-service events, educators will:</p> <ul style="list-style-type: none"> <li>Report any suspicious or potentially inappropriate interactions with children</li> <li>Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children</li> <li>Ensure the incursion provider does not provide any personal care for children, such as nappy change, toileting, bathing, or undressing</li> <li>Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children</li> </ul>	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"> <li>Missing Children.</li> <li>Children are emotionally distressed.</li> <li>Additional needs children specific to absconding.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Each educator allocated a maximum of eight children</li> <li>Each educator allocated a colour, and all the children in their group wear this coloured wristband with office phone numbers printed on them</li> <li>Educators do regular head counts of their groups to ensure all children are accounted for</li> <li>Coordinator/assistant coordinator to carry out overall group head counts throughout the day</li> <li>Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost</li> <li>Additional needs children have their specific educator to supervise and include them in the program/excursion</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
10	Outside exposure to the sun	<ul style="list-style-type: none"> <li>Sunburn.</li> <li>Heat exhaustion.</li> <li>Injuries requiring first-aid treatment.</li> <li>Temporary discomfort or pain.</li> <li>Severe irritation or mild burn.</li> <li>Severe burn or tissue damage.</li> <li>Long-term damage causing melanoma.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>All children and educators to apply sunscreen before leaving the service</li> <li>All children and educators are to wear appropriate clothing, including hats</li> <li>All children and educators to regularly apply sunscreen throughout the day</li> <li>Spend as much time as possible in the shade</li> <li>Ensure all children and educators have a drink bottle or access to water</li> <li>Encourage regular water intake by stopping activities for a drink break</li> <li>Ensure that educators model sun protection practices such as wearing hats and sunscreen</li> </ul>	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"> <li>Allergic or anaphylactic reactions</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Collect information before the excursion about children's allergies and communicate to educators</li> <li>Educators keep a closer eye on children who have identified as having allergies</li> <li>Educator survey the environment for potential allergens and minimise contact</li> <li>At least one educator is trained in Anaphylaxis management</li> <li>Educators have first-aid certificates</li> <li>First aid kit available, including service EpiPen</li> <li>Always have a first-aid kit and emergency contact numbers available on excursions</li> <li>Make certain all foods are suitable according to allergies/intolerances</li> <li>Medical Action plans available / on hand</li> </ul>	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"> <li>Children wetting their clothing.</li> <li>Exposure to infectious diseases.</li> <li>Children are emotionally upset.</li> <li>Children physically hurt.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Familiarise the children with the site</li> <li>Ensure toilet facilities are available when booking the excursion venue</li> <li>Ensure disabled access is available when booking an excursion venue</li> <li>Educators to accompany children to bathrooms</li> <li>Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper</li> <li>Educators never to leave children alone with members of the public in bathrooms</li> <li>Spare clothes included in the excursion bag</li> </ul>	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	<ul style="list-style-type: none"> <li>Exposure to infectious diseases causing respiratory illnesses, rashes, temperatures, etc., that can spread to educators and children.</li> <li>Illnesses requiring medical treatment beyond first aid.</li> <li>Permanent/prolonged impairment.</li> <li>Illnesses.</li> <li>Fatality.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Excursion Policy adhered to</li> <li>Follow <a href="#">NSW Health and Department of Education Advice</a></li> <li>Follow <a href="https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines">https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines</a></li> </ul>	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"> <li>high winds</li> <li>hail</li> <li>excessive precipitation</li> <li>excessive temperature</li> <li>lightening</li> <li>bushfires</li> <li>poor air quality</li> </ul>	<ul style="list-style-type: none"> <li>Heat stroke and dehydration.</li> <li>Eye, skin or respiratory irritation.</li> <li>Allergic reaction/asthma.</li> <li>Injuries from falling objects.</li> <li>Fatal injuries or illnesses.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Monitor predicted weather conditions via the <u>Bureau of Meteorology</u></li> <li>Consult the <u>Hazards Near Me NSW app</u> for fires and floods</li> <li>Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions</li> <li>Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults</li> <li>Review excursion risk assessment</li> <li>Update excursion authorisation and permission where required</li> <li>Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors</li> <li>Contact the Coordination Unit if advice or assistance is required</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



VACATION CARE  
Excursions and Transportation of Children Preparation Checklist

SERVICE: ☐ Cromer ☐ Manly Vale ☐ North Harbour

DATE:

EXCURSION:

✓ Staff member

<b>On opening the Service</b>	
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)	
<b>Collect things to take – Backpack / Excursion Bag</b>	
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	
<b>Before Departure from the Service</b>	
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	
<b>Bus Boarding</b>	
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	
<b>On Arriving at Venue</b>	
Complete a headcount of children and the transition roll call using the iPad at the destination.	
<b>On Departing from Venue</b>	
Complete a roll call in small groups & report numbers to the service coordinator, document on iPad.	
<b>On Returning from Excursion – Bus Boarding</b>	
• 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.	
<b>Back at Service</b>	
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	
<b>Golden Rules</b>	
<ul style="list-style-type: none"> <li>Children must not sit in the middle of the back seat of the bus (may become projectile)</li> <li>Don't assist children onto climbing equipment - if they can't reach it, then they are not meant to climb</li> <li>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.</li> </ul>	

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



# VACATION CARE INCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939

<b>Business Unit:</b>	Children's Services	<b>Date:</b>	12/08/2024	<b>Service Opening Time</b> 7.30 am	<b>Service Closing Time</b> 6.00 pm
<b>Risk Assessment Title/ Topic:</b>	Vacation Care Incursion Risk Assessment	<b>Service:</b>	Manly vale	<b>Incursion Date:</b>	11/10/2024
<b>Nominated Supervisor(s):</b>	Cate Webster Lily Waterhouse	<b>Contact Number(s):</b>	0434853556 0408243451	<b>Number of Children attending Service:</b>	Up to 45
<b>Incursion Destination &amp; Address:</b>	Manly Vale community service	<b>Educator to child ratio:</b>	1:15	<b>Number Educators:</b>	Up to 3
<b>Reason for the Proposed Incursion:</b>	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.			<b>Water Hazards:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

## Proposed activities the children will participate in:

Children from Manly Vale will celebrate the holidays with a DJ KitKat disco party!  
We'll sing karaoke, play musical statues, participate in musical chairs and more.

## 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		12/08/2024
Participant	Cate Webster	Vacation Care Director		22/08/2024
Participant	Lily Waterhouse	Vacation Care Director		19/08/2024



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"> <li>Superficial cut, bruise or abrasion;</li> <li>Transient eye, skin or respiratory irritation;</li> <li>Temporary discomfort or pain.</li> </ul>	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> <li>Minimal environmental damage, immediately reversible;</li> <li>No discernible change in the environment;</li> <li>No annoyance to local community;</li> <li>Low/moderate use of sustainable resource.</li> </ul>
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> <li>Deep cuts or wounds;</li> <li>Moderate eye, skin or respiratory irritation;</li> <li>Drowsiness or dizziness;</li> <li>Minor sprain or strain.</li> </ul>	Minor Environmental impact e.g. <ul style="list-style-type: none"> <li>Limited environmental damage;</li> <li>Temporary and limited annoyance to local community;</li> <li>Heavy use of sustainable resource;</li> <li>Low use of readily available but finite resource.</li> </ul>
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> <li>Minor fracture (finger, toe, etc.);</li> <li>Severe irritation or mild burn;</li> <li>Serious sprain or strain;</li> <li>Mild allergic reaction or sensitisation;</li> <li>Mild to moderate depression;</li> <li>Anxiety or stress reaction disorder.</li> </ul>	Temporary environmental impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Significant or prolonged annoyance to local community;</li> <li>Moderate use of readily available but finite resource.</li> </ul>
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> <li>Complete/partial loss of hearing, vision;</li> <li>Amputation, disfigurement or disability;</li> <li>Major fracture or multiple injuries;</li> <li>Severe burn or tissue damage;</li> <li>Severe allergic reaction or asthma;</li> <li>Major irreversible disease;</li> <li>Severe depression.</li> </ul>	Significant Environmental Impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over long term (e.g. &gt; 1 year);</li> <li>Major environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Major annoyance to local community;</li> <li>Heavy use of readily available but finite resource;</li> <li>Low use of a scarce/finite resource.</li> </ul>
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> <li>Fatal injuries or illnesses;</li> <li>Cancer, birth defects, heritable genetic damage, impaired fertility.</li> </ul>	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> <li>Major environmental damage over long term (e.g. &gt;1 year);</li> <li>Adverse health effects among local community</li> <li>Very heavy use of readily available but finite resource;</li> <li>Heavy use of scarce/finite resource.</li> </ul>

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> <li>An incident might happen every 50 years</li> <li>Incident might be seen once during working life.</li> <li>Probability of incident close to zero</li> <li>Controls are failsafe</li> </ul>
2 Unlikely	<ul style="list-style-type: none"> <li>An incident might happen every 5-10 years</li> <li>May see several incidents during working life</li> <li>Incident foreseeable but probability very low</li> <li>Incident not known to have happened at another business unit</li> </ul>
3 Possible	<ul style="list-style-type: none"> <li>An incident might happen every 1 - 5 years</li> <li>An event could occur.</li> <li>An incident may have happened at another business unit</li> <li>Controls may be breached</li> </ul>
4 Likely	<ul style="list-style-type: none"> <li>One or more incidents might occur a year</li> <li>Personnel would not be surprised by incident</li> </ul>
5 Almost Certain	<ul style="list-style-type: none"> <li>Significant number of incidents might occur each year</li> <li>Incidents occur frequently</li> <li>Control measures are not defined or are inadequate.</li> </ul>

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)	

**Working With Children Check Number: WWC2791203E**

Dear Pippa Mckee

You have been cleared to work with children in both volunteer and paid roles.

Your details are:

Surname	MCKEE
First Name	Pippa
Other Name	Grace
WWC Number	WWC2791203E
Type of Clearance	Valid for paid and unpaid work
Expiry Date	02/01/2029

## Your WWCC is cleared (Employee)

**Working With Children Check Number: WWC0784837E**

Dear Katarina Zajac-Fowler

You have been cleared to work with children in both volunteer and paid roles.

Your details are:

<b>Surname</b>	ZAJAC-FOWLER
<b>First Name</b>	Katarina
<b>Other Name</b>	(Katka)
<b>WWC Number</b>	WWC0784837E
<b>Type of Clearance</b>	Valid for paid and unpaid work
<b>Expiry Date</b>	29/04/2026

### Important information about your Working with Children Check

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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"> <li>Slips, trips, and falls</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Only allow running in appropriate areas designated by educators</li> <li>Educators present that are First Aid trained</li> <li>Educate children before arriving at incursion venue about appropriate behaviour</li> <li>Coordinator to discuss venue facilities with educators prior to leaving service</li> </ul>	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
2	Inadequate supervision	<ul style="list-style-type: none"> <li>Injuries that may require first aid treatment, or treatment beyond first aid.</li> <li>Missing children.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Be actively involved with children in their play</li> <li>Know where each child is and position yourself for maximum supervision of all children (head count)</li> <li>Supervise all children all of the time</li> <li>Be aware of other people within the same environment as the children at all times</li> <li>Make children easily identifiable with same coloured wristbands in each group of children (if required)</li> <li>Talk with children about what to do if they become separated</li> <li>Be mindful of current Government guidelines concerning social distancing and gathering</li> <li>Additional needs children have their specific educator to supervise and include them in the program / incursion</li> </ul>	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"> <li>Risk of grooming</li> <li>Children or young person injured or abused</li> <li>Council / Service reputational damage</li> </ul>	4	3	12	Incursion provider will <ul style="list-style-type: none"> <li>sign in on arrival and out of departure; Incursion provider is never left unsupervised with children</li> <li>maintains appropriate behavioural boundaries between themselves and children in care</li> </ul> Educator will <ul style="list-style-type: none"> <li>Report any suspicious or potentially inappropriate interactions with children</li> <li>Ensure incursion provider is never left alone with children, or takes responsibility for supervising the children in care</li> <li>Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing</li> <li>Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children in care</li> </ul>	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"> <li>Allergic or anaphylactic reactions</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Collect information prior to incursion about children's allergies and communicate to educators</li> <li>Educators keep a closer eye on children who have identified as having allergies</li> <li>Educator survey the environment for potential allergens and minimise contact</li> <li>At least one educator is trained in Anaphylaxis management</li> <li>Educators have first aid certificates</li> <li>First aid kit available including service EpiPen</li> <li>Always have first aid kit and emergency contact numbers available on incursions</li> <li>Make certain all foods are suitable according to allergies / intolerances</li> <li>Medical Action plans available / on hand</li> </ul>	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"> <li>Temporary discomfort or pain.</li> <li>Mild allergic reaction or sensitisation.</li> <li>Severe allergic reaction or asthma.</li> <li>Choking.</li> <li>Fatal injuries.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available</li> <li>Children should always be sitting when eating and drinking to avoid choking</li> <li>Use correct hygiene practices when serving food to avoid contamination</li> <li>Follow correct hygiene practices for children</li> <li>Ensure children have access to drinking water</li> <li>Always have first aid kit and emergency contact numbers available on incursions</li> </ul>	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"> <li>Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Check environment on arrival for hazards such as glass, other sharps etc.</li> <li>Educators to visually check equipment for age suitability and maintenance</li> <li>Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times)</li> <li>Ensure all gates are secured in venue as appropriate.</li> <li>Ensure current first aid certificate is held by Educator</li> <li>Always have first aid kit and emergency contact numbers available on incursions</li> <li>Ensure first aid kit is accessible and fully stocked and all items are in date</li> <li>Make sure mobile phone is charged and operating in case of emergency</li> <li>Apply first aid as necessary</li> <li>Advise Service Co-ordinator if any equipment requires repair</li> </ul>	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"> <li>Sunburn.</li> <li>Heat exhaustion.</li> <li>Injuries requiring first-aid treatment.</li> <li>Temporary discomfort or pain.</li> <li>Severe irritation or mild burn.</li> <li>Severe burn or tissue damage.</li> <li>Long term damage causing melanoma.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>All children and educators to apply sunscreen before leaving the service</li> <li>All children and educators to wear appropriate clothing including hats</li> <li>All children and educators to regularly apply sunscreen throughout the day</li> <li>Spend as much time as possible in the shade</li> <li>Ensure all children and educators have a drink bottle or access to water</li> <li>Encourage regular water intake by stopping activities for a drink break</li> <li>Ensure educator models sun protection practices such as wearing hats and sunscreen</li> </ul>	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
8	Potential exposure to Infectious diseases	<ul style="list-style-type: none"> <li>Exposure to infectious diseases causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children.</li> <li>Illnesses requiring medical treatment beyond first aid.</li> <li>Permanent/prolonged impairment.</li> <li>Illnesses.</li> <li>Fatality.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Excursion Policy adhered to</li> <li>Follow <a href="#">NSW Health and Department of Education Advice</a></li> <li>Follow <a href="https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines">https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines</a></li> </ul>	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"> <li>high winds</li> <li>hail</li> <li>excessive precipitation</li> <li>excessive temperature</li> <li>lightening</li> <li>bushfires</li> <li>poor air quality</li> </ul>	<ul style="list-style-type: none"> <li>Heat stroke and dehydration.</li> <li>Eye, skin or respiratory irritation.</li> <li>Allergic reaction/asthma.</li> <li>Injuries from falling objects.</li> <li>Fatal injuries or illnesses.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Monitor predicted weather conditions via the <u>Bureau of Meteorology</u></li> <li>Consult the <u>Hazards Near Me NSW app</u> for fires and floods</li> <li>Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions</li> <li>Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults</li> <li>Review excursion risk assessment</li> <li>Update excursion authorisation and permission where required</li> <li>Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors</li> <li>Contact the Coordination Unit if advice or assistance is required</li> </ul>	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



<b>Business Unit:</b>	Children's Services	<b>Date:</b>	12/08/2024	<b>Service Opening Time</b> 7.30 am	<b>Service Closing Time</b> 6.00 pm
<b>Risk Assessment Title/ Topic:</b>	Vacation Care Incursion Risk Assessment	<b>Service:</b>	Manly vale	<b>Incursion Date:</b>	03/10/2024
<b>Nominated Supervisor(s):</b>	Cate Webster Lily Waterhouse	<b>Contact Number(s):</b>	0434853556 0408243451	<b>Number of Children attending Service:</b>	Up to 45
<b>Incursion Destination &amp; Address:</b>	Manly Vale Community Centre	<b>Educator to child ratio:</b>	1:15	<b>Number Educators:</b>	Up to 3
<b>Reason for the Proposed Incursion:</b>	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.			<b>Water Hazards:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

**Proposed activities the children will participate in:**

Children from Manly Vale will enjoy a workshop with Luke from sustainability workshop. They will create rapid rafters with the aid of natural materials. Activity starts @ 1:30pm

**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		12/08/2024
Participant	Cate Webster	Vacation Care Director		22/08/2024
Participant	Lily Waterhouse	Vacation Care Director		19/08/2024



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"> <li>Superficial cut, bruise or abrasion;</li> <li>Transient eye, skin or respiratory irritation;</li> <li>Temporary discomfort or pain.</li> </ul>	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> <li>Minimal environmental damage, immediately reversible;</li> <li>No discernible change in the environment;</li> <li>No annoyance to local community;</li> <li>Low/moderate use of sustainable resource.</li> </ul>
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> <li>Deep cuts or wounds;</li> <li>Moderate eye, skin or respiratory irritation;</li> <li>Drowsiness or dizziness;</li> <li>Minor sprain or strain.</li> </ul>	Minor Environmental impact e.g. <ul style="list-style-type: none"> <li>Limited environmental damage;</li> <li>Temporary and limited annoyance to local community;</li> <li>Heavy use of sustainable resource;</li> <li>Low use of readily available but finite resource.</li> </ul>
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> <li>Minor fracture (finger, toe, etc.);</li> <li>Severe irritation or mild burn;</li> <li>Serious sprain or strain;</li> <li>Mild allergic reaction or sensitisation;</li> <li>Mild to moderate depression;</li> <li>Anxiety or stress reaction disorder.</li> </ul>	Temporary environmental impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Significant or prolonged annoyance to local community;</li> <li>Moderate use of readily available but finite resource.</li> </ul>
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> <li>Complete/partial loss of hearing, vision;</li> <li>Amputation, disfigurement or disability;</li> <li>Major fracture or multiple injuries;</li> <li>Severe burn or tissue damage;</li> <li>Severe allergic reaction or asthma;</li> <li>Major irreversible disease;</li> <li>Severe depression.</li> </ul>	Significant Environmental Impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over long term (e.g. &gt; 1 year);</li> <li>Major environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Major annoyance to local community;</li> <li>Heavy use of readily available but finite resource;</li> <li>Low use of a scarce/finite resource.</li> </ul>
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> <li>Fatal injuries or illnesses;</li> </ul>	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> <li>Major environmental damage over long term (e.g. &gt;1 year);</li> </ul>

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> <li>An incident might happen every 50 years</li> <li>Incident might be seen once during working life.</li> <li>Probability of incident close to zero</li> <li>Controls are failsafe</li> </ul>
2 Unlikely	<ul style="list-style-type: none"> <li>An incident might happen every 5-10 years</li> <li>May see several incidents during working life</li> <li>Incident foreseeable but probability very low</li> <li>Incident not known to have happened at another business unit</li> </ul>
3 Possible	<ul style="list-style-type: none"> <li>An incident might happen every 1 - 5 years</li> <li>An event could occur.</li> <li>An incident may have happened at another business unit</li> <li>Controls may be breached</li> </ul>
4 Likely	<ul style="list-style-type: none"> <li>One or more incidents might occur a year</li> <li>Personnel would not be surprised by incident</li> </ul>
5 Almost Certain	<ul style="list-style-type: none"> <li>Significant number of incidents might occur each year</li> <li>Incidents occur frequently</li> <li>Control measures are not defined or are inadequate.</li> </ul>

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



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## VACATION CARE INCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND *ALTERNATIVELY* WITHIN C002939

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"> <li>Slips, trips, and falls</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Only allow running in appropriate areas designated by educators</li> <li>Educators present that are First Aid trained</li> <li>Educate children before arriving at incursion venue about appropriate behaviour</li> <li>Coordinator to discuss venue facilities with educators prior to leaving service</li> </ul>	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		
2	Inadequate supervision	<ul style="list-style-type: none"> <li>Injuries that may require first aid treatment, or treatment beyond first aid.</li> <li>Missing children.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Be actively involved with children in their play</li> <li>Know where each child is and position yourself for maximum supervision of all children (head count)</li> <li>Supervise all children all of the time</li> <li>Be aware of other people within the same environment as the children at all times</li> <li>Make children easily identifiable with same coloured wristbands in each group of children (if required)</li> <li>Talk with children about what to do if they become separated</li> <li>Be mindful of current Government guidelines concerning social distancing and gathering</li> <li>Additional needs children have their specific educator to supervise and include them in the program / incursion</li> </ul>	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"> <li>Risk of grooming</li> <li>Children or young person injured or abused</li> <li>Council / Service reputational damage</li> </ul>	4	3	12	Incursion provider will <ul style="list-style-type: none"> <li>sign in on arrival and out of departure; Incursion provider is never left unsupervised with children</li> <li>maintains appropriate behavioural boundaries between themselves and children in care</li> </ul> Educator will <ul style="list-style-type: none"> <li>Report any suspicious or potentially inappropriate interactions with children</li> <li>Ensure incursion provider is never left alone with children, or takes responsibility for supervising the children in care</li> <li>Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing</li> <li>Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children in care</li> </ul>	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"> <li>Allergic or anaphylactic reactions</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Collect information prior to incursion about children's allergies and communicate to educators</li> <li>Educators keep a closer eye on children who have identified as having allergies</li> <li>Educator survey the environment for potential allergens and minimise contact</li> <li>At least one educator is trained in Anaphylaxis management</li> <li>Educators have first aid certificates</li> <li>First aid kit available including service EpiPen</li> <li>Always have first aid kit and emergency contact numbers available on incursions</li> <li>Make certain all foods are suitable according to allergies / intolerances</li> <li>Medical Action plans available / on hand</li> </ul>	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"> <li>Temporary discomfort or pain.</li> <li>Mild allergic reaction or sensitisation.</li> <li>Severe allergic reaction or asthma.</li> <li>Choking.</li> <li>Fatal injuries.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available</li> <li>Children should always be sitting when eating and drinking to avoid choking</li> <li>Use correct hygiene practices when serving food to avoid contamination</li> <li>Follow correct hygiene practices for children</li> <li>Ensure children have access to drinking water</li> <li>Always have first aid kit and emergency contact numbers available on incursions</li> </ul>	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"> <li>Cuts, burns, abrasions, puncture wounds, fractures and other injuries that may require first aid treatment, or treatment beyond first aid</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Check environment on arrival for hazards such as glass, other sharps etc.</li> <li>Educators to visually check equipment for age suitability and maintenance</li> <li>Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times)</li> <li>Ensure all gates are secured in venue as appropriate.</li> <li>Ensure current first aid certificate is held by Educator</li> <li>Always have first aid kit and emergency contact numbers available on incursions</li> <li>Ensure first aid kit is accessible and fully stocked and all items are in date</li> <li>Make sure mobile phone is charged and operating in case of emergency</li> <li>Apply first aid as necessary</li> <li>Advise Service Co-ordinator if any equipment requires repair</li> </ul>	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"> <li>Sunburn.</li> <li>Heat exhaustion.</li> <li>Injuries requiring first-aid treatment.</li> <li>Temporary discomfort or pain.</li> <li>Severe irritation or mild burn.</li> <li>Severe burn or tissue damage.</li> <li>Long term damage causing melanoma.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>All children and educators to apply sunscreen before leaving the service</li> <li>All children and educators to wear appropriate clothing including hats</li> <li>All children and educators to regularly apply sunscreen throughout the day</li> <li>Spend as much time as possible in the shade</li> <li>Ensure all children and educators have a drink bottle or access to water</li> <li>Encourage regular water intake by stopping activities for a drink break</li> <li>Ensure educator models sun protection practices such as wearing hats and sunscreen</li> </ul>	2	2	4	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
8	Potential exposure to Infectious diseases	<ul style="list-style-type: none"> <li>Exposure to infectious diseases causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children.</li> <li>Illnesses requiring medical treatment beyond first aid.</li> <li>Permanent/prolonged impairment.</li> <li>Illnesses.</li> <li>Fatality.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Excursion Policy adhered to</li> <li>Follow <a href="#">NSW Health and Department of Education Advice</a></li> <li>Follow <a href="https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines">https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines</a></li> </ul>	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"> <li>high winds</li> <li>hail</li> <li>excessive precipitation</li> <li>excessive temperature</li> <li>lightening</li> <li>bushfires</li> <li>poor air quality</li> </ul>	<ul style="list-style-type: none"> <li>Heat stroke and dehydration.</li> <li>Eye, skin or respiratory irritation.</li> <li>Allergic reaction/asthma.</li> <li>Injuries from falling objects.</li> <li>Fatal injuries or illnesses.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Monitor predicted weather conditions via the <u>Bureau of Meteorology</u></li> <li>Consult the <u>Hazards Near Me NSW app</u> for fires and floods</li> <li>Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions</li> <li>Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults</li> <li>Review excursion risk assessment</li> <li>Update excursion authorisation and permission where required</li> <li>Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors</li> <li>Contact the Coordination Unit if advice or assistance is required</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



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## VACATION CARE WALKING EXCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939



### Licenses and Invoicing Details

Blue Card Number (QLD) : 2367933/1

WWCC Number (NSW): WWC1370961E

ABN: 26 832 980 841

Bank Account Number: 000146843

BSB: 112 879

TFN : 343 766 403

fact number: 0452225200 | Email: [luke@sustainabilitiesworkshops.com](mailto:luke@sustainabilitiesworkshops.com)



## Public Liability Insurance

### Business Pack Insurance Certificate of Currency

Policy Number GMIJ983561BPX

QBE Insurance (Australia) Ltd  
Head Office  
Level 18, 388 George Street  
Sydney NSW 2000  
ABN: 78 003 101 035  
AFSL Licence No: 239545



Issued By  
QBE Insurance (Australia) Ltd

Period of Insurance  
From 01/11/2023  
To 01/11/2024 at 4pm

This certificate confirms this policy is in force for the period shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details, refer to the current Policy Wordings/Product Disclosure Statement and schedule). It does not alter, amend or extend the policy. The information is current only at the date of printing.

#### The Insured

HAGGART LUKE LAM  
ABN Number 26 832 980 841

#### Cover Details

Location 25 MANCHESTER ST, DULWICH HILL, NSW 2203  
Business EDUCATION / CRAFT WORKSHOPS  
Interested Party None Noted

Risk Number 1

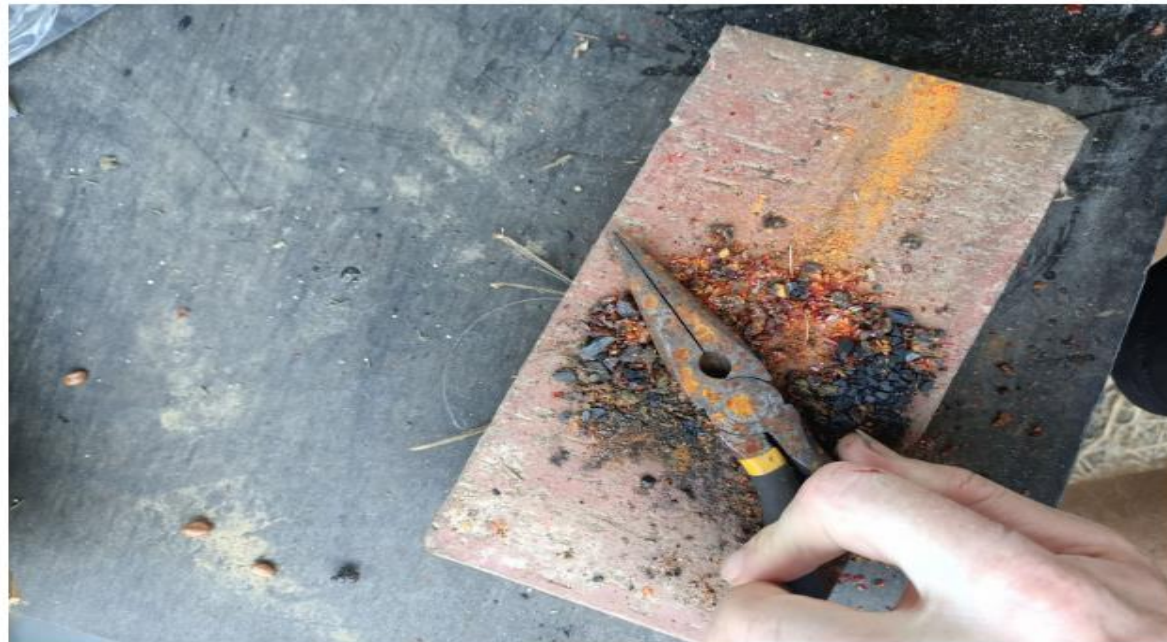
#### Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$5,000,000
Property in Your physical and legal control	\$250,000	
Excesses	\$500 for property damage claims only \$0 for personal injury claims	

#### End of Certificate

QM1 826-1207

## Risk Assessments





## Rapid Raters

### In-School Incursion / Event Risk Assessment Information

SUSTAIN ABILITIES CONTACT: 0452225200

EMAIL:

luke@sustainabilitiesworkshops.com

INSURANCE:

Public Liability cover up to \$5,000,000

#### GENERAL INFORMATION

At all Sustain Abilities Workshops, we make every effort to provide a safe, fun and educational experience for all students and teachers involved. We ask that schools / event spaces and providers please make us aware of any issues, risks or concerns that could affect the welfare of any participants during the workshop. It is expected that teachers/educators or parents mind their child's behavior when handling materials within the workshop.

#### EMERGENCY SITUATIONS

In the case of an emergency situation Sustain Abilities staff will respond in keeping with all in-school safety procedures and protocols.

#### KNOWN HAZARDS AND CONTROLS

All hazards have been considered and a plan discussed and prepared for workshop.

Found materials will be pre-collected and thoroughly cleaned prior to workshop. Preparation of material to reduce any sharp or dangerous edges will be made.

All pieces of bamboo will be pre-cut by myself prior to the workshop to ensure they are safe for kids to handle.

**NOTE: WATER WILL BE USED IN THIS ACTIVITY.** Supervision of tap and hose should be made when water is being used. Children should be advised that they may get slightly wet, particularly around the feet. Bringing a spare pair of socks is advised.

#### SERVICES

First Aid

- First Aid will be expected to be provided on sight by school/service or venue.

#### Medical Emergencies

If a person is seriously injured or ill, call an ambulance immediately 000

Be ready to provide the following details:

- Your name
- Location
- Number of people involved
- Details of the medical emergency

#### FOR FURTHER INFORMATION

Please contact Luke Haggart of Sustain Abilities at luke@sustainabilitiesworkshops.com or call 0452225200.

### 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



<b>Business Unit:</b>	Children's Services	<b>Date:</b>	12/08/2024	<b>Service Opening Time</b> 7.30 am	<b>Service Closing Time</b> 6.00 pm
<b>Risk Assessment Title/ Topic:</b>	Vacation Care Excursion Risk Assessment	<b>Service:</b>	Manly Vale	<b>Excursion Date:</b>	10/10/2024
<b>Nominated Supervisor(s):</b>	Cate Webster Lily Waterhouse	<b>Contact Number(s):</b>	0434853556 0408243451	<b>Number of Children attending Service:</b>	Up to 40
<b>Excursion Destination &amp; Address:</b>	Manly Dam 112 King St, Manly Vale NSW 2093	<b>Educator to child ratio:</b>	1:8	<b>Number Educators:</b>	Up to 5
<b>Reason for the Proposed Excursion:</b>	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.			<b>Water Hazards:</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
<b>Proposed activities the children will participate in:</b> Children will safely walk to Manly Dam to explore the environment, play and picnic in the playground area.					
<b>The proposed excursion is:</b> <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			<b>Entering/Exiting Service Embarking/Disembarking Transport</b> Refer to 2017/482522 (attached)		
<b>Scheduled time of departure from the service:</b> 10am		<b>Anticipated time of arrival at the venue:</b> 10:30am		<b>Period the children will be travelling:</b>	approx. 30 mins
<b>Scheduled time of departure from the venue:</b> 2pm		<b>Anticipated time of arrival back to the service:</b> 2:30pm		<b>Period the children will be travelling:</b>	approx. 30 mins
<b>Venue and safety information reviewed and attached:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<b>Entering/Exiting Service Embarking/Disembarking Transport</b> Refer to 2017/482522 (attached)		<b>Map Attached:</b>	<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		12/08/2024
Participant	Cate Webster	Vacation Care Director		22/08/2024
Participant	Lily Waterhouse	Vacation Care Director		19/08/2024

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"> <li>Superficial cut, bruise or abrasion;</li> <li>Transient eye, skin or respiratory irritation;</li> <li>Temporary discomfort or pain.</li> </ul>	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> <li>Minimal environmental damage, immediately reversible;</li> <li>No discernible change in the environment;</li> <li>No annoyance to local community;</li> <li>Low/moderate use of sustainable resource.</li> </ul>
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> <li>Deep cuts or wounds;</li> <li>Moderate eye, skin or respiratory irritation;</li> <li>Drowsiness or dizziness;</li> <li>Minor sprain or strain.</li> </ul>	Minor Environmental impact e.g. <ul style="list-style-type: none"> <li>Limited environmental damage;</li> <li>Temporary and limited annoyance to local community;</li> <li>Heavy use of sustainable resource;</li> <li>Low use of readily available but finite resource.</li> </ul>
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> <li>Minor fracture (finger, toe, etc.);</li> <li>Severe irritation or mild burn;</li> <li>Serious sprain or strain;</li> <li>Mild allergic reaction or sensitisation;</li> <li>Mild to moderate depression;</li> <li>Anxiety or stress reaction disorder.</li> </ul>	Temporary environmental impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Significant or prolonged annoyance to local community;</li> <li>Moderate use of readily available but finite resource.</li> </ul>
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> <li>Complete/partial loss of hearing, vision;</li> <li>Amputation, disfigurement or disability;</li> <li>Major fracture or multiple injuries;</li> <li>Severe burn or tissue damage;</li> <li>Severe allergic reaction or asthma;</li> <li>Major irreversible disease;</li> <li>Severe depression.</li> </ul>	Significant Environmental Impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over long term (e.g. &gt; 1 year);</li> <li>Major environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Major annoyance to local community;</li> <li>Heavy use of readily available but finite resource;</li> <li>Low use of a scarce/finite resource.</li> </ul>
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> <li>Fatal injuries or illnesses;</li> <li>Cancer, birth defects, heritable genetic damage, impaired fertility.</li> </ul>	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> <li>Major environmental damage over long term (e.g. &gt;1 year);</li> <li>Adverse health effects among local community</li> <li>Very heavy use of readily available but finite resource;</li> <li>Heavy use of scarce/finite resource.</li> </ul>

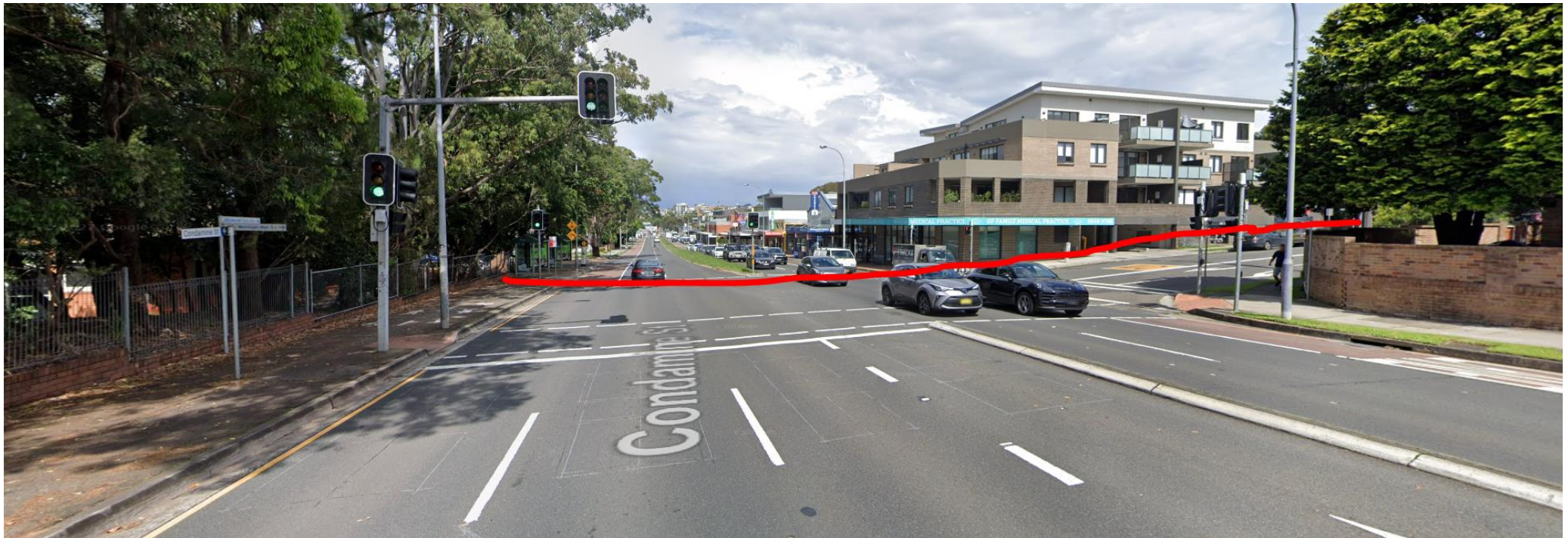
Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> <li>An incident might happen every 50 years</li> <li>Incident might be seen once during working life.</li> <li>Probability of incident close to zero</li> <li>Controls are failsafe</li> </ul>
2 Unlikely	<ul style="list-style-type: none"> <li>An incident might happen every 5-10 years</li> <li>May see several incidents during working life</li> <li>Incident foreseeable but probability very low</li> <li>Incident not known to have happened at another business unit</li> </ul>
3 Possible	<ul style="list-style-type: none"> <li>An incident might happen every 1 - 5 years</li> <li>An event could occur.</li> <li>An incident may have happened at another business unit</li> <li>Controls may be breached</li> </ul>
4 Likely	<ul style="list-style-type: none"> <li>One or more incidents might occur a year</li> <li>Personnel would not be surprised by incident</li> </ul>
5 Almost Certain	<ul style="list-style-type: none"> <li>Significant number of incidents might occur each year</li> <li>Incidents occur frequently</li> <li>Control measures are not defined or are inadequate.</li> </ul>

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)	

### Walking Route & Directions



Cross over Condamine Street at the pedestrian crossing (the crossing closest to Innes Road, not Lovett Street)



Carefully cross over Seabrees Street (educators ready to slow down traffic and one educator standing in the middle of the road to guide children across)



Carefully cross over Gibbs Street (educators ready to slow down traffic and one educator standing in the middle of the road to guide children across)



Carefully cross over King Street just before Arana Street (educators ready to slow down traffic and one educator standing in the middle of the road to guide children across)





## Manly Dam Trail Map

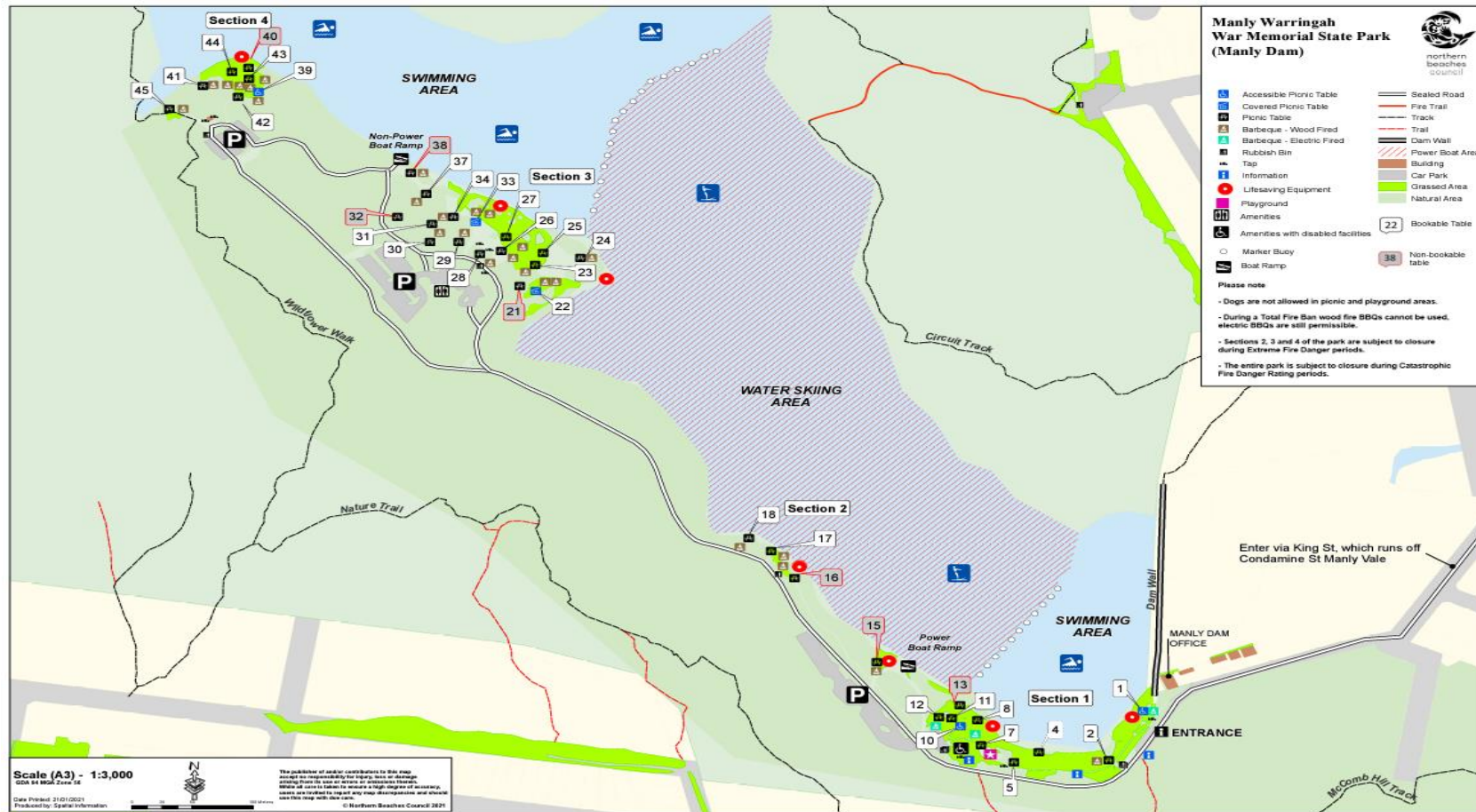


### Tracks & trails

	Park Circuit Track	7.3 km	3 hour circuit
	Wildflower Walk	.35 km	15 min one way
	Nature Trail	1.5 km	40 min one way
	<b>Minor Walking Tracks</b>		
	McCombs Hill Track	1 km	25 min round trip
	Curl Curl Track	2 km	30 min one way
	Eva's Track	2 km	1 hour circuit
	Heath Track	1 km	25 min circuit
	<b>Mountain Bike Trail</b>	11 km	Loop, clock-wise
	Shared Path		
	Fire Trail		

### Legend

	Manly Dam Lake		Parking		Drinking Water		Main Gate
	Power Boat Area		Toilets		Rubbish Bins		Walker Entry Points
	National Park		Picnic Tables		Boat Ramp		Bike/Walker Entry Points
	Manly Warringah War Memorial State Park (Manly Dam)		Covered Picnic Tables		Playground		Service Access
	Urban		Electric Barbeques		Water Skiing		Picnic Area Section 1
	Roads/Paths		Wood Barbeques		Swimming		Picnic Area Section 2
	Parking Areas		Dogs on leash on tracks only – not allowed in Picnic Areas		Sports Field		Picnic Area Section 3
							Picnic Area Section 4



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"> <li>Obey pedestrian rules</li> <li>Be observant and cautious at all times when near roads and traffic</li> <li>Cross at appropriate junctions / places such as traffic lights and zebra crossings where possible</li> <li>Walk along footpaths</li> <li>Educators to lead and to follow the group to ensure appropriate behaviours are adhered to</li> </ul>	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"> <li>Only allow running in appropriate areas designated by educators</li> <li>Educators present that are First Aid trained</li> <li>Educate children before arriving at excursion venue about appropriate behaviour</li> <li>Coordinator to discuss venue facilities with educators prior to leaving centre</li> </ul>	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"> <li>Educators perform a roll-call of the children present and attending the excursion</li> <li>Children are allocated to their groups</li> <li>Children are issued with coloured wristbands that ensure they remain in that specific group</li> <li>Children can go to the bathroom, collect their bag and line up ready for departure to their excursion</li> <li>Educators check that the bathrooms are vacated</li> <li>Educators count the children before leaving the centre</li> <li>Educators confirm the number with the Coordinator</li> <li>Children are advised to walk and not run</li> <li>Educators present that are First Aid trained</li> <li>First Aid Kits available</li> <li>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.</li> <li>A head count can be completed before leaving the area and again once back at the centre.</li> </ul>	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		
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"> <li>Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available</li> <li>Children should always be sitting when eating and drinking to avoid choking</li> <li>Use correct hygiene practices when serving food to avoid contamination</li> <li>Follow correct hygiene practices for children</li> <li>Ensure children have access to drinking water</li> <li>Always have first aid kit and emergency contact numbers available on excursions</li> </ul>	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"> <li>Check environment on arrival for hazards such as glass, other sharps etc.</li> <li>Educators to visually check equipment for age suitability and maintenance</li> <li>Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times)</li> <li>Ensure all gates are secured in venue as appropriate.</li> <li>Ensure current first aid certificate is held by Educator</li> <li>Always have first aid kit and emergency contact numbers available on excursions</li> <li>Ensure first aid kit is accessible and fully stocked and all items are in date</li> <li>Make sure mobile phone is charged and operating in case of emergency</li> <li>Apply first aid as necessary</li> </ul>	1	2	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

# VACATION CARE WALKING EXCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND ALTERNATIVELY WITHIN C002939

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"> <li>Increased educator-to-child ratios on excursions with water sports (1:5)</li> <li>Direct supervision / active watching of children at all times whilst near all water hazards</li> <li>Talk to children about water safety</li> <li>Ensure a current first aid certificate is held by Educator</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

7	Inadequate supervision	<ul style="list-style-type: none"> <li>Injuries that may require first aid treatment or treatment beyond first aid.</li> <li>Missing children.</li> <li>Grooming/abuse.</li> <li>Council/Service reputational damage.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Be actively involved in children's play</li> <li>Know where all children are and position yourself for maximum supervision of all children (headcount)</li> <li>Supervise all children all of the time</li> <li>Be constantly aware of other people within the same environment as the children</li> <li>Make children easily identifiable with same coloured wristbands in each group of children</li> <li>Brief children on what to do if they become separated</li> <li>Additional needs children have their specific educator to supervise and include them in the program/excursion</li> </ul> <p>For incursions, providers will:</p> <ul style="list-style-type: none"> <li>sign in on arrival and out of departure; the incursion provider is never left unsupervised with children</li> <li>maintains appropriate behavioural boundaries between themselves and children</li> </ul> <p>For incursions, educators will:</p> <ul style="list-style-type: none"> <li>Report any suspicious or potentially inappropriate interactions with children</li> <li>Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children</li> <li>Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing</li> <li>Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children</li> </ul>	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"> <li>Missing Children.</li> <li>Children emotionally distressed.</li> <li>Additional needs children specific to absconding.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Each educator allocated a maximum of eight children</li> <li>Each educator allocated a colour and all the children in their group wear this coloured wristband with office phone numbers printed on them</li> <li>Educators do regular head counts of their individual groups to ensure all children are accounted for</li> <li>Coordinator/assistant coordinator to carry out overall group head counts throughout the day</li> <li>Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost</li> <li>Additional needs children have their specific educator to supervise and include them in the program / excursion</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
9	Outside exposure in the sun	<ul style="list-style-type: none"> <li>Sunburn.</li> <li>Heat exhaustion.</li> <li>Injuries requiring first-aid treatment.</li> <li>Temporary discomfort or pain.</li> <li>Severe irritation or mild burn.</li> <li>Severe burn or tissue damage.</li> <li>Long-term damage causing melanoma.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>All children and educators to apply sunscreen before leaving the centre</li> <li>All children and educators to wear appropriate clothing including hats</li> <li>All children and educators to regularly apply sunscreen throughout the day</li> <li>Spend as much time as possible in the shade</li> <li>Ensure all children and educators have a drink bottle or access to water</li> <li>Encourage regular water intake by stopping activities for a drink break</li> <li>Ensure educator models sun protection practices such as wearing hats and sunscreen</li> </ul>	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		
10	Exposure to known or unknown allergens	<ul style="list-style-type: none"> <li>Allergic or anaphylactic reactions</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Collect information before the excursion about children's allergies and communicate to educators</li> <li>Educators keep a closer eye on children who have identified as having allergies</li> <li>Educator survey the environment for potential allergens and minimise contact</li> <li>At least one educator is trained in Anaphylaxis management</li> <li>Educators have first-aid certificates</li> <li>First aid kit available, including centre EpiPen</li> <li>Always have a first-aid kit and emergency contact numbers available on excursions</li> <li>Make certain all foods are suitable according to allergies/intolerances</li> <li>Medical Action plans available / on hand</li> </ul>	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"> <li>Children wetting their clothing.</li> <li>Exposure to infectious diseases.</li> <li>Children emotionally upset.</li> <li>Children physically hurt.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Familiarise the children with site</li> <li>Ensure toilet facilities are available when booking excursion venue</li> <li>Ensure disabled access is available when booking excursion venue</li> <li>Educators to accompany children to bathrooms</li> <li>Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper</li> <li>Educators never to leave children alone with members of the public in bathrooms</li> <li>Spare clothes included in the excursion bag</li> </ul>	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	<ul style="list-style-type: none"> <li>Exposure to infectious diseases causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children.</li> <li>Illnesses requiring medical treatment beyond first aid.</li> <li>Permanent/prolonged impairment.</li> <li>Illnesses.</li> <li>Fatality.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Excursion Policy adhered to</li> <li>Follow <a href="#">NSW Health and Department of Education Advice</a></li> <li>Follow <a href="https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines">https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines</a></li> </ul>	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"> <li>high winds</li> <li>hail</li> <li>excessive precipitation</li> <li>excessive temperature</li> <li>lightening</li> <li>bushfires</li> <li>poor air quality</li> </ul>	<ul style="list-style-type: none"> <li>Heat stroke and dehydration.</li> <li>Eye, skin or respiratory irritation.</li> <li>Allergic reaction/asthma.</li> <li>Injuries from falling objects.</li> <li>Fatal injuries or illnesses.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Monitor predicted weather conditions via the <u>Bureau of Meteorology</u></li> <li>Consult the <u>Hazards Near Me NSW app</u> for fires and floods</li> <li>Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions</li> <li>Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults</li> <li>Review excursion risk assessment</li> <li>Update excursion authorisation and permission where required</li> <li>Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors</li> <li>Contact the Coordination Unit if advice or assistance is required</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.



VACATION CARE+  
Excursion Preparation Checklist

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
<b>On-opening-the-centre</b>			
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 Whistlebands for groups of children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Collect 'things to take' - Backpack/Excursion Bag</b>			
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"/>
<b>Prior-to-Departure-from-the-Centre</b>			
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"> <li>Excursion details sign is on the front door</li> <li>Check bathrooms are vacated</li> <li>Switch off lights, close and lock all doors to the centre</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>On-Departing-for-Excursion--Bus-Boarding</b>			
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"/>
<b>On-Returning-from-Excursion</b>			
On boarding bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Perform a paper roll call and mark accordingly</li> <li>Coordinator &amp; one educator to complete a head count as they board the bus &amp; ensure agreement on numbers</li> </ul>	<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"/>
<b>Golden Rules</b>	<ul style="list-style-type: none"> <li>Children must not sit in the middle of the back seat of the bus (may become projectile)</li> <li>Don't assist children onto climbing equipment if they can't reach, then they are not meant to climb</li> </ul>		

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

<b>Business Unit:</b>	Children's Services	<b>Date:</b>	12/08/2024	<b>Service Opening Time</b> 7.30 am	<b>Service Closing Time</b> 6.00 pm
<b>Risk Assessment Title/ Topic:</b>	Vacation Care Excursion Risk Assessment	<b>Service:</b>	Manly Vale	<b>Excursion Date:</b>	02/10/2024
<b>Nominated Supervisor(s):</b>	Cate Webster Lily Waterhouse	<b>Contact Number(s):</b>	0434853556 0408243451	<b>Number of Children attending Service:</b>	Up to 40
<b>Excursion Destination &amp; Address:</b>	Passmore Reserve Campbell Parade, Manly Vale NSW 2093	<b>Educator to child ratio:</b>	1:8	<b>Number Educators:</b>	Up to 5
<b>Reason for the Proposed Excursion:</b>	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.			<b>Water Hazards:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>Proposed activities the children will participate in:</b> Children from Manly Vale will safely walk with educators to Passmore Reserve for scooting, lunch and play at the playground. Children will also participate in a Bushcare talk with the council Bushcare team. Time TBC					
<b>The proposed excursion is:</b> <input checked="" type="checkbox"/> a once-off occurrence <input type="checkbox"/> ongoing between the dates of / /			<b>Entering/Exiting Service Embarking/Disembarking Transport</b> Refer to 2017/482522 (attached)		
<b>Scheduled time of departure from the service:</b> 10am		<b>Anticipated time of arrival at the venue:</b> 10:20am		<b>Period the children will be travelling:</b>	<b>approx. 20 mins</b>
<b>Scheduled time of departure from the venue:</b> 2pm		<b>Anticipated time of arrival back to the service:</b> 2:20pm		<b>Period the children will be travelling:</b>	<b>approx. 20 mins</b>
<b>Venue and safety information reviewed and attached:</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<b>Entering/Exiting Service Embarking/Disembarking Transport</b> Refer to 2017/482522 (attached)		<b>Map Attached:</b>	<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	

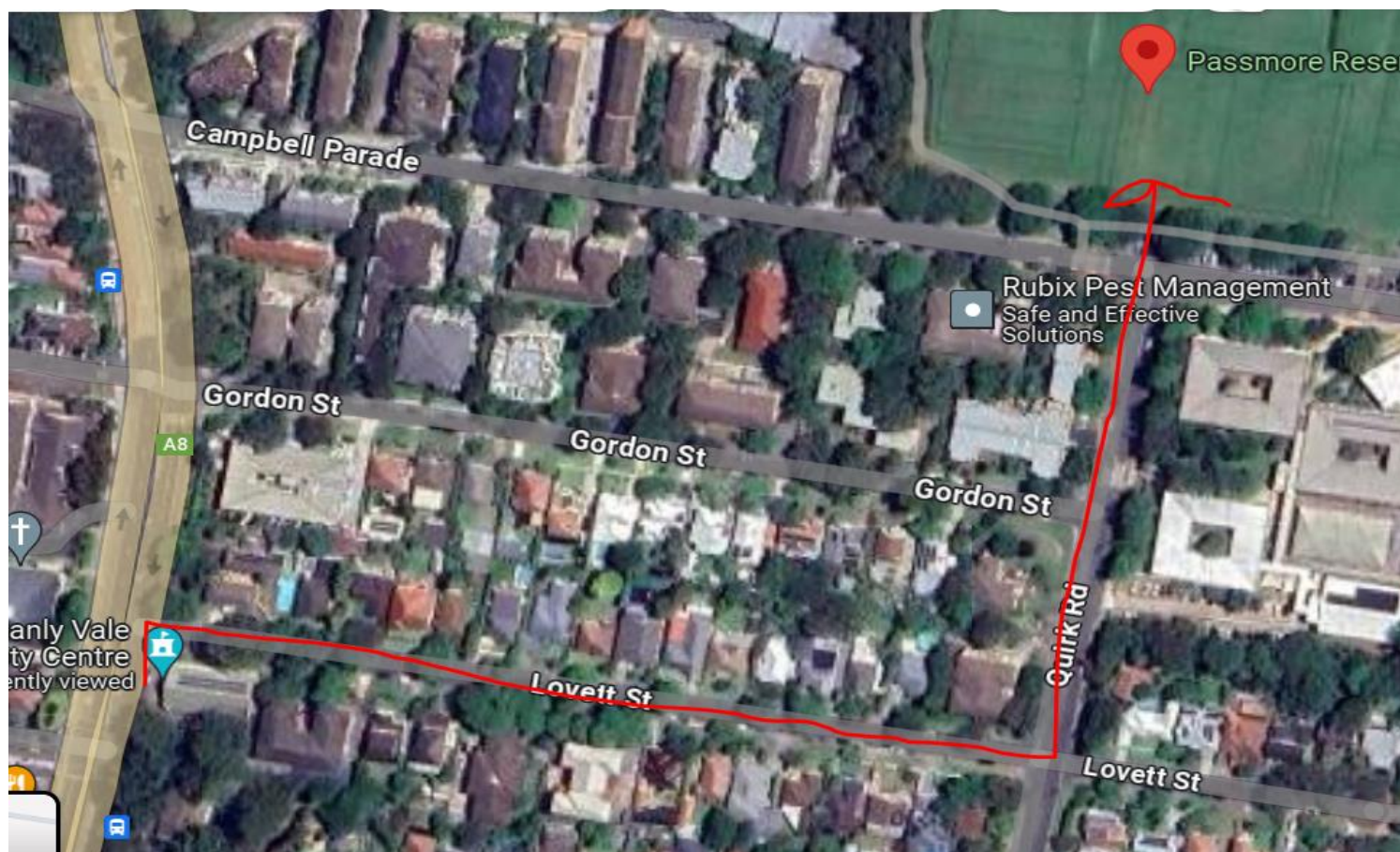
	Full Name	Position/ Title	Signature	Date
Participant	Maria Toriz	Vacation Care Specialist Administrative Officer		12/08/2024
Participant	Cate Webster	Vacation Care Director		22/08/2024
Participant	Lily Waterhouse	Vacation Care Director		19/08/2024

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"> <li>Superficial cut, bruise or abrasion;</li> <li>Transient eye, skin or respiratory irritation;</li> <li>Temporary discomfort or pain.</li> </ul>	Little or no Environmental Impact e.g. <ul style="list-style-type: none"> <li>Minimal environmental damage, immediately reversible;</li> <li>No discernible change in the environment;</li> <li>No annoyance to local community;</li> <li>Low/moderate use of sustainable resource.</li> </ul>
2 Minor	Injuries or illnesses requiring medical treatment beyond first-aid e.g. <ul style="list-style-type: none"> <li>Deep cuts or wounds;</li> <li>Moderate eye, skin or respiratory irritation;</li> <li>Drowsiness or dizziness;</li> <li>Minor sprain or strain.</li> </ul>	Minor Environmental impact e.g. <ul style="list-style-type: none"> <li>Limited environmental damage;</li> <li>Temporary and limited annoyance to local community;</li> <li>Heavy use of sustainable resource;</li> <li>Low use of readily available but finite resource.</li> </ul>
3 Moderate	Temporary impairment, causing lost-time or job restriction e.g. <ul style="list-style-type: none"> <li>Minor fracture (finger, toe, etc.);</li> <li>Severe irritation or mild burn;</li> <li>Serious sprain or strain;</li> <li>Mild allergic reaction or sensitisation;</li> <li>Mild to moderate depression;</li> <li>Anxiety or stress reaction disorder.</li> </ul>	Temporary environmental impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Significant or prolonged annoyance to local community;</li> <li>Moderate use of readily available but finite resource.</li> </ul>
4 Major	Permanent/prolonged impairment e.g. <ul style="list-style-type: none"> <li>Complete/partial loss of hearing, vision;</li> <li>Amputation, disfigurement or disability;</li> <li>Major fracture or multiple injuries;</li> <li>Severe burn or tissue damage;</li> <li>Severe allergic reaction or asthma;</li> <li>Major irreversible disease;</li> <li>Severe depression.</li> </ul>	Significant Environmental Impact e.g. <ul style="list-style-type: none"> <li>Significant environmental damage over long term (e.g. &gt; 1 year);</li> <li>Major environmental damage over short to medium term (e.g. &lt; 1 year);</li> <li>Major annoyance to local community;</li> <li>Heavy use of readily available but finite resource;</li> <li>Low use of a scarce/finite resource.</li> </ul>
5 Catastrophic	Fatalities or adverse reproductive effects <ul style="list-style-type: none"> <li>Fatal injuries or illnesses;</li> <li>Cancer, birth defects, heritable genetic damage, impaired fertility.</li> </ul>	Major Long Term Environmental Impact e.g. <ul style="list-style-type: none"> <li>Major environmental damage over long term (e.g. &gt;1 year);</li> <li>Adverse health effects among local community</li> <li>Very heavy use of readily available but finite resource;</li> <li>Heavy use of scarce/finite resource.</li> </ul>

Definitions for Likelihood	
Score	Examples
1 Rare	<ul style="list-style-type: none"> <li>An incident might happen every 50 years</li> <li>Incident might be seen once during working life.</li> <li>Probability of incident close to zero</li> <li>Controls are failsafe</li> </ul>
2 Unlikely	<ul style="list-style-type: none"> <li>An incident might happen every 5-10 years</li> <li>May see several incidents during working life</li> <li>Incident foreseeable but probability very low</li> <li>Incident not known to have happened at another business unit</li> </ul>
3 Possible	<ul style="list-style-type: none"> <li>An incident might happen every 1 - 5 years</li> <li>An event could occur.</li> <li>An incident may have happened at another business unit</li> <li>Controls may be breached</li> </ul>
4 Likely	<ul style="list-style-type: none"> <li>One or more incidents might occur a year</li> <li>Personnel would not be surprised by incident</li> </ul>
5 Almost Certain	<ul style="list-style-type: none"> <li>Significant number of incidents might occur each year</li> <li>Incidents occur frequently</li> <li>Control measures are not defined or are inadequate.</li> </ul>

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)	

Walking Route to Passmore Reserve via Lovett and Quirk rd



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"> <li>Obey pedestrian rules</li> <li>Be observant and cautious at all times when near roads and traffic</li> <li>Cross at appropriate junctions / places such as traffic lights and zebra crossings where possible</li> <li>Walk along footpaths</li> <li>Educators to lead and to follow the group to ensure appropriate behaviours are adhered to</li> </ul>	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"> <li>Only allow running in appropriate areas designated by educators</li> <li>Educators present that are First Aid trained</li> <li>Educate children before arriving at excursion venue about appropriate behaviour</li> <li>Coordinator to discuss venue facilities with educators prior to leaving centre</li> </ul>	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"> <li>Educators perform a roll-call of the children present and attending the excursion</li> <li>Children are allocated to their groups</li> <li>Children are issued with coloured wristbands that ensure they remain in that specific group</li> <li>Children can go to the bathroom, collect their bag and line up ready for departure to their excursion</li> <li>Educators check that the bathrooms are vacated</li> <li>Educators count the children before leaving the centre</li> <li>Educators confirm the number with the Coordinator</li> <li>Children are advised to walk and not run</li> <li>Educators present that are First Aid trained</li> <li>First Aid Kits available</li> <li>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.</li> <li>A head count can be completed before leaving the area and again once back at the centre.</li> </ul>	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"> <li>Make certain all foods are suitable according to allergies / intolerances. Medical Action plans available</li> <li>Children should always be sitting when eating and drinking to avoid choking</li> <li>Use correct hygiene practices when serving food to avoid contamination</li> <li>Follow correct hygiene practices for children</li> <li>Ensure children have access to drinking water</li> <li>Always have first aid kit and emergency contact numbers available on excursions</li> </ul>	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"> <li>Check environment on arrival for hazards such as glass, other sharps etc.</li> <li>Educators to visually check equipment for age suitability and maintenance</li> <li>Be aware of hot surfaces in playground (ensure appropriate footwear is worn at all times)</li> <li>Ensure all gates are secured in venue as appropriate.</li> <li>Ensure current first aid certificate is held by Educator</li> <li>Always have first aid kit and emergency contact numbers available on excursions</li> <li>Ensure first aid kit is accessible and fully stocked and all items are in date</li> <li>Make sure mobile phone is charged and operating in case of emergency</li> <li>Apply first aid as necessary</li> </ul>	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"> <li>Increased educator-to-child ratios on excursions with water sports (1:5)</li> <li>Direct supervision / active watching of children at all times whilst near all water hazards</li> <li>Talk to children about water safety</li> <li>Ensure a current first aid certificate is held by Educator</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.

7	Inadequate supervision	<ul style="list-style-type: none"> <li>Injuries that may require first aid treatment or treatment beyond first aid.</li> <li>Missing children.</li> <li>Grooming/abuse.</li> <li>Council/Service reputational damage.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Be actively involved in children's play</li> <li>Know where all children are and position yourself for maximum supervision of all children (headcount)</li> <li>Supervise all children all of the time</li> <li>Be constantly aware of other people within the same environment as the children</li> <li>Make children easily identifiable with same coloured wristbands in each group of children</li> <li>Brief children on what to do if they become separated</li> <li>Additional needs children have their specific educator to supervise and include them in the program/excursion</li> </ul> <p>For incursions, providers will:</p> <ul style="list-style-type: none"> <li>sign in on arrival and out of departure; the incursion provider is never left unsupervised with children</li> <li>maintains appropriate behavioural boundaries between themselves and children</li> </ul> <p>For incursions, educators will:</p> <ul style="list-style-type: none"> <li>Report any suspicious or potentially inappropriate interactions with children</li> <li>Ensure the incursion provider is never left alone with the children or takes responsibility for supervising the children</li> <li>Ensure the incursion provider does not provide any personal care for children such as nappy change, toileting, bathing, or undressing</li> <li>Ensure the incursion provider does not conduct activities that may injure, endanger, or negatively influence children</li> </ul>	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"> <li>Missing Children.</li> <li>Children emotionally distressed.</li> <li>Additional needs children specific to absconding.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Each educator allocated a maximum of eight children</li> <li>Each educator allocated a colour and all the children in their group wear this coloured wristband with office phone numbers printed on them</li> <li>Educators do regular head counts of their individual groups to ensure all children are accounted for</li> <li>Coordinator/assistant coordinator to carry out overall group head counts throughout the day</li> <li>Children to be informed about boundaries, meeting spots, daily routine and the procedure if they do get lost</li> <li>Additional needs children have their specific educator to supervise and include them in the program / excursion</li> </ul>	2	1	2	Vacation Care Educator	Ongoing – Reviewed after each holiday period.
9	Outside exposure in the sun	<ul style="list-style-type: none"> <li>Sunburn.</li> <li>Heat exhaustion.</li> <li>Injuries requiring first-aid treatment.</li> <li>Temporary discomfort or pain.</li> <li>Severe irritation or mild burn.</li> <li>Severe burn or tissue damage.</li> <li>Long-term damage causing melanoma.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>All children and educators to apply sunscreen before leaving the centre</li> <li>All children and educators to wear appropriate clothing including hats</li> <li>All children and educators to regularly apply sunscreen throughout the day</li> <li>Spend as much time as possible in the shade</li> <li>Ensure all children and educators have a drink bottle or access to water</li> <li>Encourage regular water intake by stopping activities for a drink break</li> <li>Ensure educator models sun protection practices such as wearing hats and sunscreen</li> </ul>	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		
10	Exposure to known or unknown allergens	<ul style="list-style-type: none"> <li>Allergic or anaphylactic reactions</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Collect information before the excursion about children's allergies and communicate to educators</li> <li>Educators keep a closer eye on children who have identified as having allergies</li> <li>Educator survey the environment for potential allergens and minimise contact</li> <li>At least one educator is trained in Anaphylaxis management</li> <li>Educators have first-aid certificates</li> <li>First aid kit available, including centre EpiPen</li> <li>Always have a first-aid kit and emergency contact numbers available on excursions</li> <li>Make certain all foods are suitable according to allergies/intolerances</li> <li>Medical Action plans available / on hand</li> </ul>	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"> <li>Children wetting their clothing.</li> <li>Exposure to infectious diseases.</li> <li>Children emotionally upset.</li> <li>Children physically hurt.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Familiarise the children with site</li> <li>Ensure toilet facilities are available when booking excursion venue</li> <li>Ensure disabled access is available when booking excursion venue</li> <li>Educators to accompany children to bathrooms</li> <li>Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper</li> <li>Educators never to leave children alone with members of the public in bathrooms</li> <li>Spare clothes included in the excursion bag</li> </ul>	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	<ul style="list-style-type: none"> <li>Exposure to infectious diseases causing respiratory illnesses, rashes, temperatures etc. that can spread to educators, children.</li> <li>Illnesses requiring medical treatment beyond first aid.</li> <li>Permanent/prolonged impairment.</li> <li>Illnesses.</li> <li>Fatality.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Excursion Policy adhered to</li> <li>Follow <a href="#">NSW Health and Department of Education Advice</a></li> <li>Follow <a href="https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines">https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines</a></li> </ul>	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		
13	Extreme weather conditions, including: <ul style="list-style-type: none"> <li>high winds</li> <li>hail</li> <li>excessive precipitation</li> <li>excessive temperature</li> <li>lightening</li> <li>bushfires</li> <li>poor air quality</li> </ul>	<ul style="list-style-type: none"> <li>Heat stroke and dehydration.</li> <li>Eye, skin or respiratory irritation.</li> <li>Allergic reaction/asthma.</li> <li>Injuries from falling objects.</li> <li>Fatal injuries or illnesses.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Monitor predicted weather conditions via the <u>Bureau of Meteorology</u></li> <li>Consult the <u>Hazards Near Me NSW app</u> for fires and floods</li> <li>Review air quality status via the <u>Air Matters</u> app, be aware of children and educators with respiratory conditions</li> <li>Cancel excursions when the extreme weather conditions pose a health and safety risk/hazard to children and adults</li> <li>Review excursion risk assessment</li> <li>Update excursion authorisation and permission where required</li> <li>Ensure the safety of children and adults by seeking shelter if an unpredicted weather event occurs when on an excursion or outdoors</li> <li>Contact the Coordination Unit if advice or assistance is required</li> </ul>	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 members
<b>On-opening-the-centre</b>			
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-8 children per group (5 for swimming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Collect 'things to take' - Backpack/Excursion Bag</b>			
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"/>
<b>Prior-to-Departure-from-the-Centre</b>			
Allocate groups to a staff member-8 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"> <li>Excursion details sign is on the front door</li> <li>Check bathrooms are vacated</li> <li>Switch off lights, close and lock all doors to the centre</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>On-Departing-for-Excursion--Bus-Boarding</b>			
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"/>
<b>On-Returning-from-Excursion</b>			
On boarding bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Perform a paper roll call and mark accordingly</li> <li>Coordinator &amp; one educator to complete a head count as they board the bus &amp; ensure agreement on numbers</li> </ul>	<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"/>
<b>Golden Rules</b>	<ul style="list-style-type: none"> <li>Children must not sit in the middle of the back seat of the bus (may become projectile)</li> <li>Don't assist children onto climbing equipment if they can't reach, then they are not meant to climb</li> </ul>		

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



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WHS MANAGEMENT SYSTEM  
WHS FORM 501-2

## VACATION CARE EXCURSION RISK ASSESSMENT FORM

TRIM IN WHS SERVICE CONTAINER AND *ALTERNATIVELY* WITHIN C002939