

Normanhurst West OSHC Winter Vacation Care

Wednesday 5th January 2022- Laser Warriors - Risk Assessment Plan

Centre Details		
CENTRE ADDRESS	NORMANHURST WEST OSHC (IN NORMANHURST WEST PUBLIC SCHOOL) Cnr Sefton & Dartford Rd Thornleigh 2120	
PHONE NUMBER	9484 4412	
Name of RPD/Leader	TBD -	TBD
EDUCATOR TO CHILD RATIO.	Mainstream Ratio = 15 children: 1 Educator	
FIRST AID TRAINED EDUCATORS:	All Educators	
Checklist		
<input type="checkbox"/> Sanitising Wipes / Hand Sanitiser	<input type="checkbox"/> iPads (for Diary)	
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Sunscreen	
<input type="checkbox"/> Hats	<input type="checkbox"/> Medications	
<input type="checkbox"/> Drink Bottles	<input type="checkbox"/> Walkies	

Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	When
Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Moderate	<ul style="list-style-type: none"> • UV rating will be checked prior to activity commencing as part of WHS process • Children will be required to employ sun safe practices consistent with UV rating, as is required in centre • Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre. • Children will be checked for drink bottles and asked to ensure all are filled prior to the activity. • Children will be given regular drink breaks throughout the day to ensure they remain hydrated. • Sunscreen will be applied to each child, where permission has been given & UV 3 or above. 	Educators and Children	On Shift – At Centre
Serious Injury to a Child	Moderate	<ul style="list-style-type: none"> • Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the main room. 	Educators	On Shift – At Centre

(General) - Misuse of Equipment/ Inappropriate Behaviour	Moderate	<ul style="list-style-type: none"> All students made aware of rules and expected behaviours before, during and after incursion All students made aware of consequences of inappropriate or non-acceptable behaviour Immediate response by teachers to any inappropriate behaviour Duty of care practised at all times 	LaserWarriors Staff, Children & NWOOSH Educators	On Shift – At Centre
Transmission of COVID-19	High	<ul style="list-style-type: none"> All Educators and LaserWarriors staff to be double vaccinated, or alternatively have medical contraindication. Educators and LaserWarriors staff to ensure staff members displaying COVID-19 symptoms are removed from activity and sent home as soon as possible. Children who are displaying COVID-19 symptoms or are unwell will be removed from participating in the activity and parents will be phoned and advised to collect their child All educators, visitors, volunteers and LaserWarriors staff will sign in to the NWOOSH premises and sanitise, have their temperatures taken and questionnaire answered prior to the commencement of the activity LaserWarriors staff will ensure all Equipment Needed for the day will be sanitised prior to entering the premises. (Before & After Each Venue Visit) Educators will ensure all children wash and/or sanitise their hands prior to the commencement of and following the activity. 	Educators/Children/ LaserWarriors Staff/Parents	On Shift – At Centre

Plan prepared by:	Roslyn Doyle (3/11/21)		
Plan Reviewed by:	Roslyn Doyle (3/11/21)		

Communicated to:	Roslyn Doyle, Educators, RPD & LaserWarriors Staff - on the day.
Venue and safety information reviewed and attached	LaserWarriors COVID Safe Plan on SharePoint to be printed and attached to Risk Assessment
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Factor Matrix						
CONSEQUENCE						
L I		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	MODERATE	HIGH	HIGH	EXTREME	EXTREME

K E L I H O O D	Likely	MODERATE	MODERATE	HIGH	EXTREME	EXTREME
	Possible	LOW	MODERATE	HIGH	HIGH	EXTREME
	Unlikely	LOW	LOW	MODERATE	HIGH	HIGH
	Rare	LOW	LOW	LOW	MODERATE	HIGH

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Laserwarriors
Business location (town, suburb or postcode)	2074
Select your business type	
Controlled outdoor events	
Completed by	Dean You Lee
Email address	dean@laserwarriors.com.au
Effective date	12 April 2021
Date completed	4 May 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Provide staff with information and training on COVID-19, including on when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Display conditions of entry including requirements to stay away if unwell and record

keeping.

Parents organising events keep records of guests attending, and unwell guests

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Not a venue - public spaces.

Physical distancing

Capacity for a non-controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 5,000 persons.

Capacity for a controlled outdoor event (seated, ticketed and enclosed) must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 10,000 persons.

No restrictions currently on outdoor events, events are small typically less than 50 people, or held under supervision of a school or community organisation if bigger.

Support 1.5m physical distancing where possible.

Kids are running and playing with each other.

Avoid congestion of people in specific areas where possible.

Activity is done in an open space as participants run around.

Consider having strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

activity is not conducted in these areas as a matter of course.

Where practical:

- Encourage private transport options to minimise crowding on public transport
- Coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

Staff already use own transport, not public transport. Organiser of event and participants typically need to arrange own transport to event.

Hygiene and cleaning

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Not responsible for restrooms as not a venue

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Not indoors

Record keeping

Keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. Contact details must be collected for each

person using a contactless electronic method, such as a QR Code or similar, including a spreadsheet or database for community sporting events.

Events are held outdoors - organisers of the event (parents, teachers etc) must keep records, particularly for privacy reasons we do not have access.

Processes must be in place to ensure that customers provide the required contact information. Electronic check-in systems, such as QR codes, should be clearly visible and accessible including at entrances to the event.

Outdoor at public parks - no QR code for each small event.

Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Only staffing records and customer/organiser records are retained for account keeping purposes.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

As above - records are not applicable

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes