

NWOOSH Vacation Care

Internal Activity Risk Assessment

InCentre Provider's - Details			
Date(s) of Activity	Thursday 8th April 2021		
Departure and Arrival Times	Ranger Jamie Tours - Blast Off - 1.5 Hour Rocket Masterclass		
Proposed Activities	Children will be engaged in a group activity of rockets inc. demonstrations	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Method of transport, including proposed route	N/A - located on schools grounds		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 Ratio as per normal in centre ratio- no higher staffing requirements needed.		
Plan Prepared By:	Benjamin Caswell	Date Prepared:	2nd March 2021
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Excursion Checklist			

- | | |
|--|--|
| <input type="checkbox"/> 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, sick bags | <input type="checkbox"/> walkie talkies (1 per educator) |
| <input type="checkbox"/> Camera | <input type="checkbox"/> Sanitising Wipes OR Sanclean with Paper towel |
| <input type="checkbox"/> Sanister for arrival of providers | <input type="checkbox"/> Sign on sheet for providers |
| <input type="checkbox"/> Thermometre for providers temperature check-in | |

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
Blast Off	General COVID Transmission	High	<p>All Blast Off Staff to sign in to the centre, taking temperature on arrival and answering COVID questionnaire.</p> <p>Where a child is displaying COVID-19 Symptoms, parents will be phoned and they will be sent home immediately.</p> <p>Where NWOOSH and get BLast Off staff are displaying COVID-19 Symptoms they will be asked to leave the centre immediately.</p>	<p>Blast Off Staff</p> <p>NWOOSH Educators, Parents and Children</p> <p>NWOOSH Educators and Blast Off Staff</p>	<p>Upon arrival to centre</p> <p>During Activity</p> <p>During Activity</p>	Low
Blast Off	General COVID Transmission	Low	Blast Off activity will be based in an outdoor environment. Based on expected numbers, there is no restriction on this activity. Numbers will be monitored during activity if children need to be spaced out/directed to different areas.	Nwoosh Educators and Blast Off Staff	During Activities	Low
Blast Off	General COVID Transmission	High	Educators will direct children to use bathroom facilities before the activity and to wash hands prior to commencement of activity.	Nwoosh Educators and Blast Off Staff, giving direction to children	Prior to commence of activity, During Activity	Low
Blast Off	General COVID Transmission	Low	Educators to check upon drop-off that children are wearing appropriate clothing for the activity which includes enclosed shoes.	Nwoosh Educators and Parents, giving direction to children	Prior to commence of activity	Low

Blast Off	Hygeine - Infections and bacteria spreading in the environment	Moderate	Children will be reminded to hand wash prior to commencement of activity and after commencement of activity. Children will be reminded about sneezing into elbow to minimise spreading. Alcohol based sanitiser is supplied with every Blast Off program.	Blast Off staff and NWOOSH Educators, giving direction to children	Prior to commencement of and following activities.	Low
Blast Off	Hygeine - Infections and bacteria spreading in the environment	Moderate	Children will be directed to use their own water bottles and to stay at their own equipment during the activity.	Blast Off staff and NWOOSH Educators, giving direction to children	Prior to commencement of and during activity	Low
Blast Off	Equipment Use - Transmission	Moderate	Blast Off Staff clean all equipment before and after use, in accordance with their procedures based on guidance from Safe Work Australia and relevant public health authorities. Children may be placed into groups to minimise cross-contamination across equipment.	Blast Off staff and NWOOSH Educators, giving direction to children	Prior to commencement of and during activity	Low
Blast Off	Payment - Contact	Moderate	All payments for activity will be via Invoice and email; ie contactless payment.	Blast Off staff and NWOOSH Educators	After activity	Low
Blast Off	COVID - Contact Tracing	High	Blast Off staff will sign in, get temperuatre checked and provide details using NWOOSH visitor sign in sheet. This includes signing out as well.	Blast Off staff and NWOOSH Educators	Prior to, during, and after activity.	Low

Blast Off	Activity Equipment	High	Blast Off staff do regular checks of equipment to ensure any faults are found and rectified, including not using faulty items. Each equipment use has a set limit of children to use at one time to minimise injury (groupings/numbers to be determined on day based on location of activity). Blast Off staff to do prior check with centre to ensure equipment is age appropriate and accessible to all children. Further control measures include segregating into age appropriate groups for the use of the equipment.	Blast Off staff and NWOOSH Educators	Prior to, during, and after activity.	Low
Blast Off	Activity Equipment	High	Equipment will not be used that is found to be wet or slippery. Blast Off staff will be present when any equipment is in use for the activity. Children will be directed about behaviour expectations when using the equipment during the activity and reminded to follow all instructions from the Blast Off Staff (Rangers).	Blast Off staff and NWOOSH Educators	Prior to, during, and after activity.	Low
Blast Off	Activity Equipment (Safety Debrief)	Moderate	Blast Off Staff will do a safety debrief prior to commence of activity and use of equipment. During the activity an exclusion zone around equipment will be established to minimise crowding around any rocket launching areas. This is to be marked off using cones or a designated area.	Blast Off staff and NWOOSH Educators	Prior to, during, and after activity.	Low

Blast Off	Injury from trips/slips/falls	Moderate	Blast Off staff will liase with NWOOSH Staff in the placement of the activity to ensure surfaces are flat and away from an uneven ground. Areas will be marked off, if required, and children directed on which areas are opena dn in use. Children will be reminded to walk from centre to activity on the school grounds and to watch where they are walking. Blast Off will set up equipment for the activity to ensure any injury from trips/slips is minimal.	Blast Off staff and NWOOSH Educators	Prior to, during, and after activity.	Low
-----------	-------------------------------	----------	--	--------------------------------------	---------------------------------------	-----

Risk Benefit Analysis

Risk	Benefit
* Injury to children or staff from slips / trips / falls	* Development of social skills & Collaboration
* Injury from misuse of equipment	* Continue to develop relationships with peers & Staff.
* COVID-19 Contamination	* Fun and Recreation
	* Develop knowledge of Rocketry

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High