

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Thursday 6th January 2022	Excursion destination:	Thornleigh Golf Centre 142-178 Pennant Hills Rd, Brick Pit Park, Thornleigh, 2120
Departure and Arrival Times from each location:	Leave Centre 10:30am, Arrive 10:45am, Morning Tea, Mini Golf, Lunch until 2pm, Leave 2pm for arrival back at centre at 2:15pm.		
Proposed Activities	Morning Tea, Game of Mini Golf (36 Holes), Lunch	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, incl proposed route	Walking	Pickup location and destination for each location travelled to / from:	Leave NWPS at Gate 2, arrive via front stair access from carpark. Leave via stairs & return to NWPS via Gate 2.
Name of RPD	TBD	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers / adults:	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.	Requirements for seatbelts / safety restraints (e.g. will be worn if fitted; N/A due to walking etc)	N/A due to walking
Educators / adults on excursion (Names):	Training:	Contact Details (to be completed on staff copy of RA only):	Adults to Sign once they have read & understood the Risk Management Plan:
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Additional Venue Information (incl COVIDSafe Plan):			
Yes / No - COVIDSAFE INFO ATTACHED			
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"/> Centre Phone on divert to RPD mobile
<input type="checkbox"/> Children informed about what to do when lost - who to see etc	<input type="checkbox"/> Excursion T Shirts for each child and Educators to wear uniform and badge
<input type="checkbox"/> Vacation Care Listing including roll, contact numbers and medical info	<input type="checkbox"/> Medication and Action Plans for each child with a Medical Condition
<input type="checkbox"/> iPads and dongle	<input type="checkbox"/> All children checked for food (nut free), full water bottle, hat, wet weather gear
<input type="checkbox"/> Mobile Phone with Battery	<input type="checkbox"/> walkie talkies or mobile phone (1 per educator)
<input type="checkbox"/> Sunscreen, reminder alarms set on phone for every 2hrs	<input type="checkbox"/> boundary cones etc
<input type="checkbox"/> Other items: water, backpack	<input type="checkbox"/> Medication Form
<input type="checkbox"/> Centre Card	<input type="checkbox"/> Hand sanitiser, gloves and disinfectant wipes
<input type="checkbox"/> Whatsapp group created for day	<input type="checkbox"/> Spare Masks

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple Educators on excursion	Being injured by traffic while crossing road or walking	Extreme	<p>Staff: child ratio will be a maximum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>The lead Educator will cross to the middle of the side street prior to children beginning to cross the road. The Educator in the middle of the group will take over from the lead Educator in the middle of the road as the children cross, allowing the lead Educator to continue with the front of the group. The last Educator will cross at the end of the group, ensuring no children are crossing the road behind them. This formation will allow the educators to block oncoming traffic turning into, or out of, the side streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	Children will be advised of instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk to the venue. Educators will remain in this format for entire walk from leaving the centre to the venue and on the return trip.	Moderate
Walking to and from Venue	Tripping while walking up steps / escalators.	Moderate	Children will be reminded prior to and whilst on the excursion to take the trip up and down any steps slowly and to wait for those in front of them.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low

General	Lost Child	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Children will be informed prior to the excursion about what to do if they become separated from the group.</p> <p>Educators will conduct dual headcounts at all stopping points and before and after leaving areas / venues.</p> <p>These headcounts will be recorded in the CS whatsapp group for documentation purposes.</p>	<p>Educators to organise T-Shirts</p> <p>RPD to brief children</p> <p>Educators</p> <p>RPD</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Prior to excursion</p> <p>At minimum, these will be performed before leaving for the excursion, when boarding the bus, when alighting the bus, at Morning Tea, Lunch, prior to boarding the bus, when alighting the bus, and on arrival back at the centre.</p>	Moderate
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	High	<p>UV rating will be checked prior to excursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre. Sunsafe practices will be maintained throughout the day.</p> <p>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.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	Low

			<p>Children will be checked for drink bottles and asked to ensure all are filled prior to the excursion. Any child without water will be given a clean filled water bottle by staff before commencement of excursion.</p> <p>Children will be given regular drink breaks throughout the day to ensure they remain hydrated. Drink refill stations are available at venue.</p>	Educators	Prior to leaving the Centre	
			<p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above. Children without sunscreen permission will be required to apply their own sunscreen at the same intervals as those with permission</p>	Educators	Before leaving the service & reapplied every two hrs.	
General	Wet Weather	Moderate	<p>Children will be reminded to bring their wet weather gear on the excursion. Where possible, the centre will provide wet weather gear, such as umbrellas. When there is wet weather, Educators will direct children to use their wet weather gear for any outdoor time on the excursion</p>	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			<p>Parents will be reminded to pack wet weather gear as part of the daily requirements section of the vacation care email.</p>	Educators and Parents	Prior to excursion.	Low

General	Toilet Supervision	High	<p>Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Children will be accompanied at all times when entering the restroom area and educators to position themselves close to the entry door. Children will be sent to the restroom in groups with two educators to allow a dual headcount to be completed both in and out of bathrooms. A call out will be done for children who need to utilise the bathrooms and children will line up before dual headcount is completed</p> <p>Handwash facilities include soap, paper towel and hand air dryer.</p>	Children and Educators	On arrival at the venue and then throughout the day before use by children.	Low
General- multiple Educators on Excursion	Serious injuries to a child	Moderate	<p>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, and the venue staff 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 centre.</p>	Children and Educators	During excursion	Low

General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff 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 centre	Educators	During excursion	Low
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
Eating & Drinking on Excursion	Food Allergies	Extreme	<p>Children's allergies will be attached to the risk assessment for review by all educators on the excursion, as part of reviewing the risk assessment. Child specific medication will be taken on the excursion in case it is required by a child, along with general centre based medication.</p> <p>Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service as part of the daily requirements section of the vacation care email.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	Low

			Children will be asked about their morning tea and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to excursion.	
Walking to and from Venue	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	Should the temperature become too hot to return to OOSH by foot, alternative arrangements will be made to ensure the safety of each child. Parents will be contacted and notified immediately should there be changes to the daily programs travel arrangements / pickup location.	Educators	Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made	Low
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators as well as venue staff and volunteers hold WWCC.	Educators	During Excursion	Low
Transportation Method	Entry/Exit Information	Low	Entry/Exit of Premises will be via NWPS Gate 2 and to the Venue via front stairway adjacent to carpark.	Educators	During Excursion	Low
Cleaning Procedures	Mini Golf Equipment	Moderate	All Mini Golf Equipment (Golf Balls and Putters) are cleaned before use and are used by one person at a time. Each child will receive an individual golf ball and putter.	Educators	During Excursion	Low

Cleaning Proceedures	Mini Golf Equipment (Items on the Course)	Moderate	A bin located on Billabong Course Hole 8 is emptied everyday and cleaned before use by patrons using the course. A bubbler/water station located on Billabong Course Hole 12/13 is cleaned before use by patrons and children will be reminded this bubbler/water station is only for filling up water bottles and not to be used directly to minimise contact. A chair located on Billabong Course Hole 6/7 will not be used and children will be reminded of this.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Equipment Useage	Course Rules & Safety	High	Children will have a debrief from Thornleigh Golf Centre staff about general rules of the course. This includes only one player having a turn per hole. Also, putters are not golf sticks and to be swung wildy. A small demonstration will be given on how to putt using the ball. Children will be advised to stand back at the tee to give room to the putter to avoid contact. Anyone caught swinging wildy will be warned and may be removed from course if continue to swing dangerously. Children will be reminded to walk on the course.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low

Course Layout	Water Hazards	High	There are a few artificial ponds and creeks throughout the course. The children will be reminded to stay behind the fencing at ponds and to use the scooper to collect the ball from the water. If they cannot reach, they will be advised to ask a staff to assist and collect the ball. Children will be reminded to use the wooden bridges provided to cross the creeks and not to walk in them. If a ball is reachable in a creek, the child may collect it. If not, they are advised to ask a staff or to wait for the ball to float to the nearest pond for collection with a scooper. During/Following Rain, the holes into which the ball goes into can fill up with water and children are asked to use caution when collecting their ball.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Course Layout	Rock Edges & Rocks	Moderate	Billabong Hole 13 and 17 during their holes have a rock edges as part of the hole. A fence is provided and children are reminded to walk around following the fence away from the rock edge. On Palms Hole 4 there is a rock in the middle of the course and children will be reminded not to stand on this rock.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Course Layout	Uneven Astro-turf Surface	Moderate	Near the podium steps and exit of Billabong Hole 18 and Palms Hole 18 is Astro-turf that has frayed and is a tripping hazard. Cones will be placed around here when children are near the area and children will be reminded to walk around this hazard.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low

Course Layout	Holes with tight avenues for ball	Moderate	Billabong Hole 12, Palms Hole 11 have a small strip to which the ball crosses the creek. If the ball lands on top of this strip, staff will assess if this is too close to the creek for the child to stand safely to hit the shot. A drop shot to a safer area will be organised. Palms Hole 16 has a tight avenue behind fencing. If the ball lands here, staff will knock the ball on to a safer area for the children to access the next shot.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
COVID Risk Minimisation	COVID Risk Minimisation	Moderate	All Staff will QR Code Check-in to the venue before commencement of use of facilities and to check out when leaving. All children will wash their hands using the bathroom facilities provided before commencement of activities and at the end of activities. Children will be reminded to use their individual putters and balls only and not to share or touch anyone elses. Morning Tea and Lunchtime will be held outdoor using the outdoor dining areas or covered facilities. Staff will manage a safe distance physical between groups ahead on the course. Time inside the venue will be minimised where possible (such as to collect equipment, using bathroom facilities and payment of activity). Thornleigh Golf Centre staff clean inside surfaces reguarly, including the bathrooms and will be wearing masks when serving inside. Centre staff will be asked to wear a mask when using any inside section of the venue.	Educators	During Excursion, Prior to Commence of Activity and at end of activity	Low

<p>COVID Risk Minimisation</p>	<p>Ventilation and Distancing and Cleaning</p>	<p>Moderate</p>	<p>Venue inside will have windows open at all times, including areas around the bathrooms. All tables are spread to a minimum 1.5m. A maximum of 20 seats outside for seating area and maximum of 14 chairs inside. To avoid congestion, stand here markers are placed on the floor throughout venue inside, If indoor setting required, Thornleigh Golf Centre cleans their air condition filter regulary and hand sanitizer stations are placed throughout the venue inside and out. Bathrooms are re-stocked and checked every 2 hours, with cleans occuring throughout the venue every 2 hours.</p>	<p>Educators</p>	<p>During Excursion, Prior to Commence of Activity and at end of activity</p>	<p>Low</p>
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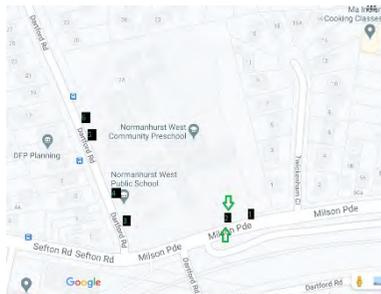
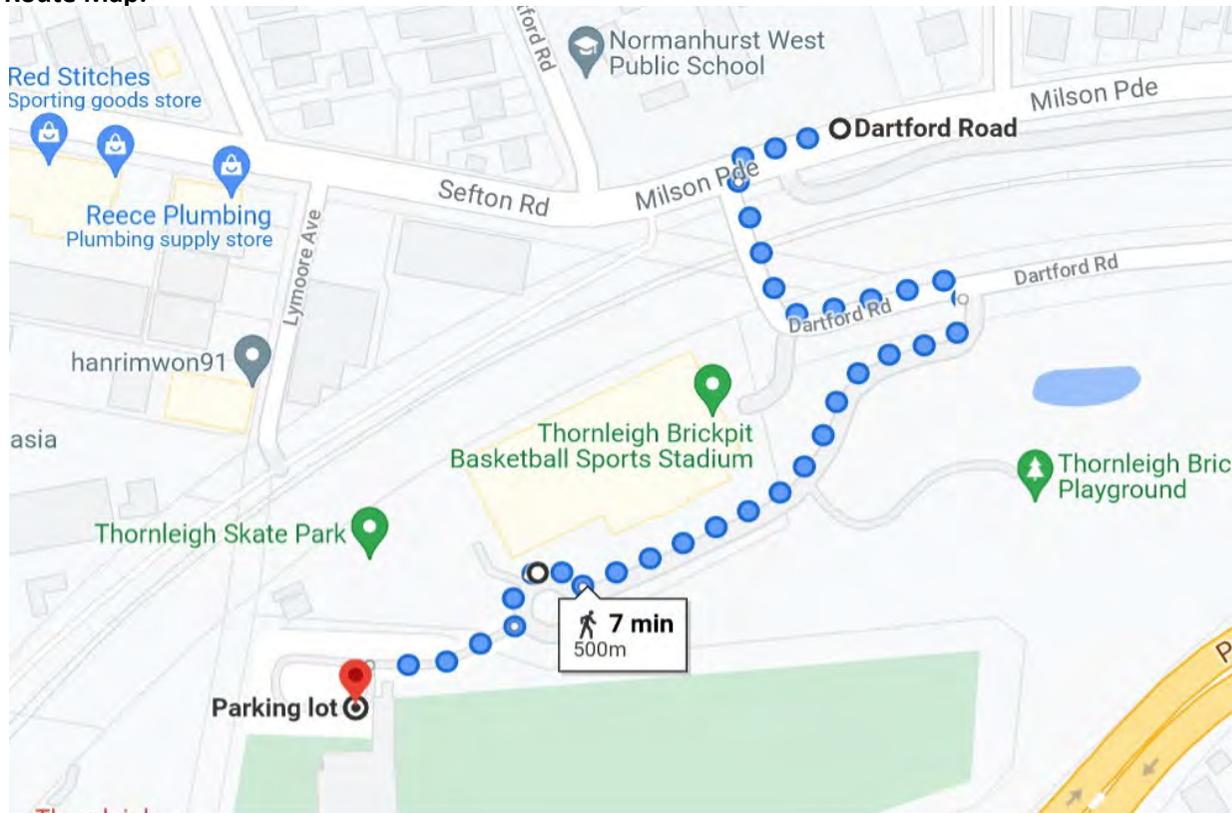
Risk Benefit Analysis

Risk	Benefit
*COVID-19 Transmission	* Development of social skills & expected behaviours when with other people of the community
* Lost Child	* Continue to develop relationships with key Educators whilst on the excursion
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Relaxation and Recreation
* Child Protection issues with members of the public	* Interage groupings to allow for opportunities for leadership and group skills
* Injury to children or staff from slips / trips / falls	* Development of hand-eye co-ordination and gross-motor skills using the Mini Golf Equipment
* Choking / food allergy issues when consuming food brought from home	* Development of a basic understanding of golf scoring system and rules
* Injuries from use of Mini Golf Equipment or water hazards through the course	* Knowledge and understanding of water safety in a controlled outdoor environment
	* FUN!

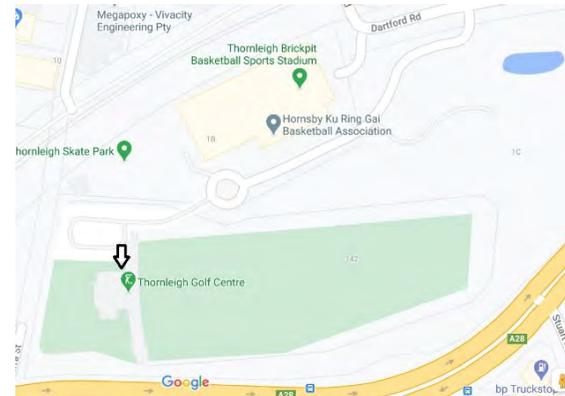
Risk Matrix

		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

Route Map:



**Exit & Entry of premises
Via School Gate 2**



Entry & Exit of venue

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



Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Thornleigh Golf Centre/ The Bunker cafe
Business location (town, suburb or postcode)	THORNLEIGH
Select your business type	
Food and drink premises	
Completed by	Alecia Corby
Email address	cafe@thornleighgolfcentre.com.au
Effective date	18 October 2021
Date completed	28 October 2021

Wellbeing of staff and customers

Exclude staff and customers who are unwell from the premises.

Agree

Yes

Tell us how you will do this

If staff or customers are showing signs of Covid-19 or any related symptoms they will be asked to leave the premises.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks and cleaning. Train staff in the process of how to collect and store contact details of patrons.

Agree

Yes

Tell us how you will do this

Staff have all committed to wearing face masks, adhering to our covid cleaning plan every two hours, checking customers check in and vaccination certificates. All staff are fully vaccinated and will not present for work unwell.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.

Agree

Yes

Tell us how you will do this

We have signs displaying the need to wear a mask indoors, they must show us their check in and only enter if fully vaccinated.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, customers and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: This requirement applies at hospitality venues, gaming lounges, nightclubs, strip clubs, and premises at which a significant event is being held, other than a small funeral or memorial service or small wedding service.

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19

vaccine are permitted to enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises.

Agree

Yes

Tell us how you will do this

All staff are require to check vaccination certificates and that they have checked in before taking their order.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household at higher risk premises including hospitality venues.

Note: This does not apply to a person aged under 16 who is on the premises to carry out work.

Note: Higher risk premises and hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

check vaccination certificates, if they are not vaccinated and a member of the family is not present they must leave.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises. Note: This does not include a vessel used for commercial tours for scuba diving, snorkelling or marine animal watching if there are less than 50 persons on the vessel.

Bookings at hospitality venues must not exceed a group of more than 20 persons (except for weddings, funerals, and memorial services; and gatherings after these

events). **Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.**

Agree

Yes

Tell us how you will do this

We have a maximum of fourteen chairs inside

We have a maximum of twenty chairs outside.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

All tables and chairs are more than 1.5 metre apart

Signs reminding customers of keeping their distance

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

markers on the floor showing where they stand

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

Agree

Yes

Tell us how you will do this

Covid Safety marshal on at busy times to move groups along

Singing by audiences is not allowed in indoor areas.

Patrons at nightclubs and strip clubs are not permitted to dance in indoor areas and can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

we don't allow singing or serve alcohol

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Keep doors open when it is practical to do so.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Encourage customers to sit outside

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

keeping windows and doors open

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

When doors and windows are closed put the air conditioner on

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

cleaning of filter and regular service

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

will look into this

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, and by public facing staff in outdoor areas of hospitality venues, unless exempt.

Note: Hospitality venues are defined in the Public Health (COVID-19 General) Order 2021.

Agree

Yes

Tell us how you will do this

all staff are aware they must wear a face mask on shift and ensure customers are also.

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

Agree

Yes

Tell us how you will do this

we have hand sanitizer readily available at many points in the cafe.

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

Agree

Yes

Tell us how you will do this

This is checked every two hours to maintain stock

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, and clean tables, chairs and any table settings between each customer.

Agree

Yes

Tell us how you will do this

we have a Covid cleaning practise in place which is carried out every two hours.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

We check everyone that walks in our doors.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

We check everyone that enters

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 it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

We have an excel spreadsheet for all manual sign ins.

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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

We check on both cafe side and golf retail side.

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

Yes