

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Tuesday 11th January 2022	Excursion destination:	Flip Out Castle Hill 2/16-18 Anella Ave Castle Hill NSW 2154
Departure and Arrival Times from each location:	Leave Centre 9:30am, Arrive 10am, Morning Tea, Zoo and Lunch until 1:30pm, Bus 1:30pm for arrival back at centre at 2pm.		
Proposed Activities	Morning Tea, Trampoline Jumping Session, Lunch	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, incl proposed route	Private Bus	Pickup location and destination for each location travelled to / from:	Pickup at NWPS at Gate 3, dropoff in driveway adjacent to building entrance. Pickup in driveway adjacent to building entrance and dropoff at NWPS Gate 3
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)	Will be worn if fitted
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	

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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. Children will be given regular drink breaks throughout the day to ensure they remain hydrated. Drink refill stations are available inside the cafe area, adjacent to the cafe bathrooms.</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>All toilets have access to paper towel, soap and air dryers. There is lot of bathrooms located adjacent to the café in the trampoline play area with the other lot of bathrooms separate, adjacent to the party rooms away from the general public.</p>	Children and Educators	On arrival at the venue and then throughout the day before use by children.	Low
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General- multiple Educators on Excursion	Serious injuries to a child	Moderate	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.	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>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.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
Riding on Bus	Seatbelts / Restraints	High	<p>Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted</p> <p>- Mandatory from October 1st, 2020</p>	Children directed by educators	During Excursion	Low
Riding on Bus	Injury from sudden braking	High	Children will be reminded to sit while travelling on the bus and to face towards the direction of travel	Educators	During Excursion	Low

Riding on Bus	Boarding and Disembarking off bus	High	<p>Children will be reminded to watch their step when getting on and off the bus at the stops.</p> <p>When entering the bus, children will be headcounted, and then a dual headcount will take place when the children are seated. Once all children have been accounted for the RPD will inform the bus driver and the bus will depart.</p> <p>When exiting the bus, a headcount will be conducted and the children will assemble in a safe and supervised location. The children will remain in two lines and a dual headcount will be completed. Once all children are accounted the bus driver will be informed and the children will move into the venue.</p>	Children directed by Educators	As children board and alight the bus on excursion.	Low
Riding on Bus	Bus breakdown	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized. Once the replacement bus arrives, the children will swap busses. Where remaining on the bus is considered dangerous (due to heat or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.	Children and Educators	During excursion	Low
Riding on Bus	Bus Accident	High	<p>If the accident is not serious:</p> <p>On regular road keep children safe by staying on the bus if it is safe to do so.</p> <p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p>	Educators and Children directed by Educators	During excursion	Low

			<p><i>If the accident is serious:</i></p> <p>Assess the danger: Move those able to be moved away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Gather the response of those injured.</p> <p>Send for help: Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</p> <p>ABC: Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>Contact centre and Manager as soon as possible. – A plan will be devised for the service to commence contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>			
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision.</p> <p>All Educators as well as venue staff and volunteers hold WWCC.</p>	Educators	During Excursion	Low

Riding on Bus	COVID-19 Transmission	High	<p>Prior to embarking bus to travel to the venue, the Glenorie staff will ensure all railings will be cleaned. The bus will not be utilised by anyone in between travel to venue and back to the centre.</p> <p>Children will all wash and/or santiise hands prior to leaving the service and getting on the bus.</p> <p>Educators will carry hand sanitiser to be used under supervision on the bus only, in the case of a child sneezing/coughing or otherwise needing to clean their hands.</p> <p>Children will be reminded to cough or sneeze into their elbow as required, then sanitise their hands.</p>	<p>Glenorie bus staff</p> <p>Children lead by educators</p> <p>Educators</p> <p>Children lead by educators</p>	<p>Before getting on bus</p> <p>Whilst on Bus</p> <p>Whilst on Bus</p> <p>Briefed before excursion</p>	Moderate
Transportation Method	Entry/Exit Information	Low	Entry/Exit of Premises will be via preschool Gates for bus collection in the Bus Zone adjacent to Gate 3. Entry/Exit at the Venue via front joint walkway/carpark entrance at bus drop-off point on driveway from Anella Avenue.	Educators	During Excursion	Low

Flipout - Use of Common Areas & Equipment	COVID-19 Transmission	High	Flipout staff regularly clean surfaces and session times are limited to a certain amount of participants. A separate seating area will be allocated to the centre away from other patrons for use of eating times and storage of bags. This is adjacent to bathrooms to minimise contact with general public when not using the trampoline areas. Masks will be worn by FlipOut Staff, Educators and members of the adult public when indoors at the venue. FlipOut provide new unused socks to each participant to use on the trampoline area. Sanitiser stations are available throughout the venue. Staff will check-in upon arrival to venue.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
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<p>Flipout - Trampoline Session</p>	<p>Injury from use of Equipment</p>	<p>High</p>	<p>Flipout Staff will have a safety debrief with the children before commencement of session to explain the rules. The rules are displayed across the venue at all equipment areas. All children will have to have a completed waiver before allowing to access the equipment areas and using the equipment. There is a maximum 2 jumpers per trampoline. In the basketball shooting area, this maximum number applies and no dunking is allowed. Children will be reminded that no rough play, wrestling, running and climbing of the black netting is to be climbed. Further rules state that trampoline socks are to be worn at all times, no double jumping, no sitting or lying on the trampoline and no standing or climbing the padding. Each session is limited to a maximum number of participants and children will be guided to areas that are open and any areas that have been closed or deemed unsafe. FlipOut Staff are located in the main jumping areas with another staff floating between the Basketball and Parkour Trampoline Areas.</p>	<p>Educators</p>	<p>During Excursion, Prior to Commence of Activity & Ongoing During Activity</p>	<p>Low</p>
<p>Flipout - Trampoline Session</p>	<p>Injury from use of Equipment (Under 8s Area)</p>	<p>High</p>	<p>Further to general venue rules, the Under 8s Area is for children only that age and who can fit under the height measurement stick. Children will be reminded they cannot climb netting in this area and the general rules apply. A flipout staff member is stationed in this area.</p>	<p>Educators</p>	<p>During Excursion, Prior to Commence of Activity & Ongoing During Activity</p>	<p>Low</p>

Flipout - Trampoline Session	Emergency Exit	Moderate	Emergency Exit door adjacent to basketball shooting area has no door with only a tape across to restrict access. The children will be reminded by educators to not cross this tape and stay in the designated trampoline areas.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Flipout - Trampoline Session	Basketball Arena	Moderate	Children will be reminded to wait their turn while another child is having a shot and then collect their ball. Balls are pumped up by FlipOut staff daily.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Flipout - Arena Access	Stairs & Ramp Access	Low	Stairs have anti-slip materials and bright yellow strips to show edge of the stairs. A ramp is provided as an alternative and contains railings on either side. Children will be reminded to walk in these areas, as the general rules apply here too.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Flipout - Trampoline Session	Dodgeball Arena	Moderate	The dodgeball arena has a curtain/gate to ensure balls don't escape when in use and minimise risk of a ball hitting someone else aside the arena. During the arena, rules for the game will be explained and child to abide by. All balls are made from soft foam.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Flipout - Trampoline Session	Parkour Arena	Moderate	Children will be reminded to use the trampoline's only here in space provided and not to climb the padding or walls.	Educators	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low

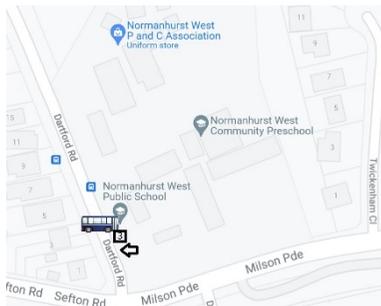
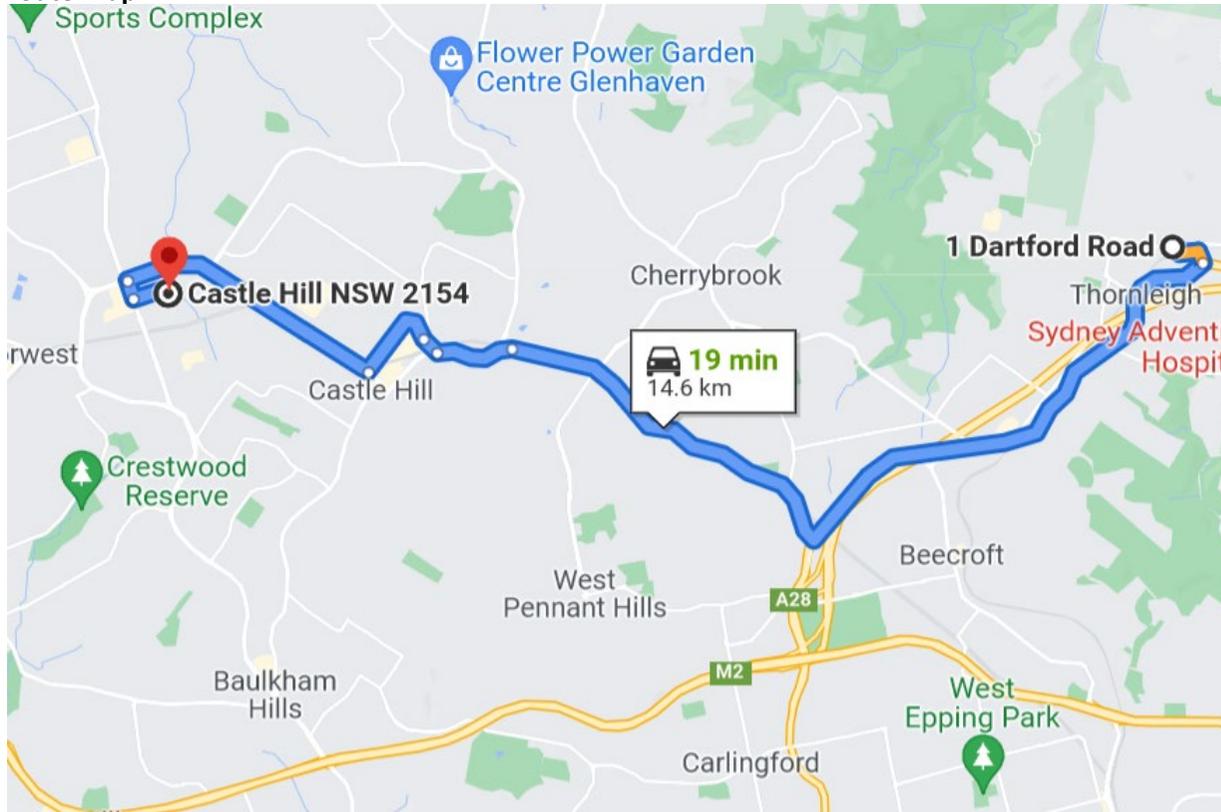
Risk Benefit Analysis

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 self-regulation with confidence in gross-motor abilities
* Choking / food allergy issues when consuming food brought from home	* To try different activities such as dodgeball and basketball shoot-out
* Injury from balls/trampoline use during the session	* To discover and develop knowledge about gravity and its effects on us
	* 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 Pre-School
Gate & Pick-up at Gate 3
Bus Zone**



Entry & Exit of venue

> HELPING BUSINESSES GET BACK TO WORK



10 June 2020

COVID-19 Safety Plan

Effective 13 June

Gyms (including health and dance studios, and martial arts training facilities)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: FLIP OUT
 Plan completed by: VICKY TAGANAS
 Approved by: VICKY TAGANAS

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors Exclude staff, volunteers and visitors who are unwell.	STAFF ADVISED TO ASK ALL PERSONS IN CONTROL TO LEAVE IMMEDIATELY IF EXHIBITING ANY (S) SYMPTOMS
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	STAFF MEETING ORGANISED EARLY TO O/WORK
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A ALL CASUALS
Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown at a clear place of entry.	WILL PRINT POSTERS + DISPLAY

Wellbeing of staff and visitors

Emergency Safety Plans are in place, where relevant, for:
 - Swimming pools
 - Restaurants and cafes.

POSTER TO BE DISPLAYED IN LAKE

REQUIREMENTS

ACTIONS

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff).

BOOKING SYSTEM + STAFF TO MANAGE PHYSICAL DISTANCING

Ensure gym or recreation classes or sport activities have no more than 10 participants, plus the instructor and any assistants, per space and comply with one person per 4 square metres.

PARTY BOOKINGS ARE STRICTLY FOR 10 PARTICIPANTS.

Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills.

NO BASKETBALL IN CENTRE
DANCE GUILDS TO BE DISTINGUISHED BY THE WBEY GROUP.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

TABLES IN LAKE STAGGERED
BENCHES / CHAIRS REMOVED FROM CENTRE.

Move or block access to equipment to support 1.5 metres of physical distance between people.

EQUIPMENT REARRANGED IN LAKE / RECEPTION TO PROMOTE SOCIAL DISTANCING

Respect the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.

LOCKERS REMOVED FROM CENTRE.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

N/A

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

MARKERS ON FLOOR FOR QUEUING AT RECEPTION AND LAKE.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

RECEPTION STAFF ADVISED TO MONITOR

Use telephone or video platforms for essential staff meetings where practical.

N/A

Review regular business deliveries and request contactless delivery and invoicing where practical.

MANAGEMENT ADVISED

REQUIREMENTS

ACTIONS

Hygiene and cleaning

Adopt good hand hygiene practices.

POSTERS IN PLACE AROUND THE
STAIRS

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

HAND SANITISER STATIONS
PLACED AROUND CENTRE WITH
SIGNAGE.

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

STAFF | MANAGED RESPONSIBILITY

Provide visual aids above hand wash basins to support effective hand washing.

POSTERS HAVE BEEN PUT UP OVER
BASINS

Encourage visitors to bring their own water bottle, sweat towels and exercise mats.

N/A

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

INCLUDED IN POLYMERIZATION
LIST.

When mats used for high intensity cardio classes with detergent and disinfectant after each use.

N/A

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

N/A

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

GLOVES AT RELATIONSHIP / FIRST
AID ROOM AND OFFICE

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

STAFF INSTRUCTIONS TO DO SO

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

STAFF INSTRUCTIONS TO DO SO

Encourage contactless payment options.

SIGNS PLACED AT
RELATIONSHIP AND LOBBY

REQUIREMENTS

ACTIONS

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

OUR BOOKING SYSTEM RECORDS ALL PERSONS WHO VISIT OUR CENTRE

Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.

STAFF WILL BE EMAILED AND POSTERS PLACED IN STORE

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

MANAGEMENT ADVISED TO DO SO