

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Monday, 31st January, 2022	Excursion destination:	236 Pacific Hwy, Hornsby NSW 2077 - Event Cinemas
Departure and Arrival Times from each location:	Leave Centre 10:30am, Arrive 11am, Morning Tea, Movie and Lunch until 130pm, Bus 130pm for arrival back at centre at 2pm.		
Proposed Activities	Morning Tea, To sit, relax & Enjoy an exciting movie! 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/Pickup Geroge Street, Hornsby Bustop outside Hornsby Station/Bridge into Westfield and dropoff at NWPS Gate 3.
Name of RPD	TBC	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: 40 Actual:*TBD*	Number of educators/parents/volunteers / adults:	Estimated: 4 Actual:*TBD*
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 - Awaiting Paperwork			
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant 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
Walking through Shopping Centre to Venue	Lost child	Extreme	Whilst walking through the shopping centre, the Educators will ensure all children stay together in one group	Educators	Whilst on excursion	Moderate
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	High	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. Sunsafes practices will be maintained throughout the day.	Educators and children	Prior to leaving Centre / as part of daily WHS check	Low

			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-directed by Educators	Before departure and reminders throughout the day.	
			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. Water is able to be bought at the Movies canteen/shop if needed.	Educators	Prior to leaving the Centre	
			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	Educators	Before leaving the service & reapplied every two hrs.	
General	Wet Weather	Moderate	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	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			Parents will be reminded to pack wet weather gear as part of the daily requirements section of the vacation care email.	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 - soap / paper towel - Handwashing facilities are available inside the Hornsby - Event Cinema bathrooms. Soap/paper towel/ Air-dryer available, as well as multiple different sanitiser stations around the venue. NWOOSH Staff will have sanitiser bottles on them to provide to the children where necessary under supervision at all times.</p>	<p>Children and Educators</p> <p>Children & Educators</p>	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	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.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.	Educators	During Excursion.	
			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.	Educators and Parents	During Vacation Care planning process.	
			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.	
Riding on Bus	Seatbelts / Restraints	High	Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted - Mandatory from October 1st, 2020	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>	Educators and Children directed by Educators	During excursion	Low

			<p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p> <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. 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 and to/from the Venue via Hornsby Station steps, adjacent to Bustop from George Street,Hornsby. Once walked up the stairs, the children will walk across the bridge, into the shopping centre, up 2 set of escalators - arriving at event cinemas.	Educators	During Excursion	Low

Walking in Cinema	Injury due to darkness / inappropriate lighting	Moderate	<p>Children will be seated before the cinema lights are switched off</p> <p>Children will be reminded to walk at all times whilst moving around the cinema</p> <p>Children will remain seated unless an educator is escorting them down the stairs and to the exit points</p> <p>Children will exit the cinema at the end of the movie once the lights have been switched on.</p>	Educators and children	Before and During Excursion	Low
Watching a Movie at Cinema	Children being anxious from loud noise / darkness / content	Moderate	Children who are susceptible to anxiety or are concerned about loud noise and darkness will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting.	Educators	During Excursion	Low

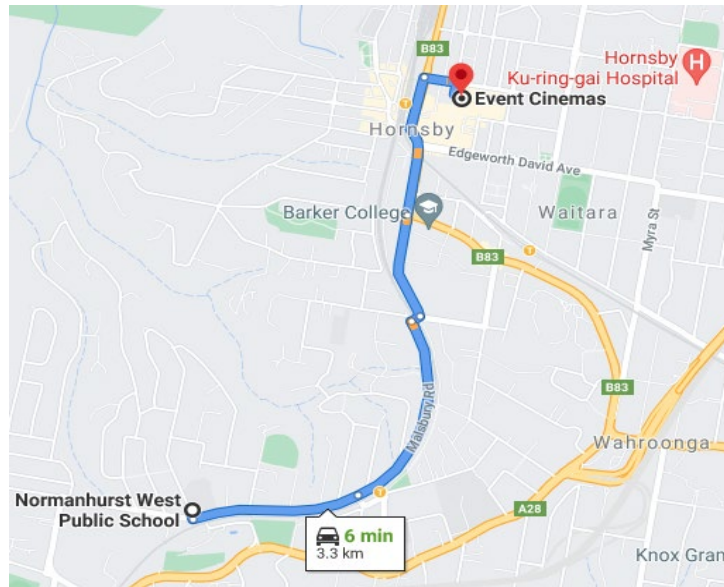
Watching a Movie at Cinema	COVID19 Transmission	High	<p>Cinema staff will ensure all seats are clean prior to entering the cinema.</p> <p>Children will all wash hands prior to entering the cinema. Multiple Hand Sanitiser stations are also available around the venue.</p> <p>Educators will carry hand sanitiser to be used under supervision in the movie only. or 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>Educator</p> <p>Children, lead by Educators</p> <p>Educators</p> <p>Children, lead by Educators</p>	<p>Before entering cinema</p> <p>Prior to entering cinema</p> <p>Whilst in cinema</p> <p>Briefed before excursion</p>	Moderate
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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	* Relaxation in an environment away from the centre
* Child Protection issues with members of the public	* To investigate ideas of humour
* Injury to or illness of children or staff from slips / trips / falls / COVID19 transmission	* To develop positive friendships with other children on the excursion
* Choking / food allergy issues when consuming food brought from home	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Injury from bus accident / breakdown / braking	* Continue to develop relationships with key Educators whilst on the excursion
* Children being concerned or confronted due to the content of the film or from loud noise / darkness	* To confront fears and move beyond personal limitations
	* FUN!

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	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

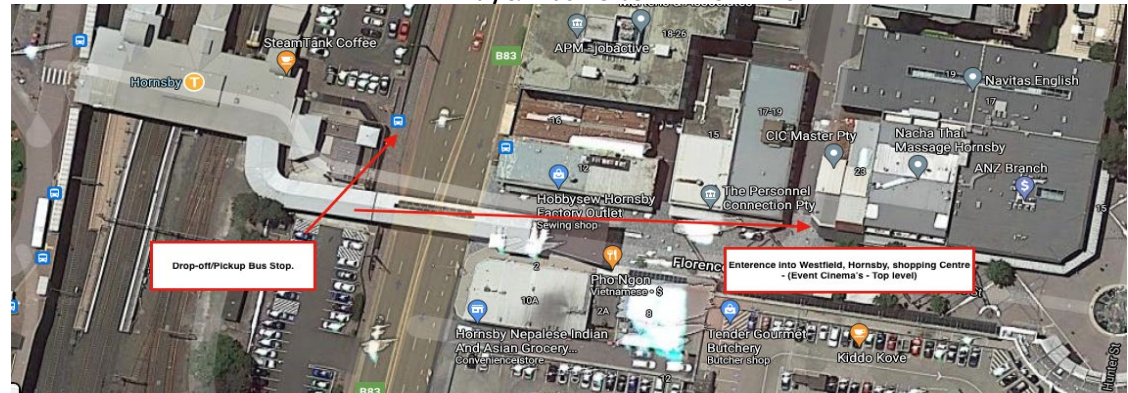
Route Map:



Exit & Entry of premises
Via School Gate 3



Entry & Exit of venue EVENT CINEMAS



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

Your COVID-19 Safety Plan

Entertainment facilities

Business details

Business name	Event Cinemas
Business location (town, suburb or postcode)	Hornsby
Select your business type	
Cinema	
Completed by	Dylan Kiazim
Email address	<u>dylan_kiazim@evt.com</u>
Effective date	1 November 2021
Date completed	8 November 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

All Team Members are required to complete a Fit4Wk Acknowledgment at the commencement of their shift. Team members acknowledge that they will not commence their shift if feeling unwell and will immediately notify the Manager of Duty if they start to feel unwell. All customers are vetted at entrance to the venue. If a customer is unwell, they are not permitted entry.

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

Agree

Yes

Tell us how you will do this

Bi-Weekly communication with team members with reminders on COVID-19 control measures. These include but are not limited to: mandatory vaccination requirements, mandatory face mask wearing, hand washing/ sanitising, six tips for fighting COVID-19, physical distancing and cleaning and hygiene procedures. All team members are required to complete detailed cleaning and sanitisation training prior to commencement of first shift. Modules are available to be reassigned to team members on request. Team briefs conducted at the commencement of every shift with physical distancing, mask wearing and cleaning reminders.

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

Conditions of entry are displayed at the entrance to the venue and include details of: vaccination mandates, mask mandates, refusal of entry if unwell and requirement to check in via the Service NSW App.

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>

Agree

Yes

Tell us how you will do this

Vaccine mandate signage is posted at the entrance to the venue. NSW Health proof of vaccination or medical exemption signage posted for COVID marshal at entrance to the venue. This messaging is also listed in the Conditions Of Entry (also posted at the entrance to the venue). COVID Marshal stationed at entrance to the venue will be validating vaccine mandates are adhered to. Team brief to be conducted at the commencement of shift incl. information of how to validate Service NSW check in & vaccine (or medical exemption) requirements. Customers required to complete acknowledgment of vaccination requirement at time of booking online and messaging is shared post ticketing, before arrival at the cinema.

People aged under 16 who are not fully vaccinated must be accompanied by a fully vaccinated member of their household.

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

Agree

Yes

Tell us how you will do this

COVID Marshal stationed at entrance to the venue will be checking to ensure unaccompanied unvaccinated minors do not enter. This messaging is also supported by the Conditions Of Entry (also posted at the entrance to the venue). Team brief with this information to be conducted at the commencement of every shift. Customers required to complete acknowledgment of this requirement at time of booking online.

Physical distancing

Capacity must not exceed the greater of 1 person per 2 square metres of space of the premises, or 100% of the fixed seating capacity of the facility.

Agree

Yes

Tell us how you will do this

Capacity limits of 100% of fixed seating capacity in place in each auditorium, with no functionality to allow for oversell. Team brief with this information conducted at the commencement of every shift with team members.

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

Clear signage in all retail settings, foyer spaces and areas of queuing to ensure social distance is maintained. Team members have staggered start and end times. POS Plan in place to ensure team members maintain social distance whilst serving. Team brief with this information conducted at the commencement of every shift with team members.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Clear signage in all retail settings, foyer spaces and areas of queuing to ensure social distance is maintained. Team members have staggered start and end times. POS Plan in place to ensure team members maintain social distance whilst serving. Team brief with this information conducted at the commencement of every shift with team members.

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

Agree

Yes

Tell us how you will do this

Managed with support of Lessor.

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

COVID-19 guidance on ventilation has been reviewed and considered with relevant measures implemented.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable to cinema environments.

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

Agree

Yes

Tell us how you will do this

Not applicable to cinema environments.

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

Where carbon dioxide sensors are installed, outside air intake will automatically be increased when the inside air carbon dioxide concentration exceeds 800 parts per million. This approach means that the outside air intake is correlated with increased occupancy of the area.

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

Ventilation systems are maintained according to regular service schedules that are aligned with Australian standards and the requirements of each individual system.

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

Expert mechanical services engineers and service contractors are engaged to actively manage the operation, maintenance, and compliance of all ventilation systems.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Mandatory face mask signage posted at: entrance to the venue, retail settings, high traffic areas in the foyer, entrance to each auditorium, Gold Class Lounge & staff room. Team members required to wear a face mask at all times on shift. Mask compliance is checked at commencement & throughout shift. Customers required to enter the venue with Face mask with

COVID marshal checking compliance. Face masks required for all contractors, suppliers & visitors. Team brief with this information to be conducted at the commencement of every shift.

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

Agree

Yes

Tell us how you will do this

Signage posted in all bathrooms (incl. Staff room) to remind customers & team members of regular hand washing requirement. Hand sanitiser stations (whether free standing or pump pack) should be placed: bio-clock, entrance to the venue, retail settings, office spaces, Duty Manager office, high traffic areas in the foyer, entrance to Gold Class Lounge & staff room. Be Wise, Sanitise signage posted at all sanitiser station points and in all retail settings (Kiosk, Candy bar, Gold Class Bar, Set Café & Bars). Team brief with this information to be conducted at the commencement of every shift.

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

Agree

Yes

Tell us how you will do this

Bathroom cleaning registers completed throughout trade. Team brief with this information to be conducted at the commencement of every shift.

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

Yes

Tell us how you will do this

Cleaning registers completed throughout trade in all retail settings, floor department and in auditoriums . Team brief with this information to be conducted at the commencement of every

shift.

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

Updated Conditions Of Entry (with inclusion of Service NSW check in requirement) posted at entry to the venue. Service NSW QR Code posted at: entrance to the venue (for all team members, customers, contractors & visitors), at the bio-clock, entrance to Duty Manager & other office spaces, staff entry and the entrance to the staff room (for team members), adjacent to any posted myBuildings QR Codes (for contractors), any delivery points – incl. loading dock based storerooms (for suppliers). COVID marshals are positioned at entrance to the venue throughout trade to validate check in. Team brief with this information to be conducted at the commencement of every shift.

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

COVID marshals are positioned at entrance to the venue throughout trade to validate check in. Service NSW QR Code posted at: entrance to the venue (for all team members, customers, contractors & visitors), at the bio-clock, entrance to Duty Manager & other office spaces, staff entry and the entrance to the staff room (for team members), adjacent to any posted myBuildings QR Codes (for contractors), any delivery points – incl. loading dock based storerooms (for suppliers).

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

Customers must complete contact tracing at the nearest retail setting if unable to use Service NSW App (kiosk, candy bar, Gold Class Bar, Set Café and Bars). COVID marshal must call for two-way support to escort customer to nearest available area to complete check in process. Team brief with this information to be conducted at the commencement of every shift.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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.

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

Yes

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

Your COVID-19 Safety Plan

Hospitality

Business details

Business name	Event Cinemas
Business location (town, suburb or postcode)	Hornsby
Select your business type	
Restaurant and cafes	
Completed by	Dylan Kiazim
Email address	dylan_kiazim@evt.com
Effective date	1 November 2021
Date completed	8 November 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

All Team Members are required to complete a Fit4Wk Acknowledgment at the commencement of their shift. Team members acknowledge that they will not commence their shift if feeling unwell and will immediately notify the Manager of Duty if they start to feel unwell. All

customers are vetted at entrance to the venue. If a customer is unwell, they are not permitted entry.

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

Bi-Weekly communication with team members with reminders on COVID-19 control measures. These include but are not limited to: mandatory vaccination requirements, mandatory face mask wearing, hand washing/sanitising, six tips for fighting COVID-19, physical distancing and cleaning and hygiene procedures. All team members are required to complete detailed cleaning and sanitisation training prior to commencement of first shift. Modules are available to be reassigned to team members on request. Team members are briefed at the commencement of shift on mandatory Service NSW check in process and how to validate this.

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

Conditions of entry are displayed at the entrance to the venue and include details of: vaccination mandates, mask mandates, refusal of entry if unwell and requirement to check in via the Service NSW App.

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.

Agree

Yes

Tell us how you will do this

Vaccine mandate signage is posted at the entrance to the venue. NSW Health proof of vaccination or medical exemption signage posted for COVID marshal at entrance to the venue. This messaging is also listed in the Conditions Of Entry (also posted at the entrance to the venue). COVID Marshal stationed at entrance to the venue will be validating vaccine mandates are adhered to. Team brief to be conducted at the commencement of shift incl. information of how to validate Service NSW check in & vaccine (or medical exemption) requirements. Customers required to complete acknowledgment of vaccination requirement at time of booking online and messaging is shared post ticketing, before arrival at the cinema.

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 most 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

COVID Marshal stationed at entrance to the venue will be checking to ensure unaccompanied unvaccinated minors do not enter. This messaging is also supported by the Conditions Of Entry (also posted at the entrance to the venue). Team brief with this information to be conducted at the commencement of every shift. Customers required to complete acknowledgment of this requirement at time of booking online.

Physical distancing

Capacity must not exceed one person per 2 square metres of space 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.

Agree

Yes

Tell us how you will do this

Capacity limits maintained in retail settings. Capacity limits of 100% of fixed seating capacity in place in each auditorium, with no functionality to allow for oversell. Team brief with this information conducted at the commencement of every shift with team members.

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

Clear signage in all retail settings, foyer spaces and areas of queuing to ensure social distance is maintained. Team members have staggered start and end times. POS Plan in place to ensure team members maintain social distance whilst serving. Team brief with this information conducted at the commencement of every shift with team members.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Clear signage in all retail settings, foyer spaces and areas of queuing to ensure social distance is maintained. Team members have staggered start and end times. POS Plan in place to ensure team members maintain social distance whilst serving. Team brief with this information conducted at the commencement of every shift with team members.

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

Managed with support of Lessor

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

COVID-19 guidance on ventilation has been reviewed and considered with relevant measures implemented

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Not applicable to cinema environments.

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

Agree

Yes

Tell us how you will do this

Not applicable to cinema environments.

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

Where carbon dioxide sensors are installed, outside air intake will automatically be increased when the inside air carbon dioxide concentration exceeds 800 parts per million. This approach means that the outside air intake is correlated with increased occupancy of the area.

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

Ventilation systems are maintained according to regular service schedules that are aligned with Australian standards and the requirements of each individual system.

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

Expert mechanical services engineers and service contractors are engaged to actively manage the operation, maintenance, and compliance of all ventilation systems.

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

Mandatory face mask signage posted at: entrance to the venue, retail settings, high traffic areas in the foyer, entrance to each auditorium, Gold Class Lounge & staff room. Team members required to wear a face mask at all times on shift. Mask compliance is checked at commencement and throughout shift. Customers required to enter the venue with Face mask with COVID marshal checking compliance. Face masks required for all contractors, suppliers &

visitors. Team brief with this information to be conducted at the commencement of every shift.

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

Agree

Yes

Tell us how you will do this

Signage posted in all bathrooms (incl. Staff room) to remind customers and team members of regular hand washing requirement. Hand sanitiser stations (whether free standing or pump pack) should be placed: bio-clock, entrance to the venue, retail settings, office spaces, Duty Manager office, high traffic areas in the foyer, entrance to Gold Class Lounge & staff room. Be Wise, Sanitise signage posted at all sanitiser station points and in all retail settings (Kiosk, Candy bar, Gold Class Bar, Set Café & Bars). Team brief with this information to be conducted at the commencement of every shift.

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

Agree

Yes

Tell us how you will do this

Bathroom cleaning registers completed throughout trade. Team brief with this information to be conducted at the commencement of every shift.

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

Cleaning registers completed throughout trade in all retail settings and in auditoriums. Team

brief with this information to be conducted at the commencement of every shift.

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

Conditions Of Entry (with inclusion of Service NSW check in requirement) posted at entry to the venue. Service NSW QR Code posted at: entrance to the venue (for all team members, customers, contractors & visitors), at the bio-clock, entrance to Duty Manager & other office spaces, staff entry and the entrance to the staff room (for team members), adjacent to any posted myBuildings QR Codes (for contractors), any delivery points – incl. loading dock based storerooms (for suppliers). COVID marshals are positioned at entrance to the venue throughout trade to validate check in. Team brief with this information to be conducted at the commencement of every shift.

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

COVID marshals are positioned at entrance to the venue throughout trade to validate check in. Service NSW QR Code posted at: entrance to the venue (for all team members, customers, contractors & visitors), at the bio-clock, entrance to Duty Manager & other office spaces, staff entry and the entrance to the staff room (for team members), adjacent to any posted myBuildings QR Codes (for contractors), any delivery points – incl. loading dock based storerooms (for suppliers).

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

Customers must complete contact tracing at the nearest retail setting if unable to use Service NSW App (kiosk, candy bar, Gold Class Bar, Set Café and Bars). COVID marshal must call for two-way support to escort customer to nearest available area to complete check in process. Team brief with this information to be conducted at the commencement of every shift.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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

COVID-19 Entertainment Facilities Safety plans are also completed.

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

Yes