

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
Date of excursion:	24th January 2022	Excursion destination:	170 Yarramalong Rd, Wyong Creek, NSW 2259
Departure and Arrival Times from each location:	Leave Centre 9am, Arrive 10am, Morning Tea, Amazement Farm & Fun, and Lunch until 130pm, Bus 130pm for arrival back at centre at 3pm.		
Proposed Activities	Morning Tea, Visit amazement farm to see/interact with different animals, experience different carnival rides & climb high on different play equipment!	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 adjacent to the Amazement entry/exit gate. Pickup outside Amazement exit gate (adjacent to carpark) and dropoff at NWPS Gate 3.
Name of RPD	Blake Jervis	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 - 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			

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|--|---|
| <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. Sunsafes 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 around the side of Amazement centre kiosk. (Left Corner after entering venue).</p>	Educators	Prior to leaving the Centre	
			<p>Sunscreen will be applied to each child, where permission has been given &amp; 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	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 handwash facilities - soap / paper towel - Bathroom's x 4 (2 boys/Girls) Cubicles back left corner from entry to venue. Handwashing station outside of cubicles, as well as hand	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	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>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.	
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 head counted, 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> <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>	Educators and Children directed by Educators	During excursion	Low

			Keep children safe by staying on the bus if it is safe to do so.			
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
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 sanitise 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 the Venue via front gate across road from bus drop-off. Staff will ensure safety across road by positioning themselves on road blocking traffic until safely crossed to entry/exit to amazement.	Educators	During Excursion	Low



Amazement Farm & Fun Park (Play in open spaced areas)	Injury from wildlife and rocks	High	<p>Parents to ensure children wear enclosed shoes to the excursion location.</p> <p>Staff, with assistance of Amazement Staff, to explain boundaries to children including keeping away from high grass areas.</p> <p>NWOOSH Educators to ensure children stay on designated walking pathways.</p> <p>NWOOSH Educators will have walkie talkies on them during this excursion and will use them to communicate with each other whilst activities take place and during the event of an emergency.</p>	Parents, Amazement Staff & Educators	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Play in open spaced areas)	Falling from uneven ground	Moderate	<p>Children will be advised prior to the commencement of the excursion that no running is permitted whilst on this excursion.</p> <p>Children and staff are expected to walk and take caution whilst moving around the amazement park/animal enclosures.</p>	NWOOSH Staff and Children	Prior to commencement of and during excursion	Low

Amazement Farm & Fun Park (Interacting with Animals)	Injury from Animals	Moderate	<p>Children will be advised of the rules prior to the commencement of activities.</p> <p>For animals located in larger enclosures: children will be reminded to look but not touch and remain outside of enclosure at all times.</p> <p>For smaller enclosures/petting areas: children will only be allowed to access the animal enclosures in small groups and will be advised to take turns in feeding or interacting with the animals.</p> <p>In the bunny enclosure the children will be advised by AMAZEMENT staff that they must remain seated at all times.</p> <p>Children will be reminded to move through the enclosures quietly, present feed with a flat palm and not stand behind any animals.</p> <p>NWOOSH Staff will remind children throughout the activity to keep a safe distance between themselves and the animals. NWOOSH Staff will position themselves closely to the children to ensure the children are not dangerously close to the animals.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
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Amazement Farm & Fun Park (Interacting with Animals)	Infection/Illness passed on from petting/feeding animals	Moderate	<p>AMAZEMENT Staff will provide hand sanitiser bottles at each enclosure for children to use upon exiting.</p> <p>-Sanitizing stations are placed around amazement venue.</p> <p>NWOOSH Educators will ensure children use handwashing facilities prior to consuming food on the excursion and prior to returning to centre.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	During and Prior to departing excursion	Low
Amazement Farm & Fun Park (Playing on Equipment)	Falling from equipment	Extreme	<p>Before the commencement of the proposed activities, children will be reminded of the importance of taking their time whilst using the equipment</p> <p>Staff will inspect equipment before the children play on it to ensure all surfaces are dry and there are not hazards.</p> <p>Where the equipment is deemed unsafe, AMAZEMENT Staff and educators will close off the area.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low

Amazement Farm & Fun Park (Mazes)	Getting Lost / falling whilst in the maze	Extreme	<p>A NWOOSH Staff member will be positioned at start of the maze, in the middle of the maze and at the conclusion of the maze.</p> <p>Children will be counted in and out of the maze to ensure that all children leave safely.</p> <p>NWOOSH Educators to ensure children stay on designated walking pathways.</p> <p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on maze expectations and rules prior the commencement of the excursion.</p> <p>Educators will remind children to walk whilst moving through the maze.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Mazes)	Injury from wire fence	High	The children will be advised by NWOOSH / AMAZEMENT Staff that touching the fences or attempting to jump over them will result in their removal from the activities.	Educators	During Excursion, Prior to Commencement of Activities	Low
Amazement Farm & Fun Park	Access to Clean Drinking Water	Extreme	<p>Parents and children will be reminded by NWOOSH Educators during the booking process and prior to leaving the centre to ensure they bring a full and refillable water bottle.</p> <p>NWOOSH Staff will assist children in accessing the drink refill station as needed,</p>	Parents, NWOOSH Educators and Children	During booking process, Prior to leaving the centre, prior to commencement of and during excursion	Low

Amazement Farm & Fun Park (Dams)	Drowning caused by falling into Dam	Extreme	<p>AMAZEMENT Staff will ensure access to both dams is fenced off and locked at all times to ensure no children can access the area.</p> <p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on boundaries and rules prior the commencement of the excursion.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (General)	Injury from Cars	Extreme	<p>Children will be reminded of the restricted areas prior to the commencement of and during the excursion.</p> <p>Educators will remind children to walk on designated pathways and take extra caution whilst walking through the carpark to and from the venue</p> <p>The bus will drop children off in an area that is safe inside the carpark</p> <p>Whilst moving through the grounds, children will be advised to remain in two lines and NWOOSH educator's will position themselves at the front, middle and back of the line to ensure the children do not leave their lines</p>	NWOOSH Educators and Children	During and upon arrival and departure of the excursion	Low

Amazement Farm & Fun Park (Train Ride)	Injury from Train ride	Extreme	<p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on train riding expectations and rules prior the commencement of the excursion &amp; activity.</p> <p>The children will be reminded to only walk on designated pathways towards train entry. Train entry path is fenced off to access point of train.</p> <p>Entry onto train will be instructed by Amazement staff. NWOOSH staff will assist in the assembly/exit onto &amp; off the train.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park COVID 19.	Transmission within venue	Extreme.	<p>Nwoosh Staff will ensure children's &amp; Educator's hand will be sanitized or washed prior to or upon entrance to amazement venue. All NWOOSH staff members will sign in via the QR code provided at entry.</p> <p>The children&amp; staff will be reminded to keep a safe distance between members of the public and each other during excursion. If staff need to use kiosk area, staff will ensure entry if numbers allow within space.</p> <p>AMAZEMENT Venue have multiple hand sanitizing stations, as well as a handwashing station outside bathroom cubicles. 4 x bathroom cubicles with handwashing &amp; drying facilities.</p> <p>NWOOSH staff members will have hand sanitizer in backpacks during excursion if need be.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	High

Amazement Farm & Fun Park (Rides)	Injury from Ferris wheel, Merry go round rides)	Extreme	<p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on carnival rides expectations and rules prior the commencement of the excursion &amp; activity.</p> <p>The children will be reminded to only approach/ride activity at instruction of Amazement staff.</p> <p>AMAZEMENT Staff will ensure safety during rides, with safety checks of belts, rides &amp; equipment done prior &amp; during each use.</p> <p>NWOOSH staff will be assisting amazement staff during each ride. Instructing children as necessary for all rides. If children are unable to listen to correct instructions given to participate on ride, then they will not be allowed to participate.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
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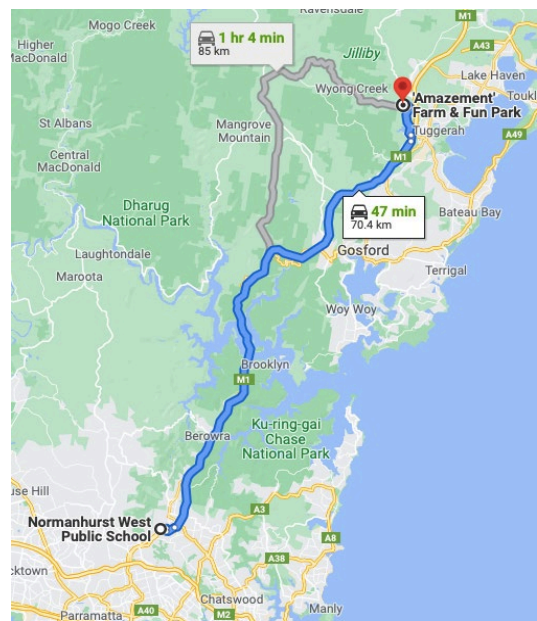
## Risk Benefit Analysis

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	* Learn about animals in the petting zoo, as well as the animals at the adjoining Central Coast Zoo, whilst on the train ride
* Child Protection issues with members of the public	* Developing knowledge and bravery in interacting with and feeding animals
* Injury to children or staff from slips / trips / falls	* Interage groupings to allow for opportunities for leadership and group skills
* Choking / food allergy issues when consuming food brought from home	* Use of navigational skills whilst traversing the maze
*Injuries occurred from Maze activities	* Developing problem solving skills by challenging fears whilst being in the maze
* Injury to children or staff from animal bites/ slips / trips / falls	* Becoming familiar with excursions again in a post-lockdown world, and learning how to be safe whilst still enjoying ourselves.
* Injury from bus accident / breakdown / braking	* Making friends and socialising through recess/lunch interaction
*Injury from play equipment/Rides.	* Relaxation and Recreation
	* FUN in an open farm space!



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**

# Amazement Farm and Fun Park – Site Risk Assessment

Site Address: 170 Yarramalong Rd, Wyong Creek, NSW 2259

Version V1.01 (November 2020)

Review Date November 2021

Guest type	School Groups, Pre-school Groups, Vacation Care Groups, OOSH Groups, Childcare Groups, Home-school Groups, Playgroup Groups, Child and young person's Community Groups or other similar groups with guests under the age of 18 years.
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Hazards	Possible Risks	Likelihood	Consequence	Risk Rating	Control Measures
Car Park	<ul style="list-style-type: none"> <li>Child hit by motor vehicle</li> <li>Motor Vehicle Accident</li> </ul>	Rare	Extreme	Medium	<p><i>General</i></p> <ul style="list-style-type: none"> <li>Car Park Speed Limit 10km/h</li> <li>Speed hump at beginning of driveway to the venue to slow entering traffic heading to carpark</li> <li>Multiple Speed Signs indicating speed limit and "watch out kids about"</li> </ul> <p><i>Responsibilities of the Visiting Group</i></p> <ul style="list-style-type: none"> <li>Children and young people to be supervised and guided by designated people (Adult Workers / Adult Guardians) associated with the group</li> <li>Guide children and young people in a safe manner from the carpark area to and from the admission point in a safe manner.</li> <li>Verbally brief Children and young people about safety in the carpark area and give directions on where and how to move.</li> </ul> <p><i>Responsibilities of Amazement</i></p> <ul style="list-style-type: none"> <li>Ensure signs are in good condition, legible and easy to see for all guests.</li> </ul>

					<ul style="list-style-type: none"> <li>Ensure this Risk Assessment is sent to the visiting group prior to their visit.</li> </ul>
Uneven ground - Slip, Trip and Fall	<ul style="list-style-type: none"> <li>Bruises</li> <li>Abrasions</li> <li>Cuts</li> <li>Sprains</li> <li>Fractures</li> </ul>	Unlikely	Moderate	Medium	<p><i>General</i></p> <ul style="list-style-type: none"> <li>As per the rules of entry signage, no running in the park</li> <li>Appropriate footwear to be worn at all times</li> <li>Appropriate clothing to be worn at all times.</li> <li>Common sense and care to be taken when walking around the park, there is steps, gardens, fences, ramps and areas where people may trip and fall if they are not sensible in their actions.</li> </ul> <p><i>Responsibilities of the Visiting Group</i></p> <ul style="list-style-type: none"> <li>Children and young people to be supervised and guided by designated people (Adult Workers / Adult Guardians) associated with the group</li> <li>Guide children and young people in a safe manner around the park</li> </ul> <p><i>Responsibilities of Amazement</i></p> <ul style="list-style-type: none"> <li>Ensure no obvious areas where guests can slip, trip or fall are accessible by visitors</li> <li>If there is an unavoidable area that could pose a possible slip, trip or fall hazard it is either clearly sign posted or groups are verbally briefed about the area.</li> </ul>
Animals	<p>Physical Injuries</p> <ul style="list-style-type: none"> <li>Bites</li> <li>Scratches</li> <li>Kick</li> <li>Push over</li> </ul>	Unlikely	Minor	Low	<p><i>General</i></p> <ul style="list-style-type: none"> <li>Animals can be unpredictable and there is some risk with close contact with animals</li> <li>Common sense and care to be taken when interacting with animals. Must be gentle, courteous and respectful toward the animals.</li> </ul> <p><i>Responsibilities of the Visiting Group</i></p>

					<ul style="list-style-type: none"> <li>Children and young people to be supervised and guided by designated people (Adult Workers / Adult Guardians) associated with the group</li> <li>Guide children and young people follow safety signs and instructions offered by Amazement Staff when interacting with the animals</li> <li>Children and young people must be briefed verbally on being kind and respectful towards the animals in the park.</li> </ul> <p>Responsibilities of Amazement</p> <ul style="list-style-type: none"> <li>Animals used for public interaction are selectivity picked as suitable animals by the Animal Care staff. Their behaviors is constantly assessed and monitored to ensure they are suitable for public interaction.</li> <li>Animals used in free contact interaction are under constant supervision of an Amazement Staff member.</li> <li>Should any animal show signs of stress, anxiety or aggression the animal interaction must stop immediately.</li> </ul>
Animals	Biological <ul style="list-style-type: none"> <li>Zoonotic Disease</li> </ul>	Rare	Major	Low	<i>General</i> <ul style="list-style-type: none"> <li>Animals are regularly screened for potential diseases that may or may not be zoonotic. They are where possible treated for or given preventative treatment to be free of disease under veterinary advice and/or zookeeper advice.</li> <li>All people coming into contact with animals are required to wash their hands before and after (or hand sanitize).</li> <li>Do not kiss animals put hands in your mouth after touching animals.</li> <li>Any cuts or open wounds must be cleaned and covered</li> </ul>
Trackless Train Ride	<ul style="list-style-type: none"> <li>Jerking / Bumpy Ride</li> </ul>	Unlikely	Major	Medium	<i>General</i> <ul style="list-style-type: none"> <li>All guests riding the train must follow the train rules</li> </ul>

	<ul style="list-style-type: none"> <li>Arms being caught in doors, against fixed objects</li> <li>Motion Sickness</li> </ul>				<ul style="list-style-type: none"> <li>➤ Riders must remain seated at all times</li> <li>➤ Riders must keep all body parts inside the trains at all times</li> <li>➤ Follow directions of Train Ride staff</li> </ul> <p><i>Responsibilities of the Visiting Group</i></p> <ul style="list-style-type: none"> <li>Children and young people to be supervised and guided by designated people (Adult Workers / Adult Guardians) associated with the group</li> <li>Guide children and young people in a safe manner on the train ride (as well as boarding and disembarking the train ride).</li> </ul> <p><i>Responsibilities of AmazeMENT</i></p> <ul style="list-style-type: none"> <li>Ensure all doors are secured before train is moving</li> <li>Verbally tell each carriage the train rules</li> <li>Monitor that riders are following the rules while ride is in motion.</li> </ul>
General Diseases	<ul style="list-style-type: none"> <li>COVID-19</li> </ul>	Rare	Extreme	Medium	<p><i>General</i></p> <ul style="list-style-type: none"> <li>All guests sign in at Admission Building COVID Register</li> <li>All guests follow and comply with the conditions of entry – visible on the admission building</li> <li>Follow sites Covid Plan</li> <li>Follow the visiting groups Covid Plan</li> </ul>

All accidents / incidents must be recorded in the Incident Report Folder (Located in the Admission Building)

First Aid:	Fire Safety:	Bathrooms:
First Aid Kit located in the Admission Building		1 x Disabled Toilet with Baby Change table

<p>At least one Amazement Staff member has their First Aid Certificate and is then the designated First Aid Officer onsite.</p>	<p>Fire Extinguishers located – Café Deck, Café Upstairs Office and Kitchen</p> <p>Fire Blanket located – Kitchen</p> <p>Fire Hose Located – Carpark (Water Source – Back Dam / Petrol Pump)</p> <p>Fire Hose Attachment Point at Front Dam (Access via Street) (Water Source – Front Dam / Fire Brigade can access to pump out water if required)</p>	<p>1 x Male Toilet 1 x Female Toilet 2 x Unisex Port-a-loo Toilets</p>
<p>Assembly Point – In case of an emergency our Assembly point is the main entrance gate at the front of the property.</p> <p><i>Exit from the park is via normal entry / exit point. There is an additional side gate exit only point along the driveway for emergency exit only.</i></p>		
<p><b>Relevant Contact Numbers</b></p> <p>Emergencies (Fire, Ambulance, Police) 000  Wyang Police Station 02 4356 6099  Fire and Rescue NSW – Wyong 02 4352 1795  Rural Fire Service – Yarramalong 02 4356 1379  RFS General 1800 679 737  Amazement Farm and Fun Park - General 02 4353 9900</p>		

Appendix: Risk Matrix



		Likelihood				
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost certain
Consequence	5. Extreme	Medium	High	High	Very High	Very High
	4. Major	Low	Medium	High	High	Very High
	3. Moderate	Low	Medium	Medium	High	High
	2. Minor	Low	Low	Medium	Medium	High
	1. Insignificant	Low	Low	Low	Low	Medium