

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Monday 11th April 2022	Excursion destination:	Phillip Ruddock Water Playground Yates Ave, Dundas Valley 2117
Departure and Arrival Times from each location:	Leave Centre 10am, Arrive 10:30am, Morning Tea, Water Playground, and Play area, Lunch, Group Games, Bus 2pm for arrival back at centre at 2:30pm.		
Proposed Activities	Morning Tea, Water Play, Playground game, group games & 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 adjacent to the playground. Pickup adjacent to playground and
Name of RPD	Roslyn Doyle	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: 35 Actual:	Number of educators/parents/volunteers / adults:	Estimated: 4 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 restriants (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 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, group play sports equipment etc
<input type="checkbox"/> Other items: backpack	<input type="checkbox"/> Medication Form
<input type="checkbox"/> Whatsapp group created for day	<input type="checkbox"/> Hand sanitiser, gloves and disinfectant wipes

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 on the touchscreen 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	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.	Educators and children	Prior to leaving Centre / as part of daily WHS check	Low

			<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>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 directly adjacent to the park</p> <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>	<p>Children-directed by Educators</p> <p>Educators</p> <p>Educators</p>	<p>Before departure and reminders throughout the day.</p> <p>Prior to leaving the Centre</p> <p>Before leaving the service & reapplied every two hrs.</p>	
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> <p>Parents will be reminded to pack wet weather gear as part of the daily requirements section of the vacation care email.</p>	<p>Children, directed by educators</p> <p>Educators and Parents</p>	<p>During briefing, prior to excursion, and whilst on excursion</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p>

Outdoor Play	Outdoor Play	Extreme	<p>Educators will ensure shaded play areas are available to children if UV climbs. If UV is predicted to be too high, alternatives to the excursion will be sought prior to leaving for the excursion</p> <p>children will be required to bring Rashie's on the excursion for sun safety.</p>	<p>Children directed by Educators.</p> <p>Educators, Children and Parents</p>	<p>This will be planned at minimum the day prior to leaving the service, and then again reviewed when UV rating is reviewed during WHS check the morning of the excursion</p> <p>Parents will be informed during booking and on the Vacation Care Excursion</p>	Low
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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. The toilets are a reasonable distance from the playground, so all children will be taken at break times to avoid individuals needing to use the bathrooms during playtime.</p> <p>Soap and paper towel is available in the boys, girls and disabled toilet.</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

Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space.	Educators	During excursion	Low
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	4 picnic tables, and multiple seats are available in the space. Children will be required to sit in one of these spaces 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	Children will be reminded to watch their step when getting on and off the bus at the stops. 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. 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.	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 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 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 the Venue on thr footpath directly adjacent to the playground.	Educators	During Excursion	Low
Phillip Ruddock Water Playground	Slippery surfaces	High	<p>Children will be required to take their shoes off to play in the water area. Where they wish to move to the other playground, toilets, their bags or the eating area, they will be required to put their shoes on.</p> <p>All water play areas have appropriate gripped surfaces to avoid slipping. Dry shoes on will ensure less chance of slipping when in other areas.</p>	Educators to remind children.	During excursion	Low
Phillip Ruddock Playground	Injury from swings	High	Children will be reminded to leave a large swing room if walking around the swings. An Educator will be positioned close to the swings if anyone is using these, to redirect children	Educators to remind children.	On arrival at the venue and then throughout the day	Low

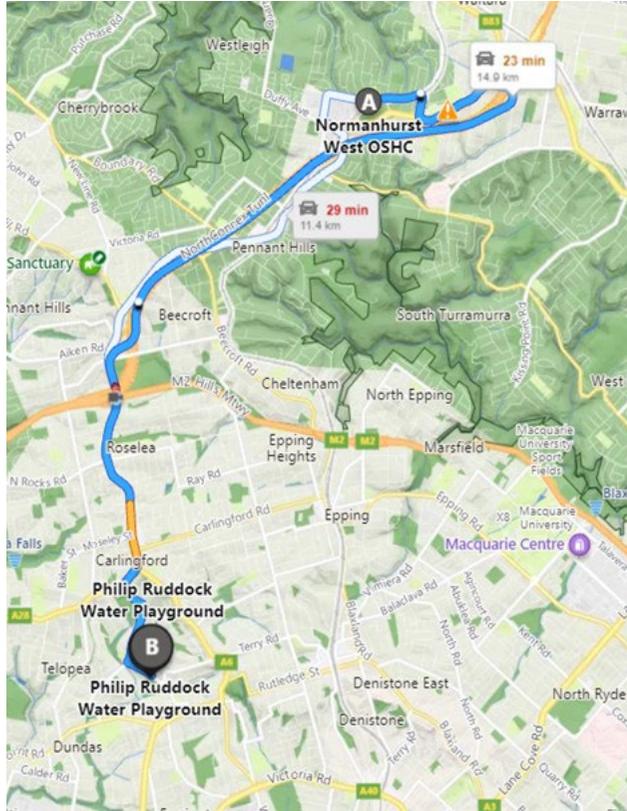
Risk Benefit Analysis

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	* Encourage negotiation and problem solving through children organising their play experience with their peers
* Choking / food allergy issues when consuming food brought from home	* For children to take increasing responsibility of their safety, and learn more about water safety
* Allergies or injuries from swings at playground	* For children to develop self regulation skills through play experiences
	* 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 3**



Entry & Exit of venue

Please help us keep Philip Ruddock Water Playground open by checking-in and following the most recent COVID-19 NSW Health advice rules.

The current COVID-19 virus is highly contagious. Please help stop the spread.

If unwell, please get tested and stay home.



Please wear a mask and maintain 1.5m physical distance from others.
Don't shake hands or exchange physical greetings.
Practice good hand hygiene (soap provided in public toilets).

This water playground is open for exercise and active play only.
Recommended maximum number of people in Splash-Pad area: **35**
During busy times, please limit your use of the Splash-Pad to **30 minutes**.

Use QR code to check-in and check-out.



Help stop the spread nsw.gov.au/covid-19
Visit cityofparramatta.nsw.gov.au/recreation/our-parks/water-parks

COVIDSAFE INFO



ENTRY TO PARK / PLAYGROUND



WATER REFILL STATION ADJOINING PARK



PICNIC TABLES AT PARK



PLAY EQUIPMENT



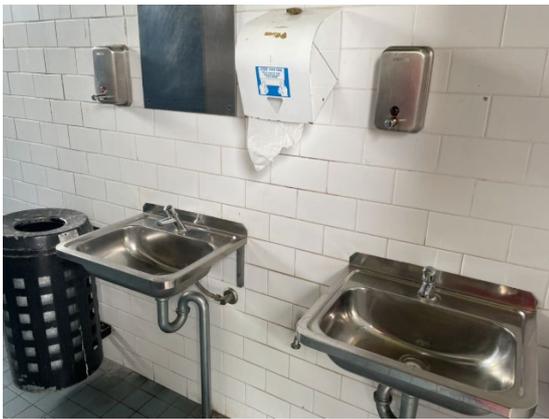
PLAY AREA



PARK RULES



WALKWAY TO TOILET BLOCK



BATHROOM SUPPLIES

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



Your COVID-19 Safety Plan

Gyms and indoor recreation

Business details

Business name	City of Parramatta Council - Philip Ruddock Water Playground
Business location (town, suburb or postcode)	Dundas Park, Yates Avenue, Dundas Valley
Select your business type	
Swimming pools, saunas and spas	
Completed by	Erin Hrouda
Email address	ehrouda@cityofparramatta.nsw.gov.au
Effective date	11 September 2021
Date completed	22 September 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Signposted Conditions of Entry to include instructions for staff and visitors to stay away from water playground if unwell or if they have been identified as a close contact or a person with Covid-19.

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

Agree

Yes

Tell us how you will do this

- Regular COVID-Safe news and updates sent to all staff from the City of Parramatta People & Culture team.
- Staff can use the online resource to check symptoms:
<https://www.health.gov.au/resources/apps-and-tools/healthdirect-coronavirus-covid-19-symptom-checker>.
- Staff are encouraged to participate in Learning & Development training modules aimed at assisting staff to be COVID-Safe.
- Staff are notified and aware of the situations where face masks are either strongly recommended or mandatory to be worn in and around the workplace dependant on current Mandatory Face Coverings Public Health Orders.
- Staff are aware that the correct fitting of facemasks, covering mouth and nose must be observed and must communicate this to visitors/patrons if required.
- Face Mask signage displayed in prominent locations in the workplace such as in the foyer areas and messaging reminding workers and members of the public.
- Staff have been trained in the additional COVID-Safe cleaning requirements and are aware of the increased COVID-Safe cleaning requirements and cleaning checklists within the venue.
- Staff have been trained in the process of collecting and storing contact details of all visitors electronically.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Display patron safety Information posters, which include the conditions of entry at water playground entrances and on website. Included in this are the requirements to stay away if unwell and the mandatory check-in process (QR Code check in).

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable to water playgrounds (no sub-premises).

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

- City of Parramatta have setup a Special Leave incentive for staff who are getting a vaccination during work hours.
 - People and Culture team send out on a regular basis COVID update to all staff via email and vaccination is a part of this with links to more information about vaccines as well as strongly encouraging staff to speak with their healthcare professional if they have any concerns about the vaccine.
 - A staff survey has been conducted to ascertain the vaccination status of staff. Where applicable staff will not be allowed to work if not in adherence with public health orders.
-

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.

Note: Gym and group dance classes must not exceed 20 persons.

Agree

Yes

Tell us how you will do this

- Placing signs around the water playground reminding adults to stay 1.5 metres distance apart.
- Staff to monitor congestion in specific areas. City of Parramatta Community Safety Officers/Rangers to undertake random visits and encourage compliance with Public Health Orders or report to local Police in the case of overcrowding.
- City of Parramatta to measure area of water splash pad and divide by 4 to calculate maximum number of adults allowed in water playground at any given time (children excluded from calculation). This number is to be signposted as a guideline for adults attending the water playgrounds. Note: 25 person limit not to be used for water playgrounds due to the fact that they are outdoor facilities.
- This number will also be used to assist City of Parramatta Community Safety Officers/Rangers during random visits to water playgrounds.
- Where Community Safety Officers/Rangers observe significant failure to comply with Public Health Orders, local Police will be contacted (local Police to be provided with Council contact to deactivate water playgrounds if/when deemed necessary).

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

Placing signs around the water playgrounds reminding adults to stay 1.5m apart (signs will encourage the wearing of face masks in accordance with Public Health Orders).

Avoid congestion of people in any specific areas within the venue where possible, such as change rooms and other communal facilities.

Agree

Yes

Tell us how you will do this

- Signpost to encourage a 30 minute time limit for water playground use during busy times (specifically splash pad area).
- Reference will be made on signage to comply with Public Health Orders (conditional to water playground remaining open).
- Where Community Safety Officers/Rangers observe significant failure to comply with Public Health Orders, local Police will be contacted (local Police to be provided with Council contact to deactivate water playgrounds if/when deemed necessary).

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

Agree

Yes

Tell us how you will do this

- Placing signs around adjacent areas reminding adults to stay 1.5m apart.
- Signs will encourage the wearing of face masks in accordance with Public Health Orders immediately outside the water playgrounds.

Singing by audiences is not allowed in indoor areas.

Dancing is not allowed in indoor areas except for group dance classes, where no more than 20 people are permitted to dance.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

Not applicable.

Ventilation

Review the 'COVID-19 guidance on ventilation' available on [nsw.gov.au](https://www.nsw.gov.au) 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

- Not applicable to outdoor water playgrounds.
- Applicable to public toilets serving water playgrounds.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

- Water playgrounds are in an outdoor setting within public parks and adjacent to children's playgrounds. They are therefore wholly outdoor environments.
- Water playgrounds are co-located with nearby public toilet facilities which although are indoors, are naturally well ventilated with open ventilation (designed to remove

odours).

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

Agree

Yes

Tell us how you will do this

- The nearby public toilets are already naturally well ventilated to remove odours. However, where the public toilets have a secondary door to the outside, these will be propped open to increase ventilation to wash basin area.

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

- Not applicable (public toilets are naturally rather than mechanically ventilated).
- Not applicable to water playground area (outdoor only).
- Signs will encourage the wearing of face masks in accordance with Public Health Orders while using amenities.

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

Not applicable (public toilets are naturally rather than mechanically ventilated).

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

Not considered necessary for outdoor water playgrounds or naturally ventilated public toilets (where the public toilets have a secondary door to the outside, these will be propped open to increase ventilation to wash basin area).

Hygiene and cleaning

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

Note: People engaging in strenuous physical exercise are exempt, unless they are participating in an indoor gym class or dance class.

Agree

Yes

Tell us how you will do this

Signs will encourage the wearing of face masks in accordance with Public Health Orders while outdoors and while using public toilets.

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

Agree

Yes

Tell us how you will do this

Supply soap in toilets rather than sanitiser as it would be highly susceptible to tampering or vandalism in public setting.

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

Agree

Yes

Tell us how you will do this

Soap and paper towels (or hand dryers) to be provided within toilets and checked/restocked a minimum of once a day.

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. Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use. Encourage visitors to wipe down equipment after they have finished using it

Agree

Yes

Tell us how you will do this

Not applicable to water playground (outdoor only). However, we will have an increased cleaning regimen to clean touch points within playground once a day (Safework Australia guidelines).

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, volunteers, visitors and contractors.

Note: Community centres and halls are not required to collect electronic entry records but are strongly encouraged to do so.

Agree

Yes

Tell us how you will do this

- Display NSW Government QR code on all signage such as entrances to site and around water playground perimeter.
- City of Parramatta Community Safety Officers/Rangers to encourage visitors to use Service NSW App QR code check in where appropriate.

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

- Display NSW Government QR code on all signage such as entrances to site and around water playground perimeter.
- City of Parramatta Community Safety Officers/Rangers to encourage visitors to use Service NSW App QR code check in where appropriate.

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, volunteers, visitors 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

- Unable to monitor continuously without full time officer onsite. However, City of Parramatta Community Safety Officers/Rangers to encourage visitors to use NSW

Government QR code check in.

- Information signs to be translated into most appropriate second language for the local area of each water playground.

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

Yes