



**EPPING HEIGHTS  
OSHC**

## **Epping Heights OSHC**

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: [eppingheightsoosh@hotmail.com](mailto:eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsooshc.com.au](http://www.eppingheightsooshc.com.au)

### **Vacation Care Risk Assessment**

Name of Day: Luna Park

Date: 3/10/19

Number of children:

Which risk assessment safety points are relevant for today? (Please tick)

- ☒ Adventure Play    ☐ Animals    ☐ Art & Craft / Creative activities  
☐ Bushland/Water environments    ☒ Children with additional needs  
☐ Food & Cooking    ☒ Media & Entertainment    ☒ Sport/Physical activity  
☐ Water Play    ☒ Excursion travel

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☒ No ☐

If yes, please record name of staff member conducting site visit as well as the date of the visit.

Amy Parsons – 24/9/19

Is there a site-specific risk assessment for the venue? Yes ☒ No ☐

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.



**EPPING HEIGHTS  
OSHC**

## **Epping Heights OSHC**

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: [eppingheightsoosh@hotmail.com](mailto:eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsoosh.com.au](http://www.eppingheightsoosh.com.au)

### **RISK ASSESSMENT – Luna Park**

<b>Potential Hazard</b>	<b>Who is at Risk?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>	<b>Preventative Measures</b>	<b>Responsibilities</b>
Children getting lost on their way to the toilet.	All Children	<ul style="list-style-type: none"> <li>Brief children about toileting instructions before we leave (going in partners, asking a staff member etc.)</li> </ul>	4	<ul style="list-style-type: none"> <li>Staff to monitor children going to the toilet.</li> <li>Send children to the toilet in pairs, ensure they know where they are going or take a group.</li> </ul>	All staff
Trips/falls	All children All staff	<ul style="list-style-type: none"> <li>Park surfaces are even and free of obstacles</li> <li>Floors, steps and stairs have been treated with anti slip paint/materials</li> <li>Wet Floor warning signs use to warn public of any wet surfaces.</li> <li>All EHOSCH Staff are trained in first aid</li> </ul>	4	<ul style="list-style-type: none"> <li>Remind children to watch where they are walking.</li> <li>All EHOSCH Staff to carry First Aid kits</li> </ul>	All staff
Personal Injury due to being on a ride.	All Children All staff	<ul style="list-style-type: none"> <li>Safety debriefing before we leave – mentioning safety regarding the rides at Luna Park.</li> <li>Staff supervision will be off the rides ready to commence First Aid/Contacting</li> </ul>	1	<ul style="list-style-type: none"> <li>Staff to carry First Aid Kits</li> <li>Contact will be made with Ambulance, Luna Park Stewards and Parent/Guardian's</li> </ul>	All staff



**EPHING HEIGHTS  
OSHC**

## **Epping Heights OSHC**

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: [eppingheightsoosh@hotmail.com](mailto:eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsooshc.com.au](http://www.eppingheightsooshc.com.au)

		<p>Ambulance, Luna Park Stewards and Parent/Guardian's</p> <ul style="list-style-type: none"> <li>- Each Staff will have Radio's on them.</li> </ul>			
Separated/ Lost child	All children	<ul style="list-style-type: none"> <li>- Staff debriefing be we leave – our procedure for a lost child</li> <li>- Brief children on out of bounds rules – i.e. 'if an educator can't see you, you are out of bounds.'</li> <li>- Maintain staff to child ratio of 1:15.</li> <li>- Staff member allocated to supervise groups.</li> </ul>	<b>4</b>	<ul style="list-style-type: none"> <li>- Staff to keep a 1:15 ratio at all times</li> <li>- All staff to have radio's on them at all times</li> </ul>	All staff
Motion sickness due to nature of spinning rides.	All children All staff	<ul style="list-style-type: none"> <li>- All First Aid Kits are equipped with vomit bags.</li> <li>- There will be one staff in each group with a First Aid Kits</li> <li>- Excursion bag has a spare change of clothes if required</li> <li>- A roll of all Parents contacts is in the excursion bag to notify parents</li> </ul>	<b>4</b>	<ul style="list-style-type: none"> <li>- Staff to have First Aid Kits on them at all times</li> </ul>	All staff



**EPHING HEIGHTS  
OSHC**

# **Epping Heights OSHC**

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

## **Risk Assessment Matrix**

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
<b>VERY HIGH</b> - Injury, illness, permanent disability or ill health	1	5	2	3
<b>HIGH</b> - Long term illness or serious injury	1	2	3	4
<b>MEDIUM</b> - Medical attention and several days of work	2	3	4	5
<b>LOW</b> - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment:

<b>Venue name</b>	Luna Park Sydney			
<b>Location</b>	1 Olympic Drive, Milsons Point NSW 2061			
<b>Phone number</b>	(02) 9033 7500		<b>Fax number</b>	(02) 9929 7580
<b>Web address</b>	www.lunaparksydney.com			
<b>Insurance</b>	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
<b>Activity/program</b> <i>Please list</i>	<b>Recommended age group/fitness level/prerequisite skills</b>	<b>Staff accreditation/competence</b> <i>for this activity/program</i>	<b>Potential risks</b> <i>List hazards/risks related to each activity/program and the venue</i>	<b>Control Strategies</b> <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Amusement Rides	Varying requirements depending on the individual rides please website for more information	Staff are all trained and signed off on a ride before they are allowed to operate unsupervised.	Personal Injury due to falling off a ride. Injury due to faulty ride restrain system Motion sickness due to nature of spinning rides. Injury resulting from not following the instructions of ride operators. Injuries resulting from rides. Malfunction due to the extreme weather conditions.	<ul style="list-style-type: none"> <li>• All rides carry a daily maintenance check by qualified maintenance staff.</li> <li>• All rides carry a daily pre-operational check by ride operator.</li> <li>• All rides carry current SafeWork NSW certification after undergoing and passing engineer's inspections.</li> <li>• Risk assessment and hazard identification conducted for all LPS rides</li> <li>• Rides not operated during extreme weather condition: wind, rain, lightning, extreme temperatures.</li> <li>• All rides fitted with SafeWork NSW approved restrain systems</li> <li>• All rides carry a safety spiel which is broadcasted to riders before and during ride cycle.</li> <li>• All ride staff trained in ride operating procedures and subject to daily performance audits.</li> <li>• All ride staff trained in identifying and reporting hazards and rides operational faults.</li> <li>• All staff trained to offer First aid assistance if required.</li> <li>• First aid services available at the Guest Relations Area.</li> </ul>

General movement throughout the park	No minimum requirements	N/a	Trips, slips, heat related illness	<ul style="list-style-type: none"> <li>• The park is thoroughly checked throughout the day by the various different departments responsible for specific areas.</li> <li>• Park surfaces are even and free of obstacles</li> <li>• Floors , steps and stairs have been treated with anti slip paint/materials</li> <li>• Any spills reported are immediately cleaned by roaming Stewards</li> <li>• Wet Floor warning signs use to warn public of any wet surfaces.</li> <li>• Guests advised that enclosed footwear must be worn at specific Coney Island rides: Wonky Walk, Turkey Trot.</li> <li>• Any obstacle/ hazard immediately removed by roaming Stewards or isolated with the use of barricades.</li> </ul>
Separated/Lost child	No Minimum	As per school guidelines	Anxiety/confusion Abduction Physical abuse Personal injury	<ul style="list-style-type: none"> <li>• School teachers to provide supervision of children</li> <li>• School teachers to be briefed on Luna Park Sydney's Lost Child Policy and procedures.</li> <li>• Any lost child to be reported to a Security officer or to the Guest Relations Desk</li> <li>• Children to be instructed to approach Security guards or attend Guest relations Desk if lost</li> <li>• Security Guards trained in Lost Child procedures</li> <li>• All Luna park staff aware of reporting procedure for lost children.</li> <li>• Working with Children checks conducted for all LPS employees.</li> <li>• Video surveillance cameras installed within Park precinct.</li> <li>•</li> </ul>

**Equipment**

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

N/a

Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes ☒

No ☐

**Other requirements**

Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue

Closed toe shoes should be worn as some rides require them.

Students should bring Hats, sunscreen and water

Luna Park recommends that school children wear their school sports uniform for comfort and easy identification

School bags are to be left in allocated cages (provided by Luna Park) and secured by the School supervisor (lock provided by school) to ensure they are secure and do not create a trip hazard for others in the park. Not to be left in throughfares.

**Supervision/services**

List services provided by venue including briefings, guided tours, supervision of activities etc

Through an affiliate we offer educational worksheets & lectures for science & technology, maths, English, visual arts, commerce, business studies (tourism) for both primary and secondary schools. Historical tours of the Park are also available.

**Access**

Are access to and egress from the premises safe and without risk to health? Yes ☒ No ☐

Is the venue wheelchair accessible? Yes ☒ No ☐

Are disabled toilets available? Yes ☒ No ☐

**Emergencies**

Are emergency procedures in place in the venue? Yes ☒ No ☐

Are employees and others undertaking work (including volunteers) trained to deal with emergency situations? Yes ☒ No ☐

**Construction/ Maintenance/ Repair**

Are licensed personnel used for all construction, maintenance and repair work? Yes ☒ No ☐

**First Aid**

Are first aid kits available for each activity? Yes ☒ No ☐

Is there a trained first aid officer at the venue? Yes ☒ No ☐

Is a first aid room available? Yes ☒ No ☐



Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?

Yes ☒ No ☐

Relevant employees who are in roles deemed to be necessary hold a Working with Children Check





Luna Park Sydney is committed to safe guard the health and safety of all of its employees, visitors, contractors and venue hires. In order to meet this commitment and comply with relevant OHS legislation a Risk Management Plan (RMP) has been developed to manage the actual and potential hazards associated with normal Park Operations and any other activities relating to the operations of the functions and entertainment venues within the Park precinct.

The RMP has been developed in accordance with the organisation's risk management procedures and comprises the following steps:

1. Hazard Identification
2. Risk Assessment as per LPS risk matrix
3. Identification and implementation of control measures
4. Monitoring and review of the RMP.

#### Risk Matrix:

CONSEQUENCES	Very Likely	Likely	Unlikely	Very unlikely
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First Aid needed	3	4	5	6
Numbers show you how important it is do to something		1 Top priority – requires immediate attention 6 Low priority – may not require immediate attention		

#### Risk Management Plan

1. Hazard	2. Potential Risks	3. Control Measures
Vehicle movement on site Including delivery trucks, forklifts and other Elevated Work platform (EWP) vehicles.  <b>Risk Score: 1</b>	<ul style="list-style-type: none"> <li>Injuries to pedestrians</li> <li>Death</li> <li>Property damage</li> </ul>	<ul style="list-style-type: none"> <li>All vehicles must contact the Security Control office on 90337595 and obtain permission to access the site prior to arrival.</li> <li>Delivery and maintenance vehicles must exit Park by 0900 am (prior to Park opening hours)</li> <li>All drivers/contractors to be inducted in and comply with LPS traffic management policies and procedures.</li> <li>Security guards to escort vehicles while on site.</li> <li>Vehicles to be driven at 5 km/hr (walking pace) at all times.</li> <li>Security guards to direct pedestrians away from traffic.</li> <li>Forklifts and EWP to be operated by authorized personnel only</li> </ul>

		<ul style="list-style-type: none"> <li>Forklifts and EWP operators comply with LPS guidelines for the operation of such vehicles</li> <li>Vehicles remaining on site to be securely parked.</li> <li>Brief all LPS staff on the prevailing conditions:</li> </ul>
<p>Slip and Trips hazards such as uneven floors, trailing cables, equipment, wet surfaces</p> <p><b>Risk score: 4</b></p>	<ul style="list-style-type: none"> <li>Potential for falls and injuries</li> <li>Damage to personal property</li> </ul>	<ul style="list-style-type: none"> <li>Park surfaces are even and free of obstacles</li> <li>Floors, steps and stairs have been treated with anti slip paint/materials</li> <li>Any spills reported are immediately cleaned by roaming Stewards</li> <li>Wet Floor warning signs use to warn public of any wet surfaces.</li> <li>Guests advised that enclosed footwear must be worn at specific Coney Island rides: Wonky Walk, Turkey Trot.</li> <li>Any obstacle/ hazard immediately removed by roaming Stewards or isolated with the use of barricades.</li> </ul>
<p>Separated/Lost child</p> <p><b>Risk Score: 3</b></p>	<ul style="list-style-type: none"> <li>Anxiety/confusion</li> <li>Abduction</li> <li>Physical abuse</li> <li>Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>School teachers to provide supervision of children</li> <li>School teachers to be briefed on Luna Park Sydney's Lost Child Policy and procedures.</li> <li>Any lost child to be reported to a Security officer or to the Guest Relations Desk</li> <li>Children to be instructed to approach Security guards or attend Guest relations Desk if lost</li> <li>Security Guards trained in Lost Child procedures</li> <li>All Luna park staff aware of reporting procedure for lost children.</li> <li>Working with Children checks conducted for all LPS employees.</li> <li>Video surveillance cameras installed within Park precinct.</li> </ul>
<p>Fire, Bomb threat Armed Hold Up and other Emergency situations</p> <p><b>Risk Score 1</b></p>	<ul style="list-style-type: none"> <li>Injury</li> <li>Death</li> <li>Fear/anxiety</li> <li>Psychological injury</li> <li>Property damage/lost</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Management Plan (EMP) developed by LPS Emergency Control Organisation</li> <li>LPS staff trained on fire and all other emergency procedures</li> <li>Fire detecting and fire fighting equipment, installed, checked and maintained as per State legislative requirements.</li> <li>Fire equipment checked daily by LPS fire wardens</li> <li>Hazardous materials stored at appropriate locations away from ignition sources.</li> <li>LPS staff trained in Evacuation procedures.</li> </ul>

		<ul style="list-style-type: none"> <li>Relevant external organisations (Fire Brigade, Police, Ambulance) consulted during the development and implementation of LPS's EMP.</li> </ul>
<b>Electrical hazards</b> <b>Risk Score: 1/2</b>	<ul style="list-style-type: none"> <li>Injuries resulting from contact with electrical equipment including shocks, electrocution and electrical burns.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical equipment tested and tagged as per Workcover guidelines.</li> <li>Faulty electrical equipment removed from public area.</li> <li>Work areas isolated from the general public.</li> </ul>
<b>External Contractor work within the public areas.</b> <b>Risk Score: 2/3</b>	<ul style="list-style-type: none"> <li>Injuries resulting from contact with contractors equipment/tools</li> </ul>	<ul style="list-style-type: none"> <li>Contractors inducted in LPS procedures regarding work in public areas.</li> <li>Whereas possible contractor work to be conducted outside Park operating hours.</li> <li>Contractor Work area isolated with the use of pedestrian barricades and warning signs.</li> </ul>
<b>Temporary structures</b> <b>Risk Score: 2/3</b>	<ul style="list-style-type: none"> <li>Injuries resulting from temporary structure collapsing and falling on members of the public.</li> <li>Injuries due to part of structure acting as trip hazard.</li> </ul>	<ul style="list-style-type: none"> <li>All structures secured and anchored in such a way as to provide maximum strength and support.</li> <li>The structure should be stable and able to withstand wind loads- Safe Work Method Statements and Risk Assessment required from structure supplier.</li> <li>No structure parts should be protruding out. Any potential trip hazards eliminated or highlighted.</li> <li>Structures to be demounted during strong wind conditions.</li> </ul>
<b>Access to back of house work areas</b> <b>Risk Score: 2/3</b>	<ul style="list-style-type: none"> <li>Injuries to members of the general public due to accessing work area because there wasn't sufficient warning information or the site wasn't correctly supervised.</li> </ul>	<ul style="list-style-type: none"> <li>Work areas isolated from general public.</li> <li>Back of house work area supervised at all times by Security personnel.</li> <li>Warning "No entry" signs located at specific areas to advise park visitors to stay clear of the area.</li> </ul>
<b>Amusement rides malfunction/risks</b> <b>Risk Score 2/3</b>	<ul style="list-style-type: none"> <li>Personal Injury due to falling off a ride.</li> <li>Injury due to faulty ride restrain system</li> <li>Motion sickness due to nature of spinning rides</li> </ul>	<ul style="list-style-type: none"> <li>All rides carry a daily maintenance check by qualified maintenance staff.</li> <li>All rides carry a daily pre-operational check by ride operator.</li> <li>All rides carry current Workcover certification after undergoing and passing engineer's inspections.</li> <li>Risk assessment and hazard identification conducted for all LPS rides</li> <li>Rides not operated during extreme weather condition: wind, rain, lightning, extreme temperatures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Injury resulting from not following the instructions of ride operators</li> <li>• Injuries resulting from rides malfunction due the extreme weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>• All rides fitted with Workcover approved restrain systems</li> <li>• All rides carry a safety spiel which is broadcasted to riders before and during ride cycle.</li> <li>• All ride staff trained in ride operating procedures and subject to daily performance audits.</li> <li>• All ride staff trained in identifying and reporting hazards and rides operational faults.</li> <li>• All staff trained to offer First aid assistance if required.</li> <li>• First aid services available at the Guest relation Area.</li> </ul>
Chemical Hazards <b>Risk: 3</b>	Injury/illness due to contact with hazardous chemical substances	<ul style="list-style-type: none"> <li>• Hazardous chemicals stored away from public areas at approved locations.</li> <li>• LPS staff trained in the safe handling and storage of hazardous chemicals</li> </ul>
Access to First aid services <b>Risk Score: 1</b>	<ul style="list-style-type: none"> <li>• Injured visitors must have prompt and adequate first aid assistance</li> </ul>	<ul style="list-style-type: none"> <li>• First aid assistance is readily available to any injured person.</li> <li>• Assistance can be requested via two way radio (Channel 1 or phone 90337507 /90337595</li> <li>• LPS has a fully equipment First Aid facility, which is managed and maintained by a Registered Nurse.</li> <li>• All ACES guards are qualified First Aid Officers.</li> <li>• Venue Managers and other Supervisors are qualified First aid officers.</li> <li>• Any injured person requiring more specialized medical attention will be referred to the local medical centre, NSW Ambulance Service or Royal North Shore Hospital.</li> </ul>
Alcohol beverages <b>Risk Score: 4/5</b>	<ul style="list-style-type: none"> <li>• Intoxication due to students accessing alcoholic drinks</li> </ul>	<ul style="list-style-type: none"> <li>• All Bar/Functions staff trained in Responsible service of Alcohol (RSA)</li> <li>• Alcoholic drinks are not readily available to minors</li> <li>• All licensed areas supervised by staff trained in RSA</li> </ul>
Environmental conditions <b>Risk Score: 4</b>	<ul style="list-style-type: none"> <li>• Sun stroke due to extreme temperatures</li> <li>• Injuries due to objects blown around by strong winds</li> </ul>	<ul style="list-style-type: none"> <li>• Shaded areas provided within the Park public area.</li> <li>• Air conditioned areas available within Park</li> <li>• Sun block available to visitors at First aid area</li> <li>• Refreshments and water available to visitors at retail outlets</li> <li>• Park may be closed if conditions considered too extreme</li> <li>• Free standing objects secured during strong wind conditions</li> <li>• Rides closed during extreme weather</li> </ul>

#### 4. Monitoring and reviewing of the RMP

- Risks will be reviewed and monitored to ensure all implemented control measures are being effective
- Any newly identified risk will be assessed as part of the organizations risk assessment procedures and either eliminated or controlled using adequate control measures
- Where a control measure is identified as non effective , changes to the conduct of an activity will be made in accordance with review recommendations
- Any recommendations and change in activity will be communicated to all relevant personnel by means of briefings and/or training.
- Recommendations in accordance with the organisation's risk assessment will be implemented in future risk analysis of similar activities.