



**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)

## Vacation Care Risk Assessment

Name of Day: Base Zero

Date: 30/09/20

Number of children: 60

Number of Educators/Adults: 7

Transport Method: N/A

Commencement Time: 1:30PM

Conclusion Time: 3:30 pm

Venue Address: Epping Heights Public School

Description of the Activities: The program involves the children rock climbing, run by outside providers.

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   Infectious Diseases

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.

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)

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Slips on wall	Children	<ul style="list-style-type: none"> <li>- Maintain existing staff to child ration 1:10</li> <li>- Utilising first aid training</li> </ul>	Med 3	<ul style="list-style-type: none"> <li>- Staff closely monitor climbers performance</li> <li>- Limit use in wet</li> </ul>	Staff
Wall falling over	Children/ Staff	<ul style="list-style-type: none"> <li>- Maintain existing staff to child ration 1:10</li> <li>- Utilising first aid training</li> </ul>	Low 4	<ul style="list-style-type: none"> <li>- Activity will be called off when in adverse weather conditions</li> <li>- Persons &gt;120 kg's prohibited.</li> <li>- Ground assessment will be made prior to wall assembly</li> </ul>	Staff/ Children
Falling of wall onto concrete ground	Children	<ul style="list-style-type: none"> <li>- Maintain existing staff to child ration 1:10</li> <li>- Utilising first aid training</li> </ul>	High 3	<ul style="list-style-type: none"> <li>- Appropriate safety protecting, provided by Base Zero, including: Harness, ropes, training and helmets</li> <li>- EH OSHC Staff Assisting Base Zero staff with pre safety checks.</li> </ul>	Staff/ Children



# 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)

## EPHING HEIGHTS

### OSHC

Uncontrolled landing	Children	<ul style="list-style-type: none"> <li>- Maintain existing staff to child ration 1:10</li> <li>- Utilising first aid training</li> </ul>	Med 3	<ul style="list-style-type: none"> <li>- Base Zero Training: short Ascent, then descend.</li> <li>- Barriers segregation for onlookers</li> <li>- Persons &gt;120 kg's prohibited.</li> </ul>	Staff
Sun Exposure	Children	<ul style="list-style-type: none"> <li>- Maintain existing staff to child ration 1:10</li> <li>- Utilising first aid training</li> <li>- Shade cloth</li> </ul>	Low 4	<ul style="list-style-type: none"> <li>- Monitor weather for the day and act accordingly</li> <li>- Children and staff to wear hats when outside</li> </ul>	Staff/ Children
Falling during access/ egress from Bungee Trampoline		<ul style="list-style-type: none"> <li>- Maintain existing staff to child ration 1:10</li> <li>- Utilising first aid training</li> <li>- Shade cloth</li> </ul>	Low 4	<ul style="list-style-type: none"> <li>- Staff to verbally indicate, to "wait until arms are raised before flips can commence". Verbally indicate to participant when lowering bungee arms "no more flips"</li> <li>- Barriers setup to create 2m separation from Bungee</li> </ul>	Children



**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 Matrix**

Consequences / Impact	Probability / Likelihood			
	<b>Very Likely</b> Could happen at any time	<b>Likely</b> Could happen some time	<b>Unlikely</b> Could happen but very rare	<b>Very Unlikely</b> Could happen but probably never will
<b>VERY HIGH</b> - Kill or cause permanent disability or ill health	1	1	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 of work	3	4	5	6

## RISK ASSESSMENT

This risk assessment has been prepared to determine the hazards which may occur whilst using the Mobile climbing Wall and its associated equipment. In addition to this Risk Assessment, the operator & client must ensure that a pre-start check list is documented prior to the start of any event. The pre-start check list is a method of checking any supporting control measures which may be relevant to a specific event or environment.

Refer to tables X, Y & Z below for criteria descriptions:

Hazards	Consequences	Who's affected?	Cause	Control Measures	Consequence category (refer to table X)	Likelihood control measures (refer to table Y)	Residual risk (refer to table Z)
<b>Vehicle &amp; Equipment manoeuvres</b>	Bodily injuries	Staff Onlookers	Hasty movements Uncontrolled access	Extreme care taken when positioning Banksman to be used when positioning Pedestrians to be redirected when necessary	Minor	Unlikely	Low
	Unable to set-up	Staff	Lack of equipment Speed or carelessness	Checking equipment prior to departure	Minor	Unlikely	Low
	Driving to and from the event	Staff Other road users		Leaving enough time to get to the event Following road rules/ speed	Catastrophic	Unlikely	Medium
<b>Loss of electrical power</b>	No lighting	Participant Staff	Generator out of fuel Power Failure	Regular fuel checks Switch to generator or Cease operators	Insignificant	Unlikely	Neg
<b>Sun exposure</b>	Sunburn	Participants Staff Onlookers	Poor sun protection	Supply of sunscreen kept within equipment available as required	Minor	Unlikely	Low
<b>Heat Exhaustion</b>	Fainting, loss of consciousness	Participants Staff Onlookers	Poor sun protection, lack of fluids and food.	Bring sufficient fluids, and food to events. Slip, Slop, Slap, Slide.	Minor	Unlikely	Low

<b>General Trip Hazards</b>	Bodily injuries	Participants Staff Onlookers	Poor cable routing Non removal of offending bollards	Cables routes to be protects Offending bollards to be removed with permission	Minor	Unlikely	Low
<b>Crowd Congestions</b>	Bodily injuries	Participants Staff Onlookers	Poor Crowd Control	Working areas to be segregated using Barriers	Minor	Unlikely	Low
<b>High Winds</b>	Wall stability concerns (refer to Wall Topples hazard below)	Participants Staff Onlookers	Incorrectly operated during adverse weather.  Misuse of Wind Guide Cables for EE Walls.	In accordance with Manufactures instructions – Do not use in adverse weather conditions (above 35 kns or 65km/h). Equipment to be erected & operated by suitably trained people in accordance with manufacture’s operating instructions.	Minor	Unlikely	Low
<b>Lightning Conduction</b>	Bodily injuries	Participant	Severe Storm Conditions with tall structure	If lightning is prevalent, all climbers must be evacuated	Major	Unlikely	Medium
<b>Falls from wall</b>	Bodily injuries	Participant Staff	Harness incorrect Harness poor fit Failure of Attachment Loop on Harness Failure of buckle on harness	Formal training in harness application. Trained staff only to fit harness. Harness checked prior to climb commencement.  Pre start checks carried out.	Major Major Major	Rare Rare Rare	Low Low Low
<b>Falls from Wall cont.</b>			Failure of cable/cylinder rod attachment. Failure of cylinder mounting pin/bolts Failure of seals in regulating cylinder. Failure of hydraulic hose.	Pre start checks carried out.  Pre start check oil leaking, and load testing. All personnel stand clear of wall raising and lowering. Pre start checks carried out. Belay wire renewed annually. Pre start checks carried out. Pre Start check.	Major  Major Major Major Major	Rare  Rare Rare Rare Rare	Low  Low Low Low Low

			Failure of quick link or belay wire damaged. Failure of swivel Failure of carabineer.	Pre start checks Carabineer at each event.	Major	Rare	Low
<b>Wall Topples</b>	Bodily Injuries	Participants Staff Onlookers	Adverse wind conditions	Do not use in adverse weather conditions Persons >120 kg's prohibited. Equipment to be erected & operated by suitably trained people in accordance with manufactures operating instructions Ground assessment prior to erection	Major	Rare	Low
			Overload at top of wall	Major	Rare	Low	
			Soft Ground	Minor	Moderate	Low	
<b>Slip on wall</b>	Bodily injuries Facial injuries	Participant	Wet surface Worn Holds Horseplay	Limit use in wet weather. Holds checked at each event. Staff to monitor climber performance.	Minor Minor Minor	Moderate Rare Moderate	Low Neg Low
<b>Dehydration</b>	Safety issue	staff	Failure to operate safely	Water available, and staff to bring with them.	Minor	Rare	Low
<b>Fall during access/ egress from Bungee Trampoline</b>	Bodily injuries	Participant	Trampoline height may be greater than one single step of participant	Staff to assist participant during access/egress from Bungee Trampolines	Minor	Moderate	Low
	Bodily injuries	Participant	Flips when bungee arms are lowered Falling off trampoline.	Staff to verbally indicate, to "wait until arms are raised before flips can commence". Verbally indicate to participant when lowering bungee arms "no more flips" Staff to set up barriers at a minimum of 2m from bungee	Moderate	Moderate	Medium

	Bodily Injuries	Staff and onlookers	Kicks from bungee jumper	tramps. All participants to remain outside of the barriers, until instructed to enter. Staff to remain vigilant, and keep well clear of jumpers.	Moderate	Moderate	Medium
<b>Uncontrolled landing</b>	Bodily injuries Collision with adjacent people	Participants Staff Onlookers	Poor technique during decent Low oil levels in Auto belay Low Air Pressure in Auto Belay Belay incorrectly primed at start up. Overweight Participant	Climbing tuition- short Ascent, then descend.	Minor	Likely	Med
				Oil & Air pressure checked at start of each event.	Minor	Rare	Neg
				Belays primed at start of each event.	Minor	Rare	Neg
				Persons >120 kg's prohibited. Barriers segregation for onlookers.	Minor	Rare	Neg
<b>Trapped at height</b>	Panic  Bodily injuries	Participant	Fear of height Clothing entanglement  Bodily parts caught	Follow Extreme Engineering Operations procedures describing recovery method	Insignificant	Likely	Low
				Sensible clothing to be worn	Insignificant	Moderate	Neg
				Proper supervision, draw attention to safety sign & top of wall buzzers.	Minor	Unlikely	Low
<b>Fire &amp; Smoke Hazards</b>	Panic Bodily injuries Fainting, loss of consciousness Trapped	Participants Staff Onlookers	Smoke inhalation can cause collapse, and respiratory issues and exhaustion. Fire across roads can trap vehicles and people within the danger area.	Review Fire warnings from government websites, and radio, regularly prior to and whilst operating at event location. Utilise face guards to reduce smoke inhalation. Asthmatics recommended not to be working on site. Take additional water.	Minor	Unlikely	Low

<b>Viral Infections</b>	Transference of viral infections to others	Participants Staff Onlookers	Poor Hygiene. Close physical contact. Poor cleaning techniques. Not self-isolating if sick.	Transference reduction training for all staff.	Minor	Unlikely	Low
				Safety barriers distance extended to segregate onlookers from climbers and staff.	Minor	Unlikely	Low
				Hand sanitiser and soap available for cleaning hands regularly.	Minor	Unlikely	Low
				Keeping hands away from face.	Minor	Unlikely	Low
				Limiting number of rotational groups of climbers.	Minor		
				Equipment cleaned regularly.	Minor	Unlikely	Low
				Infection Control Measures.	Minor	Unlikely	Low



## RISK ASSESSMENT – SUPPORTING INFORMATION

**Table X: RISK CONSEQUENCE**

This table is used to define a category for each potential consequence used in this Risk Assessment.

<b>Category</b>	<b>Definition</b>
Insignificant	<ul style="list-style-type: none"> <li>a. no injuries or fatalities;</li> <li>b. little community disruption;</li> <li>c. no environmental or other damage</li> </ul>
Minor	<ul style="list-style-type: none"> <li>a. small number of injuries;</li> <li>b. no fatalities;</li> <li>c. only first-aid required;</li> <li>d. some environmental or other damage (but not lasting)</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>a. hospital treatment required for injuries;</li> <li>b. no fatalities;</li> <li>c. some community inconvenience;</li> <li>d. some environmental damage (small long-term affect);</li> <li>e. other medium level damage</li> </ul>
Major	<ul style="list-style-type: none"> <li>a. extensive injuries;</li> <li>b. significant hospitalisation required;</li> <li>c. some services unavailable;</li> <li>d. extensive environmental damage (long-term affect);</li> <li>e. some community displacement</li> </ul>
Catastrophic	<ul style="list-style-type: none"> <li>a. fatalities;</li> <li>b. serious injuries and extended hospitalisation required;</li> <li>c. widespread community displacement;</li> <li>d. extensive and widespread damages;</li> <li>e. significant environmental damage (long &amp; short- term)</li> </ul>

## RISK ASSESSMENT - LIKELYHOOD

**Table Y: RISK LIKELIHOOD**

This table is used to define a category for each potential likelihood of the occurrence for each of the causes listed in this Risk Assessment.

Category	Definition
Rare	<ul style="list-style-type: none"> <li>a. Would only occur in highly exceptional circumstances;</li> <li>b. An extremely remote chance of an occurrence</li> </ul>
Unlikely	<ul style="list-style-type: none"> <li>a. Not likely to occur;</li> <li>b. A small, but remote chance of occurrence due to the circumstances that could arise</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>a. Likely to occur at least once, but not expected to occur much more than this.</li> </ul>
Likely	<ul style="list-style-type: none"> <li>a. Likely to occur at least once, but not an “everyday” occurrence;</li> <li>b. Preconditions will arise at times</li> </ul>
Almost certain	<ul style="list-style-type: none"> <li>a. will occur;</li> <li>b. Circumstances are likely to arise often enough throughout the vent to provide the opportunity for the risk to occur;</li> <li>c. Expect frequent, regular occurrences</li> </ul>

## RISK ASSESSMENT – RISK LEVEL

**Table Z: RESIDUAL RISK LEVEL**

The level of risk is determined by the combined effect of risk consequence and likelihood.

L I K E L I H O O D	CONSEQUENCE					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Low	Medium	High	Very high	Extreme
	Likely	Low	Medium	Medium	High	Very high
	Moderate	Negligible	Low	Medium	Medium	High
	Unlikely	Negligible	Low	Low	Medium	Medium
	Rare	Negligible	Negligible	Negligible	Low	Low

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

### General

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

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

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

BUSINESS DETAILS	
Business name:	Mobile Rock Climbing Australia Pty Ltd
Plan completed by:	Wade Morse
Approved by:	Wade Morse - Director

### > GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
<b>Wellbeing of staff and customers</b>	
Exclude staff, visitors and customers who are unwell.	Utilise visual notices provided to display at the activity. Ensure organisers of the activity are aware of the current restrictions in place. Provide all activity Organisers information and links to resources.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Operational Staff are to review and sign the company: Memorandum for all Base Zero team. Complete Infection Control Training online course. BASE ZERO COVID-19 Operational Training Guidelines. Base Zero - Return To Play event initiative. Corona Virus in the workplace Policy
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	This has been adhered to and is outlined in the Base Zero CORONA Policy.
Display conditions of entry for any customers or visitors (website, social media, entry points).	Conditions of entry signage will be displayed at all activities and events. Hygiene Posters visible along with sanitation points for entry and exiting the activity.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	The activity provided is undertaken in an outdoor environment. From 1st July, restrictions will allow outdoor sporting activities to be undertaken whilst adhering to the 4m2 policy.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	Outlined in the Base Zero Operational Training agreement. Work stations are assigned and cleaned upon shift changes.
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	Participant numbers adhere to the restrictions in place.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	Staff Traveling to the local events are encouraged to travel separately without the use of public transport.
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	Signage displayed to ensure all participants stand in the allocated position and face away from harnessing attendant. No physical contact for harness application and attachment to safety carabiner. Hand sanitation required prior to and after activity. Hand sanitation station in position.
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	All staff will maintain 1.5m physical distancing whilst setting up, or meal break, during operation and packing down after the activity has completed.
Use telephone or video for essential meetings where practical.	Communication with office personnel and event organiser will be online and over the phone.
Review regular deliveries and request contactless delivery and invoicing where practical.	Contactless deliveries have been implemented across the company.
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	Signage to maintain physical distancing will be displayed at events.
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> <li>• encourage passengers and drivers to spread out, using front and back seats</li> <li>• workers should only handle their own tools and bags where possible</li> <li>• have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant</li> <li>• encourage workers to set the air-conditioning to external airflow rather than recirculation.</li> </ul>	If staff travel together, the passenger will be encouraged to use the back seat, and set the aircon to external flow.
Have strategies in place to manage gatherings that may occur immediately outside the premises.	All events are held in the open space. Participants will be directed not to congregate around the area. A long barrier line will be implemented to encourage compliance with the social distancing regulations.

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
Provide hand sanitiser at multiple locations throughout the workplace.	Hand sanitation stations will be available at the entry and exit points of the activity. Event organisers are encouraged to provide additional hand sanitation stations throughout the area.
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Surface wipes are available to clean equipment and work stations.
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Event organisers provide the facilities at events, and are encouraged to be well stocked up with cleaning sanitation items, and provide posters at wash stations, how to wash hands.
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	The Rock Climbing Wall and equipment will be cleaned with detergent and disinfectant daily.
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	All sanitation solutions will be provided at the recommended consistency and strength.
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	All staff will wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Event organisers will be instructed to maintain a list of staff visitors and contractors for a period of 28days adhering to confidentiality and all details will be stored securely.
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	All Base Zero team members will be made aware of the COVIDSafe app, and utilise it whenever possible.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	All Base Zero Team members have been instructed to cooperate with NSW Health if contacted in relation to a positive case of COVID-19, and will notify SafeWork NSW on 131050.