

Vacation Care Risk Assessment

Name of Day: Canoelands

Date: 11/01/21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: Bus

Commencement Time: 10:30

Conclusion Time: 2:00

Venue Address: 27-29 Canoelands Rd, Canoelands NSW 2157

Description of the Activities: Farm tour, honey tasting, tractor ride, fruit picking, looking at animas

Items to be taken on the excursion: Enclosed footwear, hat, sunscreen, lunch

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, Jordan Anderson

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.

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Spills	The children may slip/fall	<ul style="list-style-type: none"> The use of wet floor signs if there has been a large spill 	3	<ul style="list-style-type: none"> Giving clear instructions to not walk around with paintings and water cups for paint brushes 	Educators have a responsibility to keep an eye on all the children and clean up any spills straight away to prevent accidents
Electricity	The children	<ul style="list-style-type: none"> Power points have flip over plastic case to cover electrical points Regular testing of electrical items takes place in line with school policies 	2	<ul style="list-style-type: none"> For vacation care we can bring or use the insertable power point covers as these are safer and harder for children to pull out and play with 	Educators have the responsibility to watch over children and make sure they aren't playing with or touching power points of electrical items
Falling/tripping	Everyone	When moving throughout the orchard, children are to only go where directed	4	Give clear instructions to children about where they are supposed to be walking	Educators must make sure children are staying in the correct areas and not wandering to places they aren't supposed to be
Sun	Everyone	Children must wear a hat whenever outside and are urged to use sunscreen	3	Children to be told before the excursion that they must be wearing a hat and to use sunscreen	Educators have the responsibility to remind the children to use sun protective gear

Allergic Reactions	Everyone	Children with allergies are known to staff and must not try the fruit or honey if applicable to them	3	Children with allergies must be reminded not to eat anything that they could be allergic to	Staff must ensure that children with allergies do not eat anything that could result in an allergic reaction
Animals Biting	Everyone	Children are given instructions on how to safely feed the animals	4	Children are told fore hand how to hold their hand when feeding the animal	Staff are to ensure children are briefed on how to feed animals correctly
Barbed wire	Everyone	Children are inside a trailer on a tractor when going past barbed wire	3	Children to be told by staff to not touch or play around the barbed wire	Children to be told by staff to not touch or play around the barbed wire
Dangerous products in packing shed	Children	If dangerous product is in the shed, children are shown a video of the shed instead of being let allowed in	3	Children told by staff that they cannot go in shed if it has dangerous product inside it	Children told by staff that they cannot go in shed if it has dangerous product inside it

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RISK ASSESSMENT FORM TEMPLATE

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
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - 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:

Risk Assessment

Business name **Canoelands Orchard**

Activity	Hazard	Risk	Management	Signature
S = significant NS; not significant				
Tractor Ride	Falling		All passengers must remain seated	<i>[Signature]</i>
Fruit picking	Sun exposure	NS	Hats and sunscreen worn	<i>[Signature]</i>
Play equipment	Falling	S	Adult supervision	<i>[Signature]</i>
Tastings	Stone fruit and honey allergies	NS	People with allergies should not taste fruit and honey	<i>[Signature]</i>
Animals	Bites or kicks	S	Animals should always be respected and may kick or bite	<i>[Signature]</i>
Packing shed	Tripping or injury to body parts	S	Visitors are asked not to touch the equipment and to watch their step while in the packing area	<i>[Signature]</i>



> 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

BUSINESS DETAILS	
Business name:	115 Christie Pty Ltd / Canoe Lands
Phone:	02-9333-1111
Approved by:	J. O'Hara

> GUIDANCE FOR BUSINESS

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

GUIDANCE	ACTIONS
Wellbeing of staff and customers Exclude staff, visitors and customers who are unwell.	1. Advise staff, visitors and customers of the importance of staying home if they are unwell. 2. Advise staff, visitors and customers of the importance of physical distancing and cleaning.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	1. Advise staff of the importance of staying home if they are unwell. 2. Advise staff of the importance of physical distancing and cleaning.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	1. Advise staff of the importance of staying home if they are unwell. 2. Advise staff of the importance of physical distancing and cleaning.
Display conditions of entry for any customers or visitors (website, social media, entry points).	1. Advise staff of the importance of staying home if they are unwell. 2. Advise staff of the importance of physical distancing and cleaning.

Physical distancing

Physical distancing

Number of businesses where there are restrictions on the number of people and the space required to have that number of people. There are any restrictions on your business by visiting the Government website. If your business does not have any restrictions, consider what measures could be taken to place to and crowd and close proximity where practicable.

Assign workers to specific work stations and minimise worker movement between work stations, where reasonably practicable. If not practical, clean with detergent/disinfectant between use.

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.

Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.

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.

Where reasonably practical, ensure staff maintain 1.6 metres physical distancing at all times (including at meal breaks).

Use telephone or video for essential meetings where practical.

Review regular delivery service to reduce contact with delivery and incoming where practical.

Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.

If staff or workers need to travel together in the same vehicle:

- encourage passengers and drivers to spread out, using front and back seats
- workers should only handle their own tools and bags Where possible have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
- encourage workers to set the air-conditioning to external airflow rather than recirculation.
- Have strategies in place to manage gatherings that may occur immediately outside the premises.



Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.

Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

ID

ACTIONS

Record keeping

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.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 1310 50.