

Vacation Care Risk Assessment

Name of Day: Bush Explorers

Date: 11/01/21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: Bus

Commencement Time: 10:30am

Conclusion Time: 12pm

Venue Address:

Description of the Activities: Children will participate in a bush explorer walk where they will complete puzzles and colouring in. They will learn about invertebrates and discuss conservation and Aboriginal heritage.

Items to be taken on the excursion:

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. Corinne Halloran and Zoe Hanna – 20/12/20

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

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 note this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment:

EcoWalker Bush Explorer Risk Management

Sydney Harbour National Park tracks provide easy access for large numbers of people to move along from one place to another safely but there are hazards. Nonetheless, EcoWalks Tours maintains an ideal ratio of 1:15 to limit the physical impact in the Sydney Harbour National Park as well as reduce the risks of injury and illness occurring.

Identify Hazards and Assess the Level of Risk

Risk Level	Low Risk	Moderate Risk	High Risk	Extreme Risk

Hazard Identified	Risk	Measures Taken to Reduce Risk
Slipping on wet surfaces		Rubber soled shoes are recommended, staff to highlight hazards to customers
Falling from cliffs/ledges		Cliff boundaries and signs displayed and briefed to all customers
Ankle, knee, wrist injury from slipping/tripping on uneven surfaces		Monitor walking pace and locations, brief customers on walking techniques on uneven ground where necessary. All EcoWalks Tours employees are qualified in first aid and carry a first aid kit
Pain, reaction from insect bite		Assess the area for spider, snake or tick bites as well as bee stings. All EcoWalks Tours employees are qualified in first aid and carry a first aid kit
Illness from snake bite		All EcoWalks Tours employees are to be vigilant when a snake is spotted and declare the area non operational until safe. All staff are qualified in first aid and carry a first aid kit and follow emergency response plan
Lighting strike to human		Weather monitoring for approaching storms. All managers subscribe to instant early alert warnings Activity is cancelled when severe storm is imminent and follow emergency response plan
Bushfire threat to area		Bushfire emergency response plan is to be followed
Discomfort due to rainfall		Customers advised to bring wet weather clothing in confirmation email.
Sunburn from exposure		Sun cream is accessible to all customers and application encouraged. Sun safe clothing recommendations are within the confirmation email
Hyperthermia from exposure		Drinking water is encouraged at facilities along the trail and customers are advised to bring water bottles in confirmation email. All staff are qualified in first aid and carry a first aid kit and follow emergency response plan

Lost customer due to wandering off from group		All customers to be briefed on operational areas and boundaries along the way and to maintain contact with the group at all times. Conduct headcounts periodically
Pre existing injuries		Customers are told to reveal any pre existing injury and illness on a signed disclaimer notice
Adults working with minors		All EcoWalks Tours employees are to maintain current working with children check and be knowledgeable of legislation requirements
Injury due to the customer being under the influence of alcohol or drugs		Customers thought to be under the influence are refused entry to tour
Injury due to language barrier		All briefs are to include obvious visual demonstrations and asking for customers to acknowledge that they understand the instructions
Risk to EcoWalks Tours due to legal proceedings resulting from incident		Adequate notification provided of hazards on customer confirmation email as well as on arrival. Every activity that customers participate in are to of completed and signed a disclaimer prior to commencing the activity. This is to acknowledge of risk and waiver of negligence for EcoWalks Tours. Additionally, employees are to identify the risks to customers and if an incident occurs during an activity then it must be reported to management using the incident report form

Possible Issues and Contingencies

Severe weather warnings and actions on procedures.

EcoWalks is to check the Bureau of Meteorology (BOM) weather forecast for Sydney 24 hours prior to a scheduled EcoWalks tour departure.

If the weather forecast issues a near gale warning or above in Sydney coastal and inland waterways, then caution is to be taken and further monitoring of the weather conditions is to be conducted.

On the morning of a EcoWalks tour departure, at no later than 7 am, the weather forecast is to be recorded and a cancellation and or a postponement of the tour is to be made if the forecast is predicted to have winds blowing at a near gale or above. Furthermore, monitor changes in weather conditions such as severe thunderstorm warnings in the Sydney area. Thunderstorms can evolve quickly and may bring hazardous rainfall, hail and lightning that may cause damage to the surrounding natural environment which then may cause injury to people. Therefore, caution is to be exercised and EcoWalks tours are to be cancelled and or postpone in order to prevent injury to guests.

Fire

Fire hazard reduction plans are provided well in advance and every effort to maintain lines of communication with rangers at the NSW Parks Middle Head Office to ensure EcoWalks Tours are not operating during a fire hazard reductions.

In the case of an EcoWalks Tour guest or another visitor to the area presents with signs and symptoms of an injury or illness then first aid will be provided. However, if in the case of a medical emergency then an evacuation of an EcoWalks Tour guest or another visitor to the area will be conducted by contacting 000 or 112 by mobile phone.

EcoWalks Tours Customer Assumption of Risk Form

- The customer must disclose any pre-existing medical or other conditions that may affect the risk that either the customer or any other person will suffer injury, loss or damage.
- The customer acknowledges that the EcoWalks Tours relies on the information provided by the customer states that all such information is accurate and complete.
- The customer acknowledges that bushwalking is an outdoor activity and that there are risks specifically associated with the activity.
- The customer understands and acknowledges the dangers associated with the consumption of alcohol or any mind altering substance. The customer accepts full responsibility for injury, loss or damage associated with the consumption of alcohol and mind altering substance.
- The customer will obey and comply with any direction given from EcoWalks Tours employees.
- The customer accepts all risk associated with the activity including the possibility of injury, death, loss or damage.
- The customer agrees to indemnify EcoWalks Tours against all claims made by any other person against EcoWalks Tours in respect of any injury, loss or damage arising out of or in connection with the customer's failure to comply with EcoWalks Tours rules and or directions.
- The customer agrees and acknowledges that, to the extent permitted by the law, EcoWalks Tours shall not be liable for any injury, loss or damage suffered by the customer or by any other person arising from or in connection with the customer's participating in an activity. The customer hereby releases EcoWalks Tours from all such claims, and indemnifies EcoWalks Tours against all claims made by or on behalf of any other person.
- All accidents, injuries, loss or damage must be reported by the customer to EcoWalks Tours before the customer leaves the tour.
- If the customer suffers any injury or illness, the customer agrees that EcoWalks Tours may provide evacuation, first aid medical treatment at the customer's expense, and the customer's acceptance of these terms and conditions constitute the customer's consent to such evacuation, first aid and or medical treatments.
- EcoWalks Tours has the authority to use and reproduce any photography taken of me for any purpose whatsoever, without further compensation to me.
- I acknowledge that I have read this assumption of risk form and that it has been explained to me. I fully understand its terms and that I have given up substantial rights by signing this form. I signed the document freely and voluntarily without any

inducement made to me and intend my signature to be completed and unconditional release of all liability to the greatest extent allowed by law.

Signature:

Date:

> 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:

Plan completed by:

Approved by:

> 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.

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

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Display conditions of entry for any customers or visitors (website, social media, entry points).

REQUIREMENTS	ACTIONS
Physical distancing	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.</p>	
<p>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.</p>	
<p>Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).</p>	
<p>Use telephone or video for essential meetings where practical.</p>	
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	
<p>Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.</p>	
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • 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. 	
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	

REQUIREMENTS	ACTIONS
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.	

REQUIREMENTS	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 13 10 50.	