

# NNOOSH OOSH RISK ASSESSMENT

PLAN PREPARED BY: Grace  
COMMUNICATED TO: Junior Group

IN CONSULTATION WITH: Ashley, Jaime, Briana  
VENUE & SAFETY INFORMATION ATTACHED:

## EXCURSION DETAILS

<b>DATE OF EXCURSION:</b> Monday 24 <sup>th</sup> January 2022		<b>EXCURSION DESTINATION/S:</b> Ultimate Family Entertainment Centre and Ice-Cream at Manly Beach	
<b>METHOD OF TRANSPORT</b> (INCLUDING PROPOSED ROUTE/S): Bus		<b>WATER HAZARDS?</b> No IF YES, DETAIL IN RISK ASSESSMENT BELOW.	
<b>PROPOSED ACTIVITIES:</b> <ul style="list-style-type: none"> <li>Playing on indoor equipment at Ultimate Family Entertainment Centre</li> <li>Eating ice-cream and sitting at Manly Beach</li> </ul>		<b>DEPARTURE TIME:</b> 9:15am <b>ARRIVAL TIME:</b> 10:30am <b>DEPARTURE TIME:</b> 12:50am <b>ARRIVAL TIME:</b> 1:50pm <b>DEPARTURE TIME:</b> 3:15pm <b>ARRIVAL TIME:</b> 3:45pm	
<b>NAME OF EXCURSION CO-ORDINATOR:</b> Ash		<b>CONTACT NUMBER:</b> 9913 2846	<b>CONTACT MOBILE NUMBER:</b>
<b>NUMBER OF CHILDREN ATTENDING:</b> Up to 50	<b>NUMBER OF EDUCATORS/VOLUNTEERS:</b> 7		<b>EDUCATOR TO CHILD RATIO:</b> 1:8
<b>FIRST AID KIT?</b> Yes <b>LIST OF CHILDREN ATTENDING EXCURSION?</b> Yes <b>CONTACT INFORMATION FOR EACH CHILD?</b> Yes <b>MEDICAL INFORMATION FOR EACH CHILD?</b> Yes		<b>LIST OF ADULTS PARTICIPATING IN THE EXCURSION?</b> Yes <b>CONTACT INFORMATION FOR EACH ADULT?</b> Yes <b>MOBILE PHONE?</b> Yes <b>OTHER ITEMS?</b> Yes	

## RISK ASSESSMENT

ACTIVITY:	HAZARD IDENTIFIED:	RISK ASSESSMENT (USE MATRIX):	ELIMINATION/CONTROL MEASURES:
<ul style="list-style-type: none"> <li>Use of public toilets</li> </ul>	<ul style="list-style-type: none"> <li>Dangerous Persons</li> </ul>	<p style="text-align: center;"><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>Staff will check bathrooms before children enter them</li> <li>Staff will always escort children to the bathroom and wait for them outside if they are empty or at the hand washing area if they are being used by the public</li> <li>Children will always take a buddy of the same gender to the toilet</li> </ul>

			<ul style="list-style-type: none"> <li>● Staff will maintain active supervision</li> <li>● Staff will do a head count before leaving the group as well as before leaving the bathrooms</li> </ul>
<b>ACTIVITY:</b> <ul style="list-style-type: none"> <li>● Entering and exiting Ultimate Family Entertainment Centre</li> </ul>	<b>HAZARD IDENTIFIED:</b> <ul style="list-style-type: none"> <li>● Lost Child</li> </ul>	<b>RISK ASSESSMENT (USE MATRIX):</b>  <p style="text-align: center;"><b>HIGH</b></p>	<b>ELIMINATION/CONTROL MEASURES:</b> <ul style="list-style-type: none"> <li>● Children to walk in a group with staff located around</li> <li>● Staff allocated a group of children as their responsibility</li> <li>● Children to wear NNOOSH vacation care shirts</li> <li>● Staff to maintain active supervision</li> <li>● Maintain Staff/Child ratio</li> <li>● Staff will set a meeting point for children in case they get lost</li> </ul>
<b>ACTIVITY:</b> <ul style="list-style-type: none"> <li>● Playing on the indoor equipment <ul style="list-style-type: none"> <li>- Climbing frames/wall</li> <li>- Trampolines</li> <li>- Slides</li> <li>- Foam pits</li> </ul> </li> </ul>	<b>HAZARD IDENTIFIED:</b> <ul style="list-style-type: none"> <li>● Child may trip/fall on equipment</li> </ul>	<b>RISK ASSESSMENT (USE MATRIX):</b>  <p style="text-align: center;"><b>MODERATE</b></p>	<b>ELIMINATION/CONTROL MEASURES:</b> <ul style="list-style-type: none"> <li>● Ensure staff at Ultimate Family Entertainment explain the rules/guidelines of appropriate behaviour</li> <li>● Group discussion with children about safety and appropriate behaviour prior to excursion</li> <li>● Active supervision of children on equipment at all times</li> <li>● First aid kit to be ready and accessible</li> </ul>
<b>ACTIVITY:</b>	<b>HAZARD IDENTIFIED:</b>	<b>RISK ASSESSMENT (USE MATRIX):</b>	<b>ELIMINATION/CONTROL MEASURES:</b>

<ul style="list-style-type: none"> <li>● Eating ice-cream at Manly Beach</li> </ul>	<ul style="list-style-type: none"> <li>● Children being exposed to members of the general public/strangers</li> </ul>	<p><b>MODERATE</b></p>	<ul style="list-style-type: none"> <li>● Group discussion with children prior to attending venue about awareness of unknown adults, safety around general public</li> <li>● Set specific boundaries where children must stay within</li> <li>● Ensure correct 1:8 staff to children ratio is maintained</li> <li>● Staff to maintain active supervision</li> <li>● Ensure staff closely monitor children entering and exiting toilets</li> </ul>
<p><b>ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>● Arriving to and departing from Manly Beach</li> </ul>	<p><b>HAZARD IDENTIFIED:</b></p> <ul style="list-style-type: none"> <li>● Lost Child</li> </ul>	<p><b>RISK ASSESSMENT</b> (USE MATRIX):</p> <p><b>HIGH</b></p>	<p><b>ELIMINATION/CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>● Children to walk in a group with staff located around</li> <li>● Staff allocated a group of children as their responsibility</li> <li>● Children to wear NNOOSH vacation care shirts.</li> <li>● Staff to maintain active supervision</li> <li>● 1:8 staff to children ratio maintained</li> <li>● Staff will set a meeting point for children in case they get lost</li> </ul>

## Centre to Ultimate Family Entertainment Centre

Head east on Namona St towards Oak St  
50 s (210 m)

Turn right onto Pittwater Rd/A8  
2 min (600 m)

Follow Powderworks Rd to Mona Vale Rd/A3 in Ingleside  
6 min (4.5 km)

Turn right onto Garden St

300 m

Turn left onto Powderworks Rd

4.2 km

Follow A3 and M2 to Windsor Rd in Baulkham Hills. Take the Windsor Rd exit from M2  
30 min (33.5 km)

Use the left 2 lanes to turn left onto Mona Vale Rd/A3  
[Continue to follow A3](#)

19.5 km

Slight left to merge onto M2 towards Blacktown/Windsor  
[Toll road](#)

13.6 km

Take the Windsor Rd exit towards Parramatta  
[Toll road](#)

400 m

Get on Briens Rd/Cumberland Hwy/A28/A40 in Northmead  
5 min (3.2 km)

Turn left onto Windsor Rd

2.9 km

Turn right to merge onto Briens Rd/Cumberland Hwy/A28/A40

350 m

Merge onto Briens Rd/Cumberland Hwy/A28/A40  
54 s (550 m)

Turn left onto Redbank Rd

[Destination will be on the right](#)

46 s (350 m)

### **Ultimate Family Entertainment Centre to Manly Beach**

Get on M2 in Baulkham Hills from Windsor Rd  
8 min (4.7 km)

Head north-west on Redbank Rd towards Balmoral Rd

350 m

Turn right onto Briens Rd/Cumberland Hwy/A28/A40

600 m

Take the Windsor Rd exit towards Parramatta/Baulkham Hls

290 m

Turn left onto Windsor Rd

2.9 km

Use the right 2 lanes to turn right to merge onto M2 towards Hornsby/Sydney

**Toll road**

600 m

Continue on M2 to Falcon St/A8. Take the exit for A8/Military Rd/Mosman/Manly from M1

17 min (23.7 km)

Merge onto M2

**Toll road**

20.5 km

Continue onto M1

2.6 km

Use the left 3 lanes to take the A8/Military Rd/Mosman/Manly exit

**Toll road**

650 m

Continue on A8. Drive to N Steyne in Manly

18 min (10.7 km)

Merge onto Falcon St/A8

**Continue to follow A8**

8.5 km

Turn right onto Kenneth Rd

**Go through 2 roundabouts**

1.3 km

Turn left onto Balgowlah Rd

220 m

At the roundabout, take the 2nd exit onto Pittwater Rd

400 m

Turn left onto Collingwood St

61 m

Turn right onto Pacific St

250 m

Turn right onto N Steyne

10 m

### **Manly Beach to Centre**

Take Harbord Rd to Pittwater Rd/A8

8 min (3.9 km)

Head north on N Steyne towards Pacific St

350 m

Continue onto Bridge Rd

150 m

Bridge Rd turns slightly left and becomes Greycliffe St

300 m

Turn left onto Queenscliff Rd

250 m

Continue onto Dalley St

160 m

Dalley St turns right and becomes Cavill St

300 m

At the roundabout, take the 1st exit onto Lawrence St

Continue onto Harbord Rd

Go through 1 roundabout

240 m

At the roundabout, take the 1st exit and stay on Harbord Rd

Go through 1 roundabout

2.0 km

Use the right 2 lanes to turn right onto Pittwater Rd/A8

Parts of this road are closed Mon–Fri 2:00 – 7:00 PM

13 min (7.9 km)

Use the left 2 lanes to turn left onto Namona St

Destination will be on the right

51 s (210 m)