

# NNOOSH RISK ASSESSMENT

PLAN PREPARED BY: Ash COMMUNICATED TO: Briana & Jaime	IN CONSULTATION WITH: SENIOR GROUP VENUE & SAFETY INFORMATION ATTACHED:
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## EXCURSION DETAILS

<b>DATE OF EXCURSION:</b> Monday 17 <sup>th</sup> January		<b>EXCURSION DESTINATION/S:</b> <b>Movies United Warriewood &amp; Mini golf</b>	
<b>METHOD OF TRANSPORT</b> (INCLUDING PROPOSED ROUTE/S): <b>Walking</b>		<b>WATER HAZARDS?</b> <b>No</b> IF YES, DETAIL IN RISK ASSESSMENT BELOW.	
<b>PROPOSED ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• Watch movie</li> <li>• Play Putt Putt</li> </ul>		<b>DEPARTURE TIME:</b> 9.30am <b>ARRIVAL TIME:</b> 10.00am <b>DEPARTURE TIME:</b> 12:30pm <b>ARRIVAL TIME:</b> 12:45pm <b>DEPARTURE TIME:</b> 3:00pm <b>ARRIVAL TIME:</b> 3:30pm	
<b>NAME OF EXCURSION CO-ORDINATOR:</b> Ash		<b>CONTACT NUMBER:</b> 99132846	<b>CONTACT MOBILE NUMBER:</b>
<b>NUMBER OF CHILDREN ATTENDING:</b> 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

<b>ACTIVITY:</b> <ul style="list-style-type: none"> <li>• Entering movies</li> </ul>	<b>HAZARD IDENTIFIED:</b> <ul style="list-style-type: none"> <li>• Lost child</li> </ul>	<b>RISK ASSESSMENT</b> (USE MATRIX): <b>MODERATE</b>	<b>ELIMINATION/CONTROL MEASURES:</b> <ul style="list-style-type: none"> <li>• Children will use a buddy system</li> <li>• All children will wear an OOSH T-shirt with the centre number on it</li> <li>• Staff are allocated a group of children for the day to accommodate head counts</li> <li>• Staff will maintain active supervision</li> <li>• Staff will set a meeting point for children in case they get lost</li> </ul>
<b>ACTIVITY:</b>	<b>HAZARD IDENTIFIED:</b>	<b>RISK ASSESSMENT</b> (USE MATRIX):	<b>ELIMINATION/CONTROL MEASURES:</b>

<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><b>MODERATE</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> <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>
<p><b>ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>● Mini Golf Course</li> </ul>	<p><b>HAZARD IDENTIFIED:</b></p> <ul style="list-style-type: none"> <li>● Trips, collisions, falls to cause injury to self or others</li> </ul>	<p><b>RISK ASSESSMENT (USE MATRIX):</b>  <b>Low/Medium Risk (Likely)</b></p>	<p><b>ELIMINATION/CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>● Ratio's will be maintained</li> <li>● Group Discussions with the children about safety will occur prior to the excursion</li> <li>● Staff will actively Supervise children at all times throughout the course</li> <li>● Staff will ensure they give clear instructions which children understand during the course</li> <li>● A first aid kit will be readily available</li> </ul>
<p><b>ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>● Mini Golf Course</li> </ul>	<p><b>HAZARD IDENTIFIED:</b></p> <ul style="list-style-type: none"> <li>● Unsafe use of equipment (Golf Putters) – children hitting other children, accidental swings</li> </ul>	<p><b>RISK ASSESSMENT (USE MATRIX):</b>  <b>Medium/High Risk (Likely)</b></p>	<p><b>ELIMINATION/CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>● Staff will Actively supervise children throughout the course</li> <li>● Ratio's will be maintained</li> <li>● Staff will asses safety of all equipment on the day – including course hazards, barriers/fencing, putters, balls</li> </ul>

			<ul style="list-style-type: none"> <li>● Staff will have a discussion with the children outlining potential hazards and expected behaviour</li> <li>● Staff will clearly explain and demonstrate to children the safe distancing between a person hitting the ball and the next person waiting in line</li> <li>● A first aid kit will be readily available</li> </ul>
<b>ACTIVITY:</b> <ul style="list-style-type: none"> <li>● Mini Golf Course &amp; movies</li> </ul>	<b>HAZARD IDENTIFIED:</b> <ul style="list-style-type: none"> <li>● Children being exposed to members of the general public/strangers</li> </ul>	<b>RISK ASSESSMENT (USE MATRIX):</b> Low/medium risk (Possible)	<b>ELIMINATION/CONTROL MEASURES:</b> <ul style="list-style-type: none"> <li>● Staff will conduct a group discussion with children prior to attending the venue about the awareness of unknown adults and safety around the general public</li> <li>● Staff will specify boundaries at the venue to the children</li> <li>● Ratio's will be maintained</li> <li>● Staff will maintain active supervision</li> </ul>

### Centre to cinema

Walk east on Namona St towards Oak St  
210 m

Turn left onto Pittwater Rd/A8  
1.0 km

Turn left onto Warriewood Rd  
240 m

At the roundabout, take the 1st exit onto Vuko Pl

Destination will be on the left

### **Cinema to mini Golf**

Walk north-west towards Vuko Pl

75 m

Slight right onto Vuko Pl

200 m

At the roundabout, take the 1st exit onto Warriewood Rd

180 m

Slight left to stay on Warriewood Rd

80 m

Turn right onto Pittwater Rd/A8

450 m

Turn left

Destination will be on the left

### **Mini Golf to Centre**

Walk west

35 m

Turn left towards Pittwater Rd/A8

18 m

Turn right towards Pittwater Rd/A8

130 m

Turn right towards Pittwater Rd/A8

32 m

Turn left onto Pittwater Rd/A8

400 m

Turn right onto Namona St

220 m