



# Venue and safety information for school excursions

Work Health and Safety Directorate



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| <b>Venue name</b>                             | Teen Ranch   |   |  |   |
| <b>Location</b>                               | 352 Cobbitty Rd, Cobbitty 2570 NSW                                     |   |  |   |
| <b>Phone number/Email</b>                     | 02 4651 2268      teenranchcamps@gmail.com                             |   |  |   |
| <b>Web address</b>                            | www.teenranch.com.au   |   |  |   |
| <b>Insurance</b>                              | Does the venue have public liability cover?      Yes                   |   |  |   |
| <b>Activity/program</b><br><i>Please list</i> | <b>Minimum recommended age group/fitness level/prerequisite skills</b> | <b>Staff accreditation/competence</b><br><i>for this activity/program</i>   | <b>Potential risks</b><br><i>List hazards/risks related to each activity/program and the venue</i>   | <b>Control Strategies</b><br><i>Outline strategies for ensuring visitor safety for this potential risk</i>  |
| Archery                                       | Year 3 and over.<br><br>No previous experience necessary.              | Internal Training and Assessment<br><br>Apply First Aid   | - Struck by arrow<br>- Bow slap (bow string hitting arm while firing)<br>- Trips & falls   | - Strict supervision and thorough safety briefing<br>- Arm protectors available   |
| Abseiling (Artificial Surface)                | Year 7 and over.<br><br>No previous experience necessary               | SISOABA304A Guide<br>Abseiling On Single Pitch Artificial Surfaces/SISOABS008<br>Lead Single Pitch Abseiling Activities On Artificial Surfaces<br><br>Apply First Aid | - Falling from height<br>- Physical injury from impact with wall<br>- Rope Burn<br>- Anxiety and fear reactions<br>- Hair stuck in descending device | - Strict supervision and thorough safety briefing<br>- Appropriate safety equipment used (checked and maintained according to industry standards)<br>- Appropriate helmets used<br>- Gloves used<br>- Voluntary participation asserted<br>- Instructors monitor participants psychological and physical well-being throughout activity<br>- Long hair tied back |

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| Bush Skills       | Year 3 and over.<br>No previous experience necessary | Internal Training and Assessment<br>Apply First Aid  | - Burns from fire<br>- Cuts, abrasions, contusions   | - Continual supervision<br>- Explanation of activity and thorough safety guidelines  |
| Canoeing          | Year 3 and over.<br>No previous experience necessary | SISOCNE305A Guide Canoeing Trips On Flat And Undemanding Water/SISOCNE005 Lead Canoeing Activities On Inland Flatwater<br><br>Lifeguard (Bronze Medallion)<br>Apply First Aid          | - Drowning<br>- Injury caused by collision, paddle or capsize  | - Identification of weak/non swimmers<br>- Strict supervision and thorough safety briefing<br>- Instruction on safely controlling the canoe<br>- Session plans modified for younger participants   |
| Challenge Course  | Year 3 and over.<br>No previous experience necessary | Internal Training and Assessment<br>Apply First Aid  | - Falling whilst participating<br>- Slips, trips & falls<br>- Dropping wooden planks on feet                                   | - Briefing on safety aspects and appropriate conduct during activity<br>- Supervision throughout activity  |
| Crate Climb       | Year 3 and over.<br>No Previous experience necessary | SISOCLA311 Guide Top Rope Climbing Activities On Artificial Surfaces/SISOCLM008 Lead Single Pitch Climbing Activities On Artificial Surfaces, Top Rope Climbing<br><br>Apply First Aid | - Falling from height<br>- Rope burn<br>- Crates falling on participants<br>- Anxiety and fear<br>- Hair stuck in belay device | - Strict supervision and thorough safety briefing<br>- Appropriate safety equipment (checked and maintained according to industry standards)<br>- Helmets worn always in hall<br>- Areas of danger identified to participants in briefing<br>- Instructors monitor & facilitate participants psychological and physical wellbeing throughout activity<br>- Long hair tied back |
| Giant Swing       | Year 3 and over.<br>No previous experience necessary | Internal Training and Assessment<br>Apply First Aid  | - Falling from height<br>- Rope burn<br>- Trips & falls (crowd haul)   | - Strict supervision and thorough safety briefing<br>- Appropriate safety equipment (checked and maintained according to industry standards)<br>- Briefings on technique for haul teams  |
| Giant Water Slide | No age restrictions.                                 | Internal Training and Assessment<br>Apply First Aid  | - Participants coming off edge of slide<br>- Participant hitting object underneath slide<br>- Fall whilst sliding              | - Instructors check selected site for any objects prior to laying the slide<br>- Thorough safety briefing & supervision  |

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| High Ropes     | Year 7 and over.<br><br>No previous experience necessary | SISOCR302A Conduct A High Ropes Session/SISOHC003 Lead Challenge Course Sessions, High Elements<br><br>Apply First Aid | - Falling from height<br>- Anxiety and fear reactions<br>- Injury from impact with facility                              | - Strict supervision and thorough safety briefing<br>- Appropriate safety equipment (checked and maintained according to industry standards)<br>- Helmets, chest and waist harness worn<br>- Voluntary participation asserted<br>- Instructors monitor & facilitate participants psychological and physical well being throughout activity<br>- Participants to complete ground school/self-rescue (practice fall) |
| Horse Riding   | Year 5 and over.<br><br>No previous experience necessary | Horse Safety Australia Instructor<br><br>Apply First Aid   | - Kicked by horse<br>- Falling from horse<br>- Bitten by horse<br>- Stepped on by horse<br>- Allergic reaction to horses | - Strict supervision and thorough safety briefing<br>- Helmets and appropriate clothing/footwear worn<br>- Thorough briefing on riding technique and horse awareness & safety<br>- Horses appropriately selected according to participants' size and experience<br>- Continued supervision whilst around horses<br>- Identification of allergies prior to camp & medication present as required                    |
| Horse Grooming | Year 3 and over.<br><br>No previous experience necessary | Internal Training & Assessment supervised by Horse Safety Australia Instructor<br><br>Apply First Aid                  | - Kicked by a horse<br>- Bitten by horse<br>- Stepped on by horse<br>- Allergic reaction to horses                       | - Strict supervision and thorough safety briefing<br>- Appropriate footwear worn<br>- Thorough briefing on horse awareness & safety<br>- Horses appropriately selected<br>- Continued supervision whilst around horses<br>- Identification of allergies prior to camp & medication present as required   |
| Low Ropes      | Year 3 and over.<br><br>No previous experience necessary | Internal Training and Assessment<br><br>Apply First Aid  | - Falling whilst participating   | - Explanation of activity and safety guidelines and spotting techniques taught<br>- Continual supervision<br>- Helmets worn  |
| Orienteering   | Year 3 and over.<br><br>No previous experience necessary | Internal Training and Assessment<br><br>Apply First Aid  | - Participants wander into other activities<br>- Trips & falls   | - Continual supervision, thorough boundary and safety briefing   |
| Pool Games     | Year 3 and over.<br><br>No previous experience necessary | Lifeguard (Bronze Medallion)<br><br>Apply First Aid  | - Drowning<br>- Slipping on pavers around pool   | - Strict supervision and thorough safety briefing<br>- Identification of weak/non swimmers<br>- No running policy and supervision<br>- Appropriate games for age level   |

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| Rock Climbing (Artificial Surface) | Year 3 and over.<br><br>No previous experience necessary | SISOCLA311 Guide Top Rope Climbing Activities On Artificial Surfaces/SISOCLM008 Lead Single Pitch Climbing Activities On Artificial Surfaces, Top Rope Climbing<br><br>Apply First Aid | - Falling from height<br>- Physical injury from impact with wall<br>- Rope burn<br>- Anxiety and fear reactions<br>- Trips & falls | - Strict supervision and thorough safety briefing<br>- Appropriate safety equipment used (checked and maintained according to industry standards)<br>- Helmets worn<br>- Gloves available<br>- Instructors monitor & facilitate participants psychological and physical well being throughout activity |
| Wet Games                          | Year 3 and over.<br><br>No previous experience necessary | Internal Training and Assessment<br><br>Apply First Aid  | - Tripping whilst participating  | - Briefing on safety aspects and appropriate conduct during activity<br>- Supervision throughout activity<br>- Appropriate clothing worn   |
| Night Hike & Camp Fire             | No age restrictions                                      | Internal Training and Assessment<br><br>Apply First Aid  | - cuts & abrasions<br>- slips, trips & falls<br>- burns from fire  | - Explanation of activity & safety guidelines<br>- Briefing on safety aspects & appropriate conduct during the activity<br>- Supervision throughout when at the campfire<br>- Appropriate clothing worn  |
| Meals                              | No age restrictions                                      | N/A  | - Adequate standard of hygiene<br>- Allergic reactions   | - Health and Safety procedures and policies<br>- Identification of allergies prior to camp (camper medication/EpiPen's available as required)<br>- Meals provided for special dietary requirements   |
| Accommodation                      | No age restrictions                                      |  | - Intruder<br>- Fire or other emergency<br>- Risk of assault   | - Teen Ranch is private property<br>- Emergency response plans in place<br>- Briefings on emergency procedures<br>- Sleeping accommodation secured and monitored by school staff<br>- Security cameras on site   |
| Child Protection                   |  |  |  | - All staff have current Working With Children Checks<br>- Separate ensuite accommodation for teachers/leaders, close to campers accommodation<br>- Child protection policies in place   |

### Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

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| Archery - bows, arrows, arm guards                             | High Ropes - chest and waist harnesses, helmets, ropes, hardware, course elements |
| Abseiling - ropes, harnesses, helmets, hardware, gloves, tower | Horse Riding - horses, saddles, bridles, reins, helmets                           |
| Horse Grooming – horses, grooming kits                         | Wet Games – equipment appropriate for each game i.e. water balloons, etc          |

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| Canoeing - canoes, paddles, lifejackets   | Low Ropes - helmets   |
| Challenge Course – purpose-built equipment appropriate for each scenario  | Orienteering – maps, grid charts, pen & direction sheets, emergency whistle |
| Crate Climb – ropes, harnesses, helmets, hardware, crates   | Pool Games - pool toys (noodles, kickboards, balls, etc)                    |
| Giant Swing - harnesses, ropes, release mechanism, hardware   | Rock Climbing - ropes, harnesses, helmets, hardware, tower                  |
| Giant Water Slide – slide   |   |
| <i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> |   |
|   | Yes   |

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| <b>Other requirements</b><br><i>Where relevant, list other requirements such as clothing, footwear and sunscreen that participants are required to bring. Indicate if any items are provided by the venue</i> | Every Activity: sunscreen available at activity, hats worn, covered shoes must be worn except canoeing, pool games, wet games & giant water slide   |
|   | Canoeing: old clothing and/or swimmers with rashie/t-shirt (suitable for getting wet/dirty)   |
|   | Horse Riding: long pants, enclosed shoes, shirts with no less than a cap sleeve   |
|   | All Ropes Activities: no skirts, long shirts and long shorts (to prevent rubbing from harnesses)  |
|   | Pool Games/Wet Games: swimmers with rashie/t-shirt  |
| <b>Supervision/services</b><br><i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>  | Teen Ranch provides qualified instructors for each specialised activity. This instructor provides technical and safety briefings for participants.  |
|   | Instructors provide supervision for those participants directly involved in the activity.   |
|   | Every user group is given an orientation meeting, outlining safety issues and site induction, on arrival at camp. A programmer is provided and is on duty during program hours.   |
| <b>Access</b>   | <i>Are access to and egress from the premises safe and without risk to health?</i> Yes<br><i>Is the venue wheelchair accessible?</i> Yes<br><i>Are disabled toilets available?</i> Yes  |
|   | <i>Are emergency procedures in place in the venue?</i> Yes<br><i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes  |
|   | <i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes   |
| <b>First Aid</b>  | <i>Are first aid kits available for each activity?</i> Yes<br><i>Is there a trained first aid officer at the venue?</i> Yes<br><i>Is a first aid room available?</i> Yes  |
|   | <i>Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998?</i> Yes<br><i>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</i><br>NSW Department of Sport and Recreation  |
|   | <i>If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?</i><br>Yes<br><i>Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?</i><br>Yes<br><i>If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Communities on (02) 9836 9200.</i> |

## COVID-19 TEEN RANCH RISK ASSESSMENT

Date: 12/08/2020

Location: Teen Ranch

| Hazard  | What is the potential risk?   | What is the likelihood that the risk would occur? | What is the level of risk?   | What are the control strategies?   |
|---|---|---|--|--|
| <b>Guests attend venue whilst COVID-19 positive</b>     | Staff or other guests becoming infected with COVID-19 (could result in serious illness or death). | Low, there have been few cases locally.           | Moderate, while there are only a few local cases the consequences may be severe. | <p>Group leaders informed of symptoms of COVID-19</p> <p>Alcohol based hand sanitiser readily available</p> <p>Instructions given to group leaders that no guests are allowed to enter the facility if they demonstrate any COVID-19 symptoms</p> <p>All adults given appropriately spaced accommodation.</p> <p>Group leader asked to confirm that no one in their group, to their knowledge:</p> <ol style="list-style-type: none"> <li>1. Demonstrates a temperature above the normal range (recorded on Contactless Thermometer) within last 24 hours)</li> <li>2. Had no known personal contact with a COVID-19 carrier (last 14 days)</li> <li>3. Are awaiting a test result for COVID-19</li> <li>4. Has exhibited any COVID-19 symptoms in last 2 days</li> </ol> <p>Posters prominently displayed outlining COVID-19 symptoms</p> |
| <b>Staff attends workplace whilst COVID-19 positive</b> | Other staff or guests becoming infected COVID-19 (could result in serious illness or death).      | Low, there have been few cases locally.           | Moderate, while there are only a few local cases, consequences may be severe.    | <p>Staff complete online COVID-19 Infection Control Training</p> <p>Staff are screened and asked to sign COVID-19 Workplace screening form at beginning of each shift</p> <p>Staff have been temperature checked before the start of any shift and not allowed to work their temperature is above the normal range.</p>  |

| Hazard | What is the potential risk? | What is the likelihood that the risk would occur? | What is the level of risk? | What are the control strategies?  |
|--------|-----------------------------|---|----------------------------|---|
|        |                             |   |                            | <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority</p> <p>Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols</p> <p>Contact the Department of Health to ensure they are aware of the diagnosis and seek their advice as to which employees are at risk of contracting coronavirus and whether the workplace needs to be shut down.</p> <p>If the employee was present in the workplace immediately prior to the diagnosis, you should also take the following additional steps: -</p> <ul style="list-style-type: none"> <li>• Notify your remaining employees that there has been a confirmed case of coronavirus in the workplace.</li> <li>• Do not disclose who the employee is.</li> <li>• Notify appropriate authorities and follow their guidelines.</li> </ul> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Staff don't have contact with delivery drivers.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, etc.</p> <p>All staff temperature checked before they start a work shift and log of results maintained</p> <p>Alcohol based hand sanitiser is also available in all staff areas including bathrooms,</p> |



| Hazard  | What is the potential risk?   | What is the likelihood that the risk would occur?   | What is the level of risk?   | What are the control strategies?   |
|---|---|---|--|--|
|   |   |   |  | <p>etc.</p> <p>Where staff meetings are required, physical distancing principles enforced</p> <p>Break/meal times are staggered to minimise the number of staff using areas at one time.</p> <p>Posters prominently displayed outlining COVID-19 symptoms</p> <p>Regular training of employees.</p> <p>Develop and implement a workplace COVIDSafety Plan.</p>   |
| <b>Transmission from delivery drivers and Contractors</b> | Other staff or guests becoming infected COVID-19 (could result in serious illness or death).        | Low as all deliver drivers and contractors provided with instructions regarding being COVID-19 safe | High if infection transmitted to staff   | <p>Contactless delivery of all goods.</p> <p>All contractors to be screened and temperature tested before they are allowed to work on site and log of results maintained</p> <p>Physical distancing procedures in place.</p> <p>All contractors to work according to their COVID-19 policy before being admitted onsite</p>  |
| <b>Spread of COVID-19 within the venue</b>                | Staff and / or guests may become infected with COVID-19 (could result in serious illness or death). | Low, there have been few cases locally.   | Moderate, while there are only a few local cases the consequences may be severe. | <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority</p> <p>Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols.</p> <p>Hand washing facilities are provided and kept clean, properly stocked and in good working order.</p> <p>Waste bins provided in accommodation and communal areas emptied regularly</p> |

| Hazard   | What is the potential risk?          | What is the likelihood that the risk would occur?   | What is the level of risk? | What are the control strategies?   |
|--|--------------------------------------|---|----------------------------|--|
|  |                                      |   |                            | <p>Physical distancing – where appropriate and practical.</p> <p>Alcohol based hand sanitiser is provided at entry to communal areas.</p> <p>Posters on hand washing are prominent in all public areas.</p> <p>Adults are provided appropriately spaced accommodation.</p> <p>Staff break/meal times are staggered to minimise the number of staff using break areas at one time.</p> <p>Where staff meetings are required, physical distancing principles enforced.</p> |
| <b>Infection due to sleeping arrangements - students</b>         | Other students could become infected | Low, AHPPC advise low risk of infection from students   | Moderate                   | <p>Brief all schools on policy as part of communication</p> <p>All sleeping facilities receive a deep clean between every change of group</p> <p>No guest permitted on camp if they display symptoms of COVID-19. Any student who displays symptoms during camp immediately isolated and COVID-19 quarantine procedures put in place</p> <p>All guests to bring own bed linen, including pillow</p> <p>Fitted sheets washed at end of each use.</p>                      |
| <b>Infection due to sleeping arrangements – teachers/leaders</b> | Other teachers could become infected | Moderate, virus could spread to small number of adults in immediate contact with staff member | Moderate                   | <p>Brief all schools on procedures during induction</p> <p>All sleeping facilities receive a deep clean between every change of group</p> <p>All guests to bring own bed linen, including pillow</p> <p>Fitted sheets washed at end of each use.</p> <p>All staff to have appropriate space between them for sleeping arrangements</p>   |

| Hazard  | What is the potential risk?         | What is the likelihood that the risk would occur? | What is the level of risk?                                     | What are the control strategies?  |
|---|-------------------------------------|---|--|---|
|   |                                     |   |  | Any staff who are deemed high risk due to existing underlying medical conditions given separate sleeping quarters.  |
| <b>Physical Distancing in Dining Room &amp; Recreation Hall</b> | Other guests become infected        | Low   | Moderate   | Maximum occupancy of people each in Dining Room & Recreation Hall maintained. Advised by NSW Government COVID restrictions.   |
| <b>Physical Distancing in Teachers Lounge</b>                   | Other guests become infected        | Low   | Moderate   | Maximum occupancy of people in Teachers Lounge maintained. Advised by NSW Government COVID restrictions.<br><br>Tables, chairs & lounges to allow 1.5m physical distancing for adults.  |
| <b>Spread of infection due to serving of food</b>               | Other guests become infected        | Low   | Moderate   | All food is appropriately covered, stored and maintained.<br><br>All food served by venue staff have access to appropriate PPE – aprons, hair nets, gloves and face masks.<br><br>All plates, cutlery, table wear etc. cleaned in commercial dishwasher |
| <b>Transmission of COVID-19 via use of outdoor equipment</b>    | Other guests become infected        | Low   | Moderate   | All equipment cleaned with sanitiser or in line with manufacturing guidelines between camps<br><br>Equipment not shared between camps unless sanitised/washed first   |
| <b>Persistent use of latex gloves</b>                           | New or aggravated latex sensitivity | Low, most gloves will not be latex-based          | Moderate, effected individuals may have a significant reaction | Staff are provided with non-latex gloves or remove gloves when not necessary.   |
| <b>Persistent use of</b>  | Dermatitis                          | Moderate, many staff will not have                | Moderate, effected   | Staff are encouraged to wash hands with soap and water for 20 secs where possible   |

| Hazard  | What is the potential risk?  | What is the likelihood that the risk would occur? | What is the level of risk?                  | What are the control strategies?   |
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| hand sanitiser                                  |  | used hand sanitiser regularly before              | individuals may have a significant reaction | as an alternative to hand sanitiser in non-medical situations  |
| <b>Activity harnessing &amp; helmet fitting</b> | Physical distancing and close contact to check and setup harness. Spread of COVID-19 | Very unlikely                                     | Low   | Staff & campers are encouraged to wash hands with soap and water for 20 secs or use hand sanitiser before and after activity sessions<br><br>Campers to get in own harness and put on helmet with limited help, staff to intervene if unsafe or incorrectly fitted and staff to check fit.<br><br>All equipment wiped down with sanitiser or washed between camp uses. Equipment not shared between camps unless cleaned first |

Please note that the information provided above was current as at 1<sup>st</sup> March 2021. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.