Wollongong Surf Leisure Resort - WHS Risk Management Plan Information for Group Excursions

Excursion Co-ordinator:	Group / Class: No. in Group:
Location: Dates of Excursion:	Accompanying Staff:
Description and Location of Excursion:	Parents, Caregivers, Volunteers: Contact Number:

Wollongong Surf Leisure Resort is a company that provides accommodation, catering and function facilities at Fairy Meadow in NSW. The accommodation is in Family Self Contained cabin style units. The catering and function facilities are through WSLR Function Centre. The following information provides background information for teachers planning to visit WSLR and will assist them in preparing their own risk assessment for their planned excursions.

Hazard Risk Areas	Priority	Hazard/Risk Identification	Elimination or Control Measures	Who	When
Coach transportation to WSLR	Low	Vehicle faulty	Book vehicle appropriate for group.	Camp Organiser	Prior to Booking
		Vehicle accidents	Ensure vehicle operators hold appropriate licences and insurance	Vehicle Operator	
			Ensure participants stay seated throughout travel.	Group Leaders	During Transportation
			Ensure seat belts are worn where fitted		
			Enforce rules and monitor behaviour.		
			Brief participants on emergency procedures.		
		Struck by vehicle during disembarking/ boarding bus.	WSLR has signage for the designated long vehicle parking zones for loading. The bus should park with the students disembarking on the main building side of the road. The bus can either perform a 3 point turn at the north west corner of the WSLR	WSLR Maintenance Group Leaders to advise bus driver	Prior to arrival

			main building with a spotter if the bus does not have reversing cameras, or drive clockwise around the perimeter road on the western side of WSLR and have the students disembark at the red zone on the western side of the main building.		
			Ensure participants enter and exit vehicle in a safe manner.	Group Leaders	On arrival
Hazard Risk Areas	**Priority**	**Hazard/Risk Identification**	**Elimination or Control Measures**	**Who**	**When**
General	Low	Participant Behaviour	Participants talked to about sensible behavior at the orientation talk.	Group Leaders	At all times
General	Low	Fire/ Flood/ Other evacuation event	WSLR's evacuation plan is to shelter in place in cabins unless and until instructed to move by authorities or park management. An evacuation diagram is displayed on the inside of every cabin front door, showing the location of the cabin and the location of the evacuation assembly point at the south west corner of WSLR's main administration building.	WSLR Admin	At all times
General	Low	Site Uninsured	WSLR has public liability insurance. Certificate of Currency provided on request to Camp Organisers	WSLR Admin	At all times
General	Low	Injury Due to WHS Issue	Construction meets relevant building codes Construction is undertaken by licensed, insured builders. WSLR has a commitment to managing WHS issues. WSLR has well stocked first aid supplies and is 5.6km from Wollongong Hospital in Crown Street. A defibrillator is located at WSLR reception and outside WSLR Reception on the NW corner of the main building.	WSLR Admin & Maintenance	At all times

			. Signage – signs will be posted to warn of hazardous situations e.g. slippery floors, etc.		
Participants walking/ crossing roads	Low	Struck by vehicle while crossing road.	Signage identifies restricted speed limit of 10kmph, Roads have speed humps in tourist areas to restrict traffic speed. Boom gate restricts access to the property to persons staying on the property only.	WSLR Maintenance	At all times
			Provide group with rules and monitor, Walk on roads only when absolutely necessary.	Group Leaders/ All	During stay
Dining Room	Low	Hot Water Burn	Tea/ Coffee is only served/ made available to adult groups.	WSLR Catering	At all times.
Swimming Pool	Medium	Unsupervised Access to the Pool	Access to the pool is restricted.	WSLR Admin	At all times.
Swimming Pool	Medium	Unsupervised Child in the Swimming pool.	Supervision by parents/ guardians/ group leaders is required at all times.	Group Leaders	When pool is used
Swimming Pool	Medium	CPR required in case of drowning.	CPR Signage is in place. A defibrillator is located at WSLR reception and outside WSLR Reception on the NW corner of the main building. One responsible adult leader must be present who can perform CPR.	Group Leaders	When pool is used

Hazard Risk Areas	Priority	Hazard/Risk Identification	Elimination or Control Measures	Who	When
Swimming Pool	Low	Sickness from incorrect chlorine levels.	Swimming Pool, spa and steam room are tested daily. Results are recorded and action taken.	WSLR Maintenance	Daily
Accommodation	Medium	Accident at WSLR	WSLR has appropriate safety measures for participants: Bunk beds have fixed safety rails. All rooms have fire extinguishers and smoke alarms. Electrical Safety Checks – appliances and rooms have regular safety checks to ensure that the room is electrically safe (test & tag labels applied) –NO electric blankets will be on beds. Regular safety and maintenance checks on beds and furniture in the rooms.	WSLR Maintenance	At all times
Accommodation	Low	Child Protection	All WSLR's cabins have their own bathrooms, so participants are not required to leave their cabins during the night to go to an amenities block.	WSLR Maintenance	At all times
Accommodation	Low	Child Protection	The sharing of cabins by participants is to be allocated appropriately.	Group Leaders	Prior to arrival.
Accommodation	Low	Child Protection	Providing adequate room supervision and instructions to participants.	Group Leaders	At all times
Meals	Medium	Health and Hygiene	Meals are prepared by people with approved Food Handling Certificates; Special diets and menus are catered for. WSLR does not allow general public into dining area with participants.	WSLR Catering team	At all times
Meals	Low	Health and Hygiene	Dining Rooms will have a floor person supervising and directing participants to ensure they move and behave in an orderly fashion while in dining area.	WSLR Catering team. Group Leaders	During Meal times

			Supervision – Group Leaders are requested to supervise their participants' behaviour during meal times.		

Hazard Risk Areas	Priority	Hazard/Risk Identification	Elimination or Control Measures	Who	When
Meals	Medium	Health and Hygiene	If Group Leaders transport meals offsite, this must be in a hygienic and safe manner. E.g. cold storage on coaches for lunches.	Group Leaders	When travelling offsite.
Security on Site	Low	Security of Participants.	Every cabin has lockable doors. WSLR has a 24 hour security service. The telephone number for the security service (4226 1966) is displayed in every room. There is a public phone at reception. Security lighting is left on at night to ensure participants can see if required on WSLR roads. WSLR has CCTV coverage across the site.	WSLR Admin and Security	At all times.
Attractions Visited	Medium	Accidents at attractions visited.	Ensure each attraction visited is appropriate for group visitation; Ensure each attraction visited has its own risk assessment in place to the satisfaction of the Group Leaders.	Group Leaders	Prior to arrival.