



RISK ASSESSMENT GUIDELINES FOR SCHOOLS

Planning your next excursion to Wannabees Family Play Town

According to NSW government legislation, all schools excursions need to complete a Risk Assessment of their planned activity.

To assist you in making a Risk Assessment of your next excursion, potential risks and recommended control strategies, we have compiled the document below, based on NSW Department of Education and Training guidelines available online from the NSW DET website.

Please be aware that Wannabees Family Play Town cannot make the assessment for you. It is your responsibility to make your own risk assessment of your proposed excursion.

We do suggest that this document should be attached as an appendix to your excursion documentation and kept on file at school.

We hope you find this document useful and if you have any questions, please contact Wannabees on Ph: (02) 8021 6902 or Email: info@wanna-bees.com.au.

Risk Assessment Forms and Guidelines can be downloaded from the School Excursion Policy pages of the NSW DET website at: https://www.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010.shtml



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Venue Name	Australian Entertainment Centres t/as Wannabees Family Play Town - Hornsby
Location	Shop 2042 136 Pacific Hwy Westfield
Phone number	80216902
Web address	www.wanna-bees.com.au
Insurance	Public and Products liability for up to \$20,000,000.00

Activity/program	Age group	Required Staff Skill	Potential Risks	Control Strategies
Arrival & Departure	All Ages	Communication	Arriving Late	It is recommended to be at the venue at least 15 mins BEFORE the session starting time. Please let Wannabees staff know of possible lateness by calling 80216902

****IMPORTANT INFORMATION ABOUT LATE ENTRY****

We aim to start our sessions on time. Your arrival a minimum of 15 mins before the scheduled session will be appreciated.

Please note that children may not be able to experience all attractions in case of late arrivals. All teachers should be aware that Wannabees staff will not rush the development of the activities to reduce the risk of falls, slips and trips.

If you are late and if you have not notified your delay, please speak with Wannabees Management immediately upon your arrival at the Venue.



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Activity	Age group	Required Staff Skill	Potential risks	Control Strategies
Accidents or incidents while at the Venue	All Children, teachers / carers	Communication	Various	In the event of any accidents or incidents in our venue, teachers or carers must advise Wannabees Management immediately on the spot. New legislation requires an Accident Report to be completed on the day of the excursion in the presence of the Wannabees Duty Manager.
Drop off & pick up facilities	All Children, teachers / carers	Organization	Traffic	Buses can use the passenger set down & pick up area located at dead end of Hunter St, this is off the main road. A small set of stairs connects this area with the corridor that leads directly to our center. Children do NOT go through the shopping center nor car parks.
Wannabees Experience	All Children	Crowd control	Students rough playing.	Please brief children beforehand about the Wannabees' playing rules and behaviour within the venue.
Venue problems	All children, teachers / carers	Communication	Power / water supply failures requiring cancellation of excursion	Schools will be offered an option to re-book another session or receive a full refund.
Bag storage	All children, teachers / carers	Organization	Lost property	Wannabees does have unlocked bag storage facilities. Lost property will be kept at Wannabees venue for up to four weeks.



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Children Behaviour in the venue	All Children	Crowd control	Bad behaviour	Disruptive students may be asked to leave the attractions area with teacher supervision. Outline a code of conduct is expected of student whilst on excursion. Rules of play are explained to the children by one of our staff members when they arrive.
Costumes/ accessories	All Children	OH&S training	Germs, bacteria & head lice exposure	All our costumes/accessories are washed and sanitised regularly in accordance with OHS regulations and standards. Costumes can be worn on top of children's uniforms. Everyday all hats, helmets, combs and brushes are sanitised with a professional lice control solution.
Access	All children, teachers / carers	Common sense	Trips, slips, falls	All access to and egress points from the premises are safe and without risk to health. Our venue is wheelchair accessible and we also have two accessible toilets available.
Other services	Cafe (teacher/s & children) as required. Optional Talk in venue for children, provided by professionals , under full supervision by teacher/s.			
Emergencies	As part of our OHS system, we have emergency procedures in place in the venue and trained staff to deal with emergency situations. Emergency back door is alarmed and reception door is locked all the time and can only be unlocked by a staff member present at reception all the time.			
Maintenance/ Repairs	Licensed personnel is used for all construction, maintenance and repair works. However, no maintenance is undertaken during operation hours.			
Child-related employment	All Wannabees staff has a current working with children check. At all times, teachers are responsible for full supervision of their children whilst on excursion at Wannabees.			