

# Canberra Park - Risk Assessment

Updated 07/11/2022

Venue	Canberra Park
Location	26 Old Well Station Road, Gungahlin ACT 2912
Phone Number	02 6130 1000
Website	<a href="http://canberrapark.com.au">canberrapark.com.au</a>
Email Address	<a href="mailto:bookings@canberrapark.com.au">bookings@canberrapark.com.au</a>
Insurance	<a href="#">Public Liability Cover</a>

Activity/Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation competence	Potential Risks	Control Strategies
<b>Activity 1.</b> The movement to and from Accommodation rooms, dining room and coach parking area.	All ages	None Required	Accident in car park area tripping/falling	<ul style="list-style-type: none"> <li>*Students are to be made aware of Canberra Park rules by teaching staff following the arrival “Meet and Greet” process.</li> <li>*Students are not to play games, or ball games in non-designated areas</li> <li>*Students should walk always and look for moving vehicles on the property.</li> <li>*Teaching staff are to be present and supervise students always whilst in public areas.</li> </ul>
<b>Activity 2.</b> Overnight accommodation	All ages	None Required	Accidents in accommodation rooms from tripping/falling and misbehaviour.	<ul style="list-style-type: none"> <li>*Floor space in rooms must be kept free of obstacles always.</li> <li>*All clothing, shoes and personal items should be stored in suitcases.</li> <li>*All suitcases should be stowed in the storage space provided.</li> <li>*Mattresses should remain on beds always. Not to be removed from beds under any circumstances.</li> <li>*Beds and bedding should be kept in a neat and tidy condition and all bedclothes to be on the beds.</li> <li>*Towels should be folded on beds or hung to dry.</li> <li>*Teaching staff should undertake daily room inspections of “ALL Students” rooms to ensure the above conditions are met.</li> <li>*Students must behave in a quiet and orderly manner whilst in the accommodation rooms.</li> <li>*No inappropriate behaviour such as pillow fights, wrestling, or jumping on/off the bed and or bunk beds is allowed.</li> <li>*Teaching staff should supervise students until all is quiet and students are asleep.</li> </ul>
<b>Activity 3.</b> Eating Meals in Dining Room	All ages	None Required	Allergic food reaction	<ul style="list-style-type: none"> <li>* For dietary requirements.</li> <li>* Students with Dietary Requirements will be served first.</li> <li>*Teaching staff must supervise students during service and ensure students with allergies do not eat something unsuitable.</li> <li>*Teaching staff must ensure that students required to carry allergy medication do so always.</li> <li>*Teaching/supervisory staff should be trained in the administration of Allergy medications carried by</li> </ul>
<b>Activity 4.</b> Eating Meals in Dining Room	All ages	None Required	Accidents in Dining Room from falling/tripping and misbehaviour	<ul style="list-style-type: none"> <li>*Students must behave in a quiet/ orderly manner when entering and exiting the dining room.</li> <li>*Students should remain seated during meals and keep the movement around the dining room to a minimum.</li> <li>*Noise should be kept to an acceptable level to allow delivery and receiving of instructions.</li> <li>*Teaching staff should keep the movement of students orderly. Rotate table by table, with only two tables standing at any one time.</li> </ul>

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				*Each student is responsible for their own plates, cups and utensils
<b>Activity 5.</b> Access to the grass area at the rear of the coach parking. bay	All ages	None Required	Accidents in the playground from tripping/falling and misbehaviour	*Area to be supervised by appropriate teaching / supervisory staff
<b>Activity 6.</b> Access to the Reception area	All ages	None Required	Accidents in the reception area from tripping/falling and misbehaviour	*Students should not have access to the reception area without the teacher's permission. *Students should be accompanied by teaching staff. *Numbers should be limited to a max of 5 at any one time.
<b>Activity 7.</b> Securing Accommodation Rooms	All ages	None Required	Potential loss of property through unauthorised access to accommodation rooms	*Teachers and students are responsible to ensure that all windows/doors are locked when in and/or departing units daily. Including mealtimes. *Teaching staff to advise reception immediately if difficulties with lock/s are experienced.