

Risk Assessment

Updated 03/03/2025

Venue	Sundown Villas
Location	205 Narrabundah Lane Symonston ACT 2609
Phone Number	02 6239 0333
Website	www.sundownvillas.com.au
Email Address	Sundownvillas.com.au
Insurance	Public Liability Cover

Activity / Program	Recommended age group/fitness level/prerequisite skills	Staff accreditation competence	Potential Risks	Control Strategies
Activity 1. Moving to and from motel rooms, to dining room and coach parking area through motel car park	All ages	None required	Accident in car park area. Tripping, slipping, or falling	<ul style="list-style-type: none"> Students are to be made aware of Motel Rules by teaching staff. Students are to play games, ball games in designated areas only. Students should always walk and look for moving vehicles. Teaching staff are to be present and supervise students always whilst in public areas.
Activity 2. Overnight accommodation in Motel Rooms	All ages	None required	Accident in Motel Rooms from tripping or falling.	<ul style="list-style-type: none"> Floor space in rooms must be kept free of obstacles always. *All clothing, shoes and personal items should be stored neatly. All suitcases should be stowed in storage space provided or neatly stored out of doorways for example. Mattresses should remain on beds always and not to be removed from beds under any circumstances. Beds and bedding should be kept in a neat and tidy condition. Towels should be folded on beds or hung to dry. Teaching staff should undertake daily room inspections of "ALL Students" rooms to ensure the above conditions are met. Students must behave in a quiet and orderly manner in rooms. No inappropriate behaviour such as pillow fights, wrestling, jumping on or off beds and or bunk beds is allowed. All electrical appliances remain locked in cupboards apart from microwave if unable to be removed before school groups arrival. Teaching staff should supervise students until all is quiet and students are asleep.

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Activity 3. Eating Meals in Dining Room	All ages	Knowledge and training in administration of medications, First Aid Certificate	Allergic food reaction	<ul style="list-style-type: none"> For dietary requirements: Sundown Villas will be notified of students with dietary requirements. Food for students with dietary requirements will be prepared separately and those students served first. Teaching staff must supervise students during service and ensure students with allergies do not eat something that will pose a risk. Teaching staff must ensure that students required to carry allergy medication do so always. Teaching/supervisory staff should be trained in the administration of Allergy medications carried by students and certified to perform first aid.
Activity 4. Eating Meals in Dining Room	All ages	None required	Accident in Dining Room from slips, trips, or falls.	<ul style="list-style-type: none"> Students must behave in a quiet/ orderly manner when entering and exiting the dining room. Students should remain seated during meals and keep movement around dining room to a minimum. Noise should be kept to an acceptable level to allow delivery and receiving of instructions. Teaching staff should keep the movement of students orderly. Rotate table by table, with only two tables standing at any one time. Each student is responsible for their own plates, glasses and utensils
Activity 5. Access to Swimming Pool	All ages	Adult / Staff supervision always when students are in the pool area	Accident in swimming pool from slips, trips or falls	<ul style="list-style-type: none"> Students must not enter the pool area unless supervised by a teacher or Adult. Teaching staff must be aware of student's location always to prevent unsupervised access to the pool area. Students and staff must obey all signs located at access point and within the pool area. Students are not to perform in any risky behaviour that could cause another student to injure themselves.
Activity 6. Access to Playground Area and Basketball Area	All ages	None required	Accident in playground from tripping or falling	<ul style="list-style-type: none"> Area to be supervised by appropriate teaching / supervisory staff Students are not permitted to use play equipment for any other purpose than that which it is intended for.
Activity 7. Access to Reception area	All ages	None required	Accident in reception area from slips, trips, or falls.	<ul style="list-style-type: none"> Students should not have access to the reception area without teachers' permission and supervision.

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Activity 8. Securing Motel Room	All ages	None required	Potential loss of property. Through unauthorised access to motel rooms	<ul style="list-style-type: none"> Teachers and students are responsible to ensure that all windows/doors are locked when in and/or departing units daily. Including mealtimes. Security chains located inside door of unit for additional security. Teaching staff to advise reception immediately if difficulties with lock/s are experienced.
Activity 9. Use of Recreation and entertainment rooms.	All ages	None required	Accident in Recreation rooms from tripping or falling.	<ul style="list-style-type: none"> Students are not to have access to the recreation or entertainment rooms, unless supervised by teachers. No inappropriate behaviour such as standing or jumping off chairs/desks etc. Teaching staff to handle/supervise the use of the equipment for movies/music and games.
Activity 10: Cabana/Meeting Hall	All ages	None required	BBQ Gas Operation	<ul style="list-style-type: none"> Teacher only to use BBQ & Equipment No running in area No inappropriate behaviour such as standing on Tables or Chairs Noise to be kept to an acceptable level and mindful of other guests.