



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

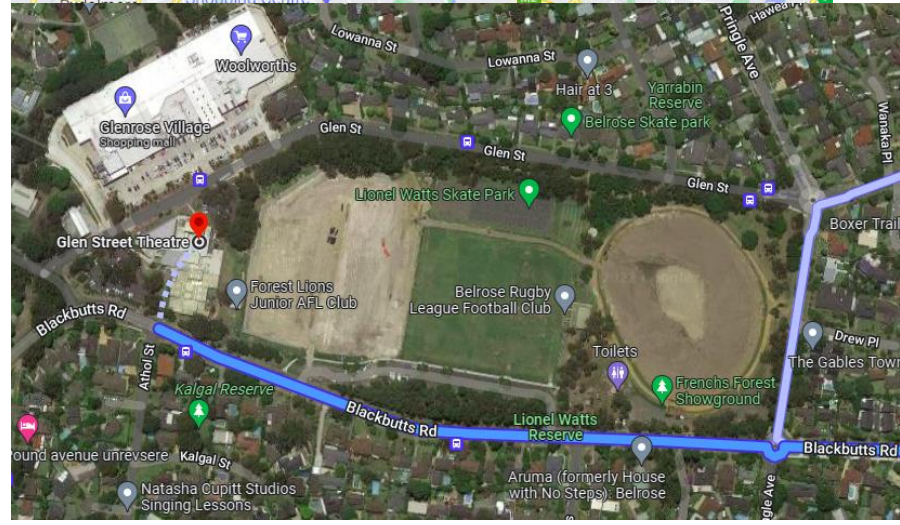
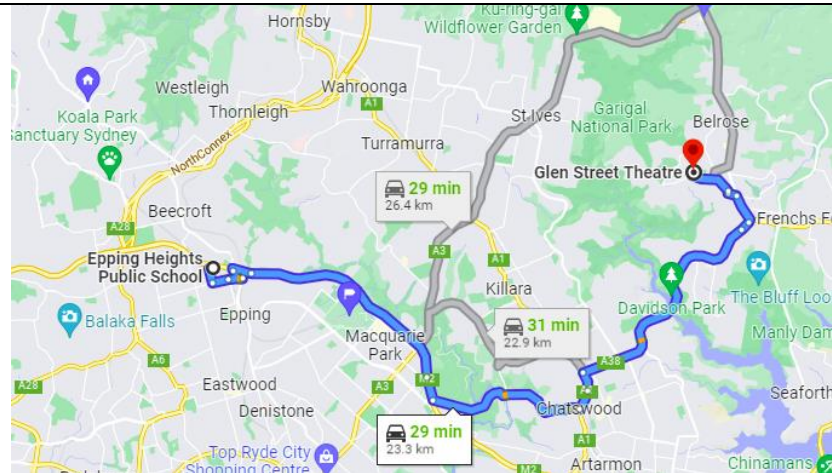
Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsooshc.com.au

Excursion details: Glen Street Theatre			
Date(s) of Excursion	14th April 2022	Excursion destination/address:	Corner of Glen Street and Blackbutts Road , BELROSE NSW 2085
Departure and arrival times	Depart Centre: 9:00am	Arrival: 10:00am	Departure : 1:00pm Arrive back at Centre: 2:00pm
Proposed activities	Watch a performance, go to the park for lunch	Water hazards? No	
Method of transport, including map of proposed route	Bus Include screen shot of map directions on right hand side (picture)		



Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 75	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator if there are children with disability/special needs)		
<p>Procedures for:</p> <ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - A roll call is conducted prior to the children leaving the EHOSHC building. The responsible person is to ensure they know the number of children who are in our care. - Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished - Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group - Two educators count the children onto the bus. - A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus. - As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to our destination, with the educators working to ensure the children stay within the group at all times. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group. - On arrival at our destination a headcount is conducted. - Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted. - We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe. - Two educators count the children onto the bus. - A roll call & headcount is conducted before the bus departs. - When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items. 		

	- We then walk to the Centre, where a roll call & headcount is conducted.
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Excursion checklist

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children’s medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required 	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods,	Moderate	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate - Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies 	All Children & Educator	While at Excursion

emergency crisis/situation				
Missing Child/absconding	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. - Staff are trained in First aid, anaphylaxis and allergy awareness. - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack 	Children with Allergies	Throughout the day
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> - An Educator to check toilet areas for any hazards before children enter - If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area - Children to go in small groups of same gender - Regular head counts and roll calls 	All Children	At the Excursion

		<ul style="list-style-type: none"> - Educators to walk children in groups at a time and remain near toilet block area until children have finished - Children to always communicate with educators about going to and from the toilets. - Toilets located at the theatre and at Lionel Watts Park. 		
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> - Have sickness bags available on the bus - Ensure children do not eat or drink on the bus - Ensure children are seated down whilst eating or drinking - All staff trained in first aid 	All Children	On the Bus & While eating/drinking
Overstimulation	Moderate	<ul style="list-style-type: none"> - Staff are aware of children at high risk to overstimulation or sensory overload - Children are offered to leave the performance with supervision and move to a quiet environment if necessary - Children are given advance notice of what to expect in the performance 	All Children	During Performance
Injury on play equipment	Moderate	<ul style="list-style-type: none"> - Educators to actively supervise all use of play equipment - All staff trained in first aid 	All Children	After Performance
Bus Sickness	Moderate	<ul style="list-style-type: none"> - Children who suffer from motion sickness asked to sit at the front of the bus for the duration of the trip - Educators have vomit bags on hand as well as additional first aid 	All Children	On the Bus
Road accidents	High	<ul style="list-style-type: none"> - Children to walk on pathways with educators at leading and trailing the group - When crossing open car parks, cross in small groups at a time 	All Children	Before and After Performance

Strangers/interactions with the general public	Moderate	<ul style="list-style-type: none"> - Children are to alert educators and be accompanied by them when going to the bathroom - Children informed of when to report an incident to an educator - Children informed not to approach or engage with strangers - Children advised on how to handle potentially unsafe or uncomfortable interactions with strangers - Staff to conscientiously supervise students using active supervision and maintain staff to student ratio 	All Children	During and After Performance
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators & Families are aware of our Covid-19 Policy & procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p> <p>Educators & families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves & face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by: Annalise Pringle

Date: 27/03/2022

Communicated to: All Staff on the day & Families (via website, and printed in centre)

Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:

Yes

Comment if needed:

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Glen Street Theatre

Venue name	Glen Street Theatre		
Location	Corner of Glen Street and Blackbutts Road , BELROSE NSW 2085		
Phone number	02 9470 5913	Email	admin@glenstreet.com.au
Web address	www.glenstreet.com.au		
Insurance	Does the venue have public liability insurance cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity/program <i>Please list</i>	Recommended age group/fitness level/ prerequisite skills	Staff accreditation/ competence <i>for this activity/program</i>	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arrival and Departure	Years K-12+	Teachers and Carers	Late arrival	<p>Schools should plan to arrive 30 minutes before their allocated session starting time. It is recommended that teachers carry a mobile phone to advise staff of any delays.</p> <p>Venue staff will manage flow of patrons on arrival and separate them into areas whilst they await seating.</p>
Arrival and Departure	Years K-12+	Teachers and Carers	Transport	<p>On street parking is limited. Buses may drop students off at the front of the site on Glen Street in the dedicated bus stop. Buses cannot park on site.</p> <p>Students will require teacher supervision to gain safe access into the Theatre.</p> <p>Teachers will be responsible for accompanying students in the building at all times.</p>

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Arrival and Departure	Years K-12+	Teachers and Carers	Trips/slips and falls	<p>Students must be supervised at all times by teachers/carers.</p> <p>Teachers should ensure students do not run at any stage during their visit to the Glen Street Theatre.</p> <p>Extra caution must be taken during wet weather</p>
Arrival and Departure	Years K-12+	Teachers and Carers	Lost students	<p>Please make sure every student is accounted for before proceeding.</p> <p>Students will require teacher supervision to gain safe access into the Theatre.</p> <p>Teachers will be responsible for accompanying students in the building at all times.</p>
Arrival and Departure	All ages	Teachers and Carers	Access	<p>Wheelchair and ramp access is via front entry.</p> <p>If wheelchair or special seating is required the school should advise Box office at time of booking.</p>
Cloaking	All ages	Teachers and Carers	Lost or Damaged Property	<p>Large Bags cannot be taken into the Theatre. Storage facilities are not available, so it is recommended students don't bring their schoolbags or valuables.</p> <p>There are no cloaking facilities so make sure that your group brings only lunch and small bags.</p>

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				<p>School groups must take full responsibility for all items brought onto site. The security of personal belongings cannot be guaranteed.</p> <p>Teachers will need to report any lost property to staff on site or the school should contact Glen Street Theatre Box Office in relation to personal property left on the premises.</p>
Behaviour during visit	Years K-12+	Teachers and Carers	Public Nuisance	<p>Students should be briefed on the visit prior to arrival to manage expectations of appropriate behaviour</p> <p>Teachers should maintain direct supervision of students at all times.</p>
Behaviour during visit	Years K-12+	Teachers and Carers Venue staff	Students mixing with the public	<p>The venue may be open to the public at the same time students are on site therefore students need to be aware of 'stranger danger'.</p> <p>Venue staff have applicable working with children checks.</p> <p>Students are to be advised to remain in a group.</p> <p>Students groups assemble in foyer prior to exiting the facility.</p> <p>Staff have developed a venue search and sweep process.</p> <p>1:15 teacher to student supervision ratio.</p>

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				Children to attend toilet facilities in pairs or under supervision of carer.
Behaviour during visit	Years K-12+	Teachers and Carers	Lost or unaccounted for students	<p>Students should not leave their seats during a performance.</p> <p>If a student has to use the restrooms, a teacher should accompany the student.</p> <p>Students must not leave the building at any time.</p> <p>Teachers should maintain direct supervision of students at all times.</p>
Behaviour during visit	All	Teachers and Carers	Injuries caused by trips and falls, touching electrical equipment, sharp or heavy objects.	<p>Students should be reminded:</p> <ul style="list-style-type: none"> • not to run • to keep near handrails and take care while using stairs, or ramps • to remain behind barriers • not to enter areas marked 'no access' • not to touch objects or electrical equipment • that photography or filming of performances is prohibited
Exposure to viral disease	All	Glen Street Theatre - Director	Serious Illness or Death	<p>COVID 19 specific control measures are in place as required by NSW Public Health Orders at the time.</p> <p>Any patron displaying symptoms should not attend.</p>
Potential access to performance equipment or other staff-only areas	All	Glen Street Theatre -Technical Operations Coordinator	Serious Injury or death	Audio desk supervised at all times or isolated in locked room.

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		-Duty Technician		<p>All equipment is inspected and tagged in accordance with normal council electrical procedures.</p> <p>Stage area stairs from theatre is covered to prevent access where possible, otherwise monitored by ushers.</p> <p>Counter is supervised at all times by staff.</p> <p>Staff only areas are clearly marked, doors closed and locked where appropriate.</p> <p>All hazardous chemicals stored in secure facilities with no public access.</p> <p>Common household (cleaning) chemicals maintained in locked cabinets in supervised areas (such as behind the counter).</p>
Emergency Evacuation	All	Glen Street Theatre - Chief Wardens - Venue wardens	Slips, trips and falls, Crowding	<p>Emergency Management Plan has been developed for reasonably expected emergencies requiring evacuation.</p> <p>Wardens are on site at all times and venue staff will provide evacuation instructions and supervision in the event of an evacuation.</p>

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				Glen Street Theatre has a compliant fire detection and suppression system.
Medical Response	All	Glen Street Theatre - House Operations Coordinator - Duty Technician - Duty Manager - First Aid Officers Teachers and Carers	Food allergies / choking Medical emergencies	First aid staff, equipment and procedures are in place. Regular inspections of facility to identify potential hazards and risks. Students with specific allergies or medications should be supervised at all times. The school should provide suitable mobile first aid equipment and approved medications as needed to respond in the event of an emergency.

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
No personal protective equipment is required.	<i>Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, which participants are required to bring. Indicate if any items are provided by the venue</i>
Please ensure all students are wearing covered (closed-toed) shoes.
Please ensure all students walking to / or from the venue as the primary mode of transport wear high vis vests, or have sufficient high vis cover from teacher / supervisors for safe transit in public spaces.

Supervision/services
Groups will be briefed by venue staff for all bookings

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<p><i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i></p>	<p>Teachers should maintain direct supervision of their students at all times during their visit to Glen Street Theatre Each adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group whilst at Glen Street Theatre.</p>
<p>Access</p>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Access Service information is available at https://glenstreet.com.au/your-theatre/access-services</p>
<p>Emergencies</p>	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Glen Street Theatre has established procedures for the evacuation of buildings in an emergency, including the appointment of emergency wardens.</p>
<p>Construction/ Maintenance Repair</p>	<p>Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The University's construction/maintenance/repair work is either undertaken by qualified and licensed in-house staff or by external contractors employed by the Northern Beaches Council. Northern beaches Council has systems in place for licensing of both staff and construction/maintenance contractors.</p>
<p>First Aid</p>	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Child-related employment</p>	<p>Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Working With Children) Act 2012? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?</p> <p>If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>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 Training on (02) 9836 9200.</p>

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