



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	8/07/22	Excursion destination/address:	Archie Brothers Cirque Electriq Alexandria 75 O'Riordan St, Alexandria NSW 2015
Departure and arrival times	Depart Centre: 9:00AM Arrival: 9:36AM APPROX. Departure: 12:30PM Arrive back at Centre: 1:06PM APPROX.		
Proposed activities	Arcade games, Laser Tag, Bowling		Water hazards? Yes/ No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<div style="display: flex;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Bus</p> <ul style="list-style-type: none"> ○ Epping Heights Public School, 128 Kent St ○ Archie Brothers Cirque Electriq Alexandria ⊕ Add destination <p>Leave now ▾ Options</p> <p>Send directions to your phone</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>via M2 and M1 36 min</p> <p>Fastest route now due to traffic conditions 29.6 km</p> <p>⚠ This route has tolls.</p> <p>Details</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>via M4 46 min</p> <p>Some traffic, as usual 28.9 km</p> </div> </div> <div style="width: 70%; padding-left: 5px;"> </div> </div>		

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. 		

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, emergency crisis/situation	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

Missing Child/absconding	High	<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 - Educators to walk children in groups at a time and remain near toilet block area until children have finished 	All Children	At the Excursion

		<ul style="list-style-type: none"> - Children to always communicate with educators about going to and from the toilets. - Multiple toilets are located around the Island 		
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
Moving vehicles in the car park	Moderate	<ul style="list-style-type: none"> - Have all children in pairs lining up against the building - Ensure educators are instructing children where to go immediately after getting off the bus - Ensure educators are all evenly spread out in accordance with the length of the children line 	All Children	Leaving and entering the bus
Food Area inside venue (alcohol is allowed in area)	Low	<ul style="list-style-type: none"> - Ensure educators remind children that the food area is out of bounds - Educators to keep an eye out for children that may wander off into this area 	All Children	At the excursion
Bowling Bowls & Bowling Bowl return system	Moderate	<ul style="list-style-type: none"> - Ensure educators remind children to not stick their hands into the bowling bowl return system - Remind children to ask for educator assistance if they would like to pick up a bowling bowl from the bowling racks - Ensure educators are near the child who is having their turn in case they need support 	All Children	At the excursion
Climbing into/onto arcade games	Moderate	<ul style="list-style-type: none"> - Ensure educators remind children not to do this - Educators to keep a close eye on children while they play the arcade games - Maintain ratio - Ensure kids play the arcade games one at a time 	All Children	At the excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	Ensure Educators & Families are aware of our Covid-19 Policy & procedure	Coordinator	Throughout the whole day

		<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>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</p> <p>Families and children</p> <p>Provider Staff</p>	
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		<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: Lara Campbell	Date: 27/07/22
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:	
NO	
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

Risk Management

VENUE RISK ASSESSMENT CHECKLIST

COMPANY NAME: Funlab

TRADING AS (T/A) / VENUE NAME: Archie Brothers Cirque Electrig

VENUE ADDRESS: Sydney Corporate park. Building 3. 75
O'Riordan Street, Alexandria NSW 2015

VENUE CONTACT DETAILS:

NAME: Thomas Brown.

EMAIL: tbrown@archiebrothers.com.au

PHONE/FAX: 0405 075 069

OTHER RELEVANT VENUE CONTACT NUMBERS:

SECURITY DESK:

KEY STAFF:

PLEASE INDICATE WITH A IN THE APPROPRIATE BOX

DOES THE BUILDING COMPLY WITH BUILDING, FIRE, HEALTH REGULATIONS? YES NO

DO REGULAR MAINTENANCE/INSPECTIONS OF ELEVATORS, ELECTRICAL SYSTEMS, FIRE CONTROLS, ETC. TAKE PLACE? YES NO

DOES THE VENUE HAVE APPROPRIATE LEVEL OF LIABILITY INSURANCE IN PLACE AND TO WHAT EXTENT? YES NO

PUBLIC LIABILITY AMOUNT 20 million

INSURER'S NAME MS Amlin

IF NO, IS IT REQUIRED?

YES NO

PROFESSIONAL INDEMNITY

INSURER'S NAME MS Amlin

YES NO

IF NO, IS IT REQUIRED?

YES NO

WORKERS COMPENSATION FOR VENUE STAFF (INCLUDING CONTRACTORS)?

YES NO

OVERALL, WHO IS RESPONSIBLE FOR HEALTH AND SAFETY ON SITE?

NAME: Kevin Bradford

TITLE: Assistant Venue manager

CONTROLS:

- ARE FIRST AID KITS ON HAND? YES NO
- ARE THE VENUE STAFF TRAINED IN EMERGENCY PROCEDURES? YES NO
- ARE THERE A SUFFICIENT NUMBER OF EMERGENCY EXITS? YES NO
- ARE EMERGENCY EXITS FREE OF OBSTACLES? YES NO
- IS SECURE PARKING AVAILABLE AT THE VENUE IF REQUIRED? YES NO
- ARE INSTRUCTIONS GIVEN TO GUESTS ON HOW TO DEAL WITH EMERGENCY PROCEDURES EG. FIRES, BOMB THREATS, EVACUATIONS, ETC.?. YES NO
- DOES THE VENUE HAVE REASONABLE ACCESS FOR EMERGENCY SERVICES? YES NO
- IS THERE A HIGH RISK OF CRIMINAL/ENVIRONMENTAL THREAT IN THE AREA SURROUNDING THE VENUE AND/OR THE VENUE ITSELF? EG. ARE OTHER FUNCTIONS BEING HELD AT THE SAME TIME WHICH MAY INCREASE THE RISK OF CIVIL DISTURBANCE IN THE SURROUNDING AREA, ETC. YES NO

INFORMATION PROVIDED BY:

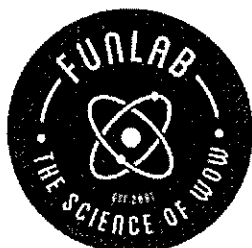
NAME: THOMAS BROWN

TITLE: V. M.

CONTACT NUMBER: 0405 075 069

DATE: 28.05.2018

SIGNATURE: [Signature]



Funlab Support Office

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