



## EHOSHC Excursion Risk Management Plan

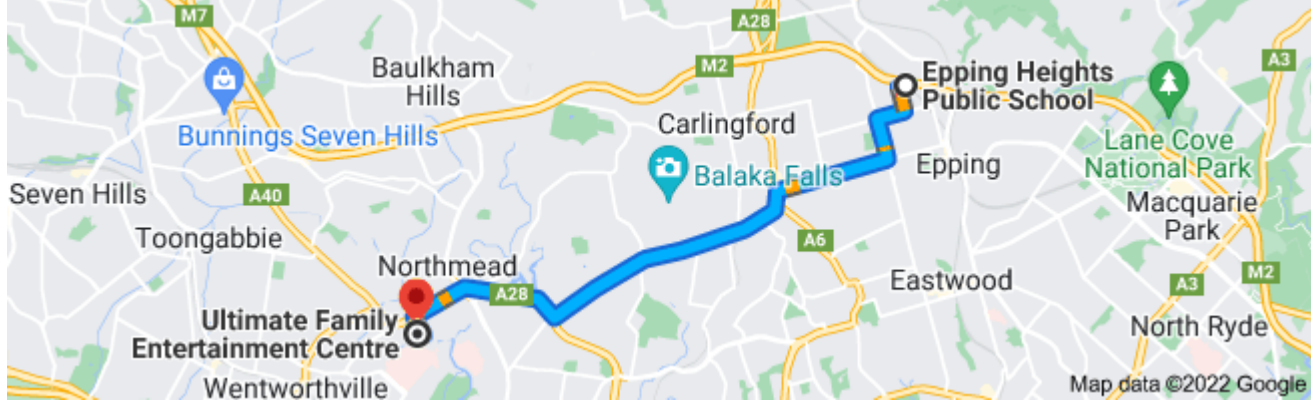
### Epping Heights OSHC

Out Of School Hours Care Inc.

ABN: 83425978

Email: [Eppingheightsoosh@hotmail.com](mailto:Eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsoosh.com.au](http://www.eppingheightsoosh.com.au)

Excursion details:			
<b>Date(s) of Excursion</b>	<b>Thursday 14<sup>th</sup> July 2022</b>	<b>Excursion destination/address:</b>	
<b>Departure and arrival times</b>	<b>Depart Centre: 9:30am      Arrival: 10:00am      Departure : 1:00pm      Arrive back at Centre: 1:30pm</b>		
<b>Proposed activities</b>	Ferry Ride, Historical Tour, Games	Water hazards? Yes/No If yes, detail in risk assessment below.	
<b>Method of transport, including map of proposed route</b>	 <p style="color: red; margin-top: 5px;">Bus</p>		
<b>Name of excursion co-ordinator</b>	Adam Pearson or Zoe Hanna		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 75</b>	<b>Number of educators/parents/volunteers</b>	7

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:10 (1 Extra educator if there are children with disability/special needs)</p>
<p>Procedures for:</p> <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished</li> <li>- Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- 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.</li> <li>- On arrival at our destination a headcount is conducted.</li> <li>- Educators are to ensure that they have knowledge of where the children are at all times.</li> <li>- Prior to exiting the venue another headcount is conducted.</li> <li>- 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.</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- 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.</li> <li>- We then walk to the Centre, where a roll call &amp; headcount is conducted.</li> </ul>

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"> <li>- Walk children in 2 lines in close groups</li> <li>- Educators positioned at front, middle and ends of groups</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> <li>- Educators to remind children to walk up ramp in a sensible fashion</li> <li>- Children monitored closely while walking on ramp</li> <li>- Educators to instruct children to walk up stairs on left hand side to allow public to pass by on their right.</li> </ul>	All Children	<p>Entering bus/leaving bus &amp; During excursion</p> <p>While walking on ramps &amp; stairs</p>
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> <li>- Seek shade/shelter where appropriate</li> <li>- Give time for children to be calm, safe, and secure</li> <li>- Leave excursion if extreme weather conditions or any critical emergencies</li> </ul>	All Children & Educator	While at Excursion

Missing Child/absconding	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups</li> <li>- Constant head counts, and checking on children</li> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack</li> </ul>	Children with Allergies	Throughout the day
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> <li>- An Educator to check toilet areas for any hazards before children enter</li> <li>- 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</li> <li>- Children to go in small groups of same gender</li> <li>- Regular head counts and roll calls</li> <li>- Educators to walk children in groups at a time and remain near toilet block area until children have finished</li> </ul>	All Children	At the Excursion

		<ul style="list-style-type: none"> <li>- Children to always communicate with educators about going to and from the toilets.</li> <li>- Multiple toilets are located around the Island</li> </ul>		
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> <li>- Have sickness bags available on the bus</li> <li>- Ensure children do not eat or drink on the bus</li> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>	All Children	On the Bus & While eating/drinking
Bumps/Collisions/Falls  Slides, Trampolines, Foam Pits	Moderate	<ul style="list-style-type: none"> <li>- Staff positioned in all locations throughout centre (in areas children are active especially)</li> <li>- Supervising slide use (one child at a time)</li> <li>- Staff trained in first aid/ concussion management &amp; fractures</li> <li>- Children provided with safety briefing &amp; details of acceptable behaviour before leaving for excursion &amp; on arrival</li> <li>- Disruptive/dangerous behaviour will NOT be tolerated</li> <li>- Minimum 1:10 staff to child ratio at all times</li> <li>- Children directed to jump in the middle of trampoline only</li> <li>- Foam Guards on top of trampoline springs</li> <li>- Children encourage to jump feet first into foam pits &amp; monitored closely</li> <li>- Children not to jump in foam pit until other children are out of their way</li> </ul>	All Children	During play at Ultimate Family Entertainment Centre
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p>	Coordinator  Educators	Throughout the whole day

		<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 &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; 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 are strongly recommended to wear PPE including gloves &amp; face masks where necessary</p>	<p>Families and children</p> <p>Provider Staff</p>	
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		<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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<b>Plan prepared by: Zoe Hanna</b>	<b>Date: 24/06/2022</b>
<b>Communicated to:</b> All Staff on the day & Families (via website, and printed in centre)	
<b>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</b>	
Yes	
Comment if needed:	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

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





**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

Indoor recreation, yoga, pilates and dance studios, martial arts training facilities

### Business details

Business name	Ultimate Sydney family fun centre
Business location (town, suburb or postcode)	Northmead, 2152
Completed by	Sofia Taouk
Email address	<a href="mailto:info@ultimate.sydney">info@ultimate.sydney</a>
Effective date	15 January 2021
Date completed	18 January 2021

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### Wellbeing of staff and customers

#### Exclude staff, volunteers and visitors who are unwell.

Extra cleaning of premises, COVID safe plan, safety signs and reminders fitted around centre, safe and protective items provided (e.g. sanitisers, gloves, facemasks). Staff are required to sign in with government QR code and to wear a face mask for entire shift. If they have medical exemption they are to provide a medical letter

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, cleaning, and how to**

### **manage a sick visitor.**

Staff meeting/training conducted to assist staff with knowledge. Information folder regarding coronavirus, safety precautions and procedures available for staff. Staff are told not to come in if unwell, even with the slightest symptoms and are required to have a COVID test and provide a negative result before returning to work.

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

Staff are aware of leave entitlements and are free to speak to management if any questions arise. Staff are told not to come in if they are feeling unwell, and need to have a COVID test and return with a negative result

### **Display conditions of entry (website, social media, venue entry).**

Signage on our front door,. Kindly ask if any patrons have been in contact in the last 14 days with a COVID case, are not to enter the facility. No face mask no entry sign for patrons 12 years and over. QR code sign in. Reminder signs to frequently sanitise and wash hands and to keep a safe distance from other patrons

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

All patrons and staff are required to sign in via our NSW government QR code when entering facility

**If there are more than 25 patrons at the gym, a staff member must be assigned as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. The identified Safe Hygiene Marshal/s must always be present when there are more than 25 patrons at the gym.**

We are not a gym, but do allocate a person to clean during the day

## Physical Distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff). Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

We have applied the four square metre rule in our centre. There are a number of signage put up through the centre for a reminder of social distancing rule

### **Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing such as toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Markings are placed on the floors where queues are needed, patrons are encouraged to use these markings as a guide. Tables have been spread out to adhere to the 1.5m rule

High energy dance, such as Zumba or similar classes, can spread COVID-19 if a participant is infected. There should be additional planning around these activities including:

- **Additional physical distancing or smaller class sizes**
- **Cleaning with detergent and disinfectant after each class**
- **Holding these classes in large spaces with high ceilings and good ventilation**
- **If partnered dancing, avoid rotation of partners**

Additional wiping of equipment's and surface spraying in highly used and touched areas to promote clean environments. Sanitiser's are available and encouraged to be used before and after using play equipment's and before eating. We use the appropriate sanitising solutions and surface spray frequently. Hand sanitising stations provided throughout centre.

### **Ensure communal facilities such as showers, change rooms and lockers have**

**strategies in place to reduce crowding and promote physical distancing.**

Adequate toilet facilities provided at centre. Access to both upstairs and downstairs bathrooms as well as disabled facility

**Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.**

We have toilet facilities but no shower facilities

**Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.**

Markings on floor to avoid crowding in queued areas. For larger groups we have some larger table settings to allow the groups to stay together to minimize as much contact with other patrons. Signs are also placed around centre to remind patrons to social distance

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Once patrons have finished their booked playtime or parties, they are kindly asked to leave the centre. Most of the time, patrons leave at different time depending what time they arrive, otherwise they are encouraged to leave immediately

**Use telephone or video platforms for essential staff meetings where practical. Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Because of our nature of work, we have face-to-face meetings

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

Deliveries are dropped off from one point, we now do transfer payments to limit contact

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Hand soap and hand towels provided in all bathrooms and kitchen. Staff and patrons are encouraged to frequently use sanitiser's provided. Good hand washing signs are put up in bathrooms and kitchens and reminders to wash hands frequently. Gloves also provided to be used when needed especially when handling food. Sanitising stations provided.

### **Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

Hand sanitising station provided in Entry/Exit, cafe, food pick up area and party rooms

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.**

Hand soap and hand towels provided in all bathrooms and are frequently stocked . Safe hand washing signs are also provided

### **Encourage visitors to bring their own water bottles, sweat towels and equipment.**

Visitors are allowed to bring their own water bottles, otherwise we do sell water bottles at our cafe

### **Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.**

Children's play areas are cleaned daily. Highly touched surfaces are frequently wiped

### **Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.**

We do not have high intensity cardio classes

### **Reduce sharing of equipment (including hire equipment) where practical and ensure these are cleaned with detergent and disinfectant between use.**

Equipment's are not individually used, but are cleaned daily

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Disinfectant wipes are available. Detergent and gloves are also available upon request

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

We use the appropriate hospital grade disinfectant

**Staff are to wash hands thoroughly with soap and water before and after cleaning.**

Staff frequently wash and sanitise their hands during their shift including before and after cleaning as well as wearing gloves

**Encourage contactless payment options.**

Bank transfer payment method option is available

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Our centre has built-in vents in the ceiling as well as air conditionings. On days where it's not too hot, we open the large garage to promote air circulation

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, volunteers, participants, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours,

upon request from an authorised officer.

*Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

All patrons and staff are required to sign in with our NSW government QR code. NSW government will have this record. If a person is unable to have access to the QR code sign in, they can sign in manually with our form to record their information

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

Customer details that are given to us are stored confidentially and securely

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff are aware of app

**Indoor recreation facilities should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

registered with [nsw.gov.au](https://nsw.gov.au) and also have a [nswgov](https://nsw.gov.au) QR code

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

We are available and ready to co-operate if needed

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes





## **RISK MANAGEMENT POLICY**

### **SCHOOLS AND GROUPS**

This document is designed to provide schools and other organised groups with risk management information and procedures in order for them to carry out an assessment and to minimise the risk of accidents and injury at Ultimate Sydney.

Ultimate Sydney consists of a large trampoline arena, a trampoline dodge ball arena, Big kids play area, Kids world play arena and other associated amenities and facilities. Included in the facility are illuminated exit points, fire and smoke detectors, alarmed emergency exit doors, disabled toilets, first aid room and portable first aid kits and a least one dedicated First Aid officer onsite at all times, evacuation plan (kept in office).

Visitors are responsible for the identification of all risks to which they may be exposed and need to advise staff members of any potential risks they observe. Both on the trampolines and around the building there are risks of which all visitors need to be aware.

ULTIMATE SYDNEY ADHERES TO ALL SAFETY REQUIREMENTS AND STANDARDS SET BY AALARA AND ATPA

#### **1. Arriving at Ultimate Sydney**

Groups may come to the Indoor Play Centre by bus, motor vehicle or on foot. Visitors need to ensure that they watch out for cars entering and leaving the car park. Drivers of motor vehicles need to especially watch out for children in the car park and whilst entering and leaving the property.

## **2. Obtaining Entry and Equipment**

All Groups should check in at the front counter on arrival to collect their Ultimate wrist band, no one is given access to the arenas without this. Ultimate Sydney makes jump socks available to all groups (one free pair will be included for first visit; further pairs can be purchased for \$2.50). Jumpers need to ensure that they use jump socks at all times. (Please note no keys, shoes etc. are allowed on the trampoline or play areas and Ultimate Sydney takes no responsibility for your belongings)

## **3. New Participants**

The school teachers and group leaders need to make Ultimate Sydney aware of any participants who are new to the venue. Ultimate Sydney can then arrange for instruction to be given at the commencement of their play/jump session. A trained Ultimate Sydney staff member will be onsite during all pre booked group visits.

## **4. Participation in Trampolining and our Play Centre**

Visitors should inspect the condition of the trampolines to ensure that it is safe to jump. If there are any damaged mats or issues staff should be immediately notified and the area isolated. Jumpers should be aware of the other users of the trampolines. There shall be NO double bouncing, NO rough Housing/wrestling/racing/tackling or landing on your head.

All participants are required to behave in a sensible controlled manner ie. not pulling or pushing each other, not throwing objects at each other, not leaving objects on the trampoline surface, not taking any food or drink onto the arenas, no touching, climbing, leaning or hanging on nets. All participants need to participate in activities which are safe and appropriate for their level of competence. Participants should not engage in abusive, abrasive or disorderly conduct. Participants should cooperate with Ultimate Sydney staff and follow their direction when given. They should adhere to all safety signage throughout the Centre at all times.

## **5. Requirements for Teachers and Group leaders**

While Ultimate Sydney staff may instruct, lead, demonstrate or assist in an activity, the teacher in charge or group leader is responsible for overall group supervision.

Teachers and group leaders need to make all participants aware that

- There are potential risks associated with the sport of trampolining and general play
- Flipping can be dangerous and participants should not attempt anything above their skill level.
- In the event of an accident jumpers should notify a staff member immediately.
- Ultimate Sydney signage and instructions should be adhered to at all times.

## **6. General assumption of risk.**

The activities and amenities provided in Ultimate Sydney have a certain amount of risk attached. By entering Ultimate Sydney, patrons, visitors and their guardians accept that there is a degree of risk and release Ultimate Sydney and their staff from any responsibility, cost or legal liability associated with any injuries or damages which may result from using the amenities, participating in any activity, or through the actions of others within the centre.

## **A SIGNED WAIVER SHOULD BE COMPLETED BY ALL PARTICIPANTS AND /OR THEIR GUARDIAN**

Thank you

Owners / Directors / Manager's and Staff

Ultimate Sydney