

EHOSHC Excursion Risk Management Plan

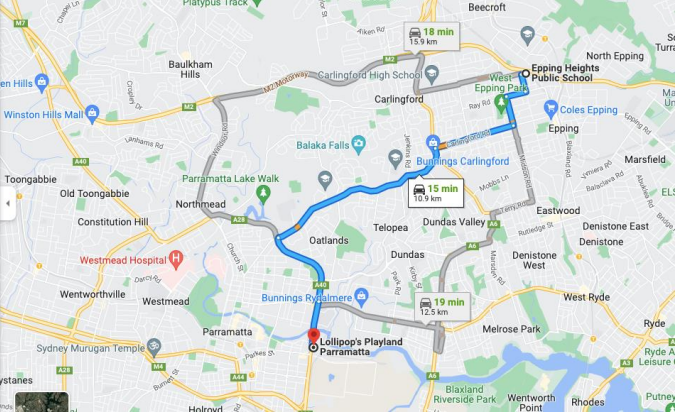
Epping Heights OSHC

Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

Excursion details:			
Date(s) of Excursion	Thursday 19th January 2023	Excursion destination/address:	Lollipop's Playland Parramatta, 3/175 James Ruse Dr, Camellia NSW 2142
Departure and arrival times	Depart Centre: 9:30	Arrival: 10:00	Departure: 3:00 Arrive back at Centre: 3:15
Proposed activities	Free play in Lollipops Playland		Water hazards? No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<p>Bus</p> <div style="display: flex; align-items: flex-start;"> <div style="width: 30%; padding-right: 10px;"> <p>15 min (10.9 km) via Cumberland Hwy/Pennant Hills Rd/A28 Fastest route now due to traffic conditions</p> <p>Epping Heights Public School 128 Kent St, Epping NSW 2121</p> <ul style="list-style-type: none"> > Take Carlingford Rd to Cumberland Hwy/Pennant Hills Rd/A28 in Carlingford 6 min (3.4 km) > Follow Cumberland Hwy/Pennant Hills Rd/A28 and James Ruse Dr to Grand Ave N in Camellia 9 min (7.4 km) > Continue on Grand Ave N to your destination 29 sec (71 m) <p>Lollipop's Playland Parramatta 3/175 James Ruse Dr, Camellia NSW 2142</p> </div> <div style="width: 70%;">  </div> </div>		
Name of excursion co-ordinator	Zoe Hanna		

Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	4
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. 		

	<ul style="list-style-type: none"> - 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 	All Children	Entering bus/leaving bus &

		<ul style="list-style-type: none"> - Educators to encourage children to tie up shoes laces and assist if required 		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	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. 	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack 		
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 - Children to always communicate with educators about going to and from the toilets. - Toilets located at venue 	All Children	At the Excursion
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

<p>Slips, trips, falls</p> <ul style="list-style-type: none"> - Climbing through play equipment in socks can be slippery - Trip going through equipment - Burns/ blisters 	<p>Moderate</p>	<ul style="list-style-type: none"> - Discuss safety rules with children prior to excursion and entering ice rink – remind them that ice is slippery - Educators positioned to ensure quick access to children in need - All staff trained in first aid 	<p>All Children</p>	<p>At excursion / on play equipment</p>
<p>Falling from heights</p> <p>Rock climbing wall with auto-belay</p>	<p>Moderate</p>	<ul style="list-style-type: none"> - Children are given safety debriefs and demonstrations on proper use of equipment before climbing - Rock climbing staff and EHOSHC staff to ensure equipment is correct before climbing - Safety debriefs from OSHC before leaving centre - Children will wear safety harnesses at all times when rock climbing - Discuss safety rules with children prior to excursion and entering ice rink - Educators positioned to ensure quick access to children in need - All staff trained in first aid 	<p>All Children</p>	<p>At excursion / on rock climbing wall</p>
<p>Freeze Response on rock climbing wall</p>	<p>Low</p>	<ul style="list-style-type: none"> - Lollipops playland staff to set clear rules in safety debrief for use of wall - Educators and staff to monitor for signs of distress - Children can choose which wall to climb (small/easier or taller/harder) and have been made aware that they can come down at any point 	<p>All children</p>	<p>At excursion/ on rock climbing wall</p>

Injury from harness use (including rope burn, sharp hooks, high walls)	Moderate/ High	<ul style="list-style-type: none"> - Children are given safety talk regarding the auto-belayer and use of harness prior to climbing rock climbing walls - First Aid kits are carried by educators and supplied by service when required 	All Children	At excursion/ on rock climbing wall
Encounters with the public/other children	Low/ Moderate	<ul style="list-style-type: none"> - Encounters with public are discussed with children before departure to ensure safety of all children - Educators to supervise and monitor the area/children for any potential issues/hazards 	All Children	In Lollipops playland venue
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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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>		
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		<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: Jacquelynn Miller	Date: 28/11/22
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
L i k e l i h o o d	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

Code Red Rosehill Risk Assessment Process

Determining The Level of Risk

This document can be used to identify the level of risk and help to prioritise any control measures.
Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

			Consequences				
			1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)
Likelihood	A -	Almost certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B -	Likely to occur frequently	Medium (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C -	Possible and likely to occur at some time	Low (L)	Medium (M)	High (H)	Extreme (X)	Extreme (X)
	D -	Unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	High (H)	Extreme (X)
	E -	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Medium (M)	High (H)	High (H)

How to Prioritise the Risk Rating

Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

Extreme (X)	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High (H)	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Medium (M)	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> Develop administrative controls to limit the use or access. Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
Low (L)	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	

Hierarchy of Control Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

RISK ASSESSMENT SUMMARY		TOPIC		Date	Issue No.	Review date
2. Identify Risks	3. Analyse Risks 4. Evaluate Risks			5. Identify and evaluate existing risk controls.		6. Further Risk Treatments
Risk (people, information, physical assets and finances, reputation)	consequence	likelihood	Risk level	What we are doing now to manage this risk.		Further Action Needed Opportunities for improvement
Player collision with arena objects including low walls and or beams (partitions and poles)	1	C	L	<ol style="list-style-type: none"> 1. Highlight partition edges, walls and Ramps with fluorescent marking. 2. All low lying beams have added padding and fluorescent markings 3. Players are specifically instructed to move at low speed during pregame briefing. 4. Arena rules forbid running and physical contact with other players. 5. Staff patrol arena on a spot-check basis to ensure compliance. 		N/A
Player collision with other players	1	C	L	<ol style="list-style-type: none"> 1. Players are specifically instructed to move at low speed during pregame briefing. 2. Arena rules forbid running and physical contact with other players. 3. Staff patrol arena on a spot-check basis to ensure compliance. 4. Player age restricted to 8 years and older. 5. Players from mixed groups are generally of equivalent age/size. <p>Phasers are equipped with hand sensors that require two hands to operate – this results in the phaser being held close to the body.</p>		N/A
Player reaction to use of fog system	1	C	L	<ol style="list-style-type: none"> 1. Haze system is used on a minimal setting to minimise amount of fog in the arena. 2. System can be shut off if required by individual groups. <p>Haze fluid MSDS does not indicate adverse problems.</p>		N/A

Player reaction to lighting system (e.g. seizure)	1	E	L	<ol style="list-style-type: none"> Code Red uses Strobes and flashing lights to create an effect. We can reduce the amount of strobes if required with enough notice. Any concerned players should check directly with Code Red. 	N/A
Player tripping in arena	1	C	L	<ol style="list-style-type: none"> Arena checked and inspected for obstacles that may cause tripping. Highlight marking paint used on walls, partitions and ramp angle transitions. Players are specifically instructed to move at low speed during pre-game briefing. Posted arena rules forbid running and physical contact with other players. Staff patrol arena on a spot-check basis to ensure compliance. <p>Game can be terminated centrally by staff in the case of repeated/widespread non-compliance with safety rules.</p>	N/A
Player subjected to eye exposure to laser	1	E	L	<ol style="list-style-type: none"> Laser equipment used are Class II (under 1mw) and are further restricted in exposure to max 150ms. Laser Safety Data sheets are kept onsite for informational purposes. 	N/A

Player subjected to assault by other player/rough play	1	D	L	<ol style="list-style-type: none"> 1. Players are specifically instructed to avoid physical contact with other players during pregame briefing. 2. Posted arena rules forbid physical contact with other players. 3. Conditions of entry to premises reserve the right to eject unruly players. 4. Staff patrol arena on a spot-check basis to ensure compliance. 5. Game can be terminated centrally by staff in the case of repeated/widespread non-compliance with safety rules. <p>Phasers are equipped with hand sensors that require two hands to operate – this results in the phaser being held close to the body.</p>	N/A
Fire caused by faulty electrical installation or appliance	1	E	L	<ol style="list-style-type: none"> 1. Fire control measures (extinguishers, fire hoses) regular inspected and certified. 	N/A
Fire started by customer in arena	1	E	L	<ol style="list-style-type: none"> 1. Fire control measures (extinguishers, fire hoses) regularly inspected and certified 2. Exit paths and signage from the arena are regularly maintained. 	N/A
Injury caused by noise	1	E	L	<ol style="list-style-type: none"> 1. Sound equipment is hard limited by design to maximum output. 2. Speaker placement is to prevent tampering and to prevent proximity of players <p>Arena wall to reception area is constructed of soft material to allow staff to monitor noise in the arena.</p>	N/A
Injury caused by battery leakage	1	E	L	<ol style="list-style-type: none"> 1. Battery design is double-enclosure <p>Battery condition is monitored by computer and checked by staff.</p>	N/A

Cuts from windows/glass Or other objects	1	E	L	<ol style="list-style-type: none"> 1. All Windows along front of building sealed by wooden panels – not accessible by players. 2. All windows in foyer sealed with 3M safety film. 3. Staff regularly check the arena for any other items that may cause harm and will not operate the venue until safety concerns are dealt with. 	N/A
Injury From Moving Doors	1	C	M	<ol style="list-style-type: none"> 1. All players are brief on the robotic doors prior to entering the Arena. 2. Doors close very slowly so very visible to all players 3. Doors are air operated on minimal pressure and don't lock off until sensors signal that doors are fully closed. 4. In the unlikely event of a limb being caught in a door, the door will only hold the player and will not apply full pressure. 5. Staff patrol the arena and are trained in all aspects of this type of emergency 	

PLEASE NOTE: Code Red Laser uses 2 way radio communication through-out the entire centre at all times.

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

Your COVID-19 Safety Plan

Other businesses and organisations

Business details

Business name	Codered Laser
Business location (town, suburb or postcode)	Rosehill
Completed by	Dax Kerai
Email address	bookings@coderedlaser.com.au
Effective date	28 September 2020
Date completed	17 October 2020

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Non touch thermometer used on every person who comes to the centre. This includes all staff, customers, reps etc. Temperatures must be below 38 degrees. Anyone above must be refused. Sanitiser to be use frequently on all high touch surfaces.

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

All staff to go through Covid-19 training module. If staff are unwell they must inform a manager/supervisor and must provide a negative Covid test result before they return to work.

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

Agreed

Display conditions of entry for any customers or visitors (website, social media, entry points).

Conditions are posted on website www.coderedlaser.com.au, Social: <https://www.facebook.com/coderedlaser/> and reception areas.

Physical distancing

There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website.

If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and support social distancing, good hand hygiene, and mask wearing where practicable and appropriate to the setting.

We are limiting game sessions to 25 players at any time. If groups are more than 25 from the same group then they must be divided into even groups less than 25 and rotated. If groups more than 25, close sessions to the public for that period.

Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent and disinfectant between use.

Where possible staff will be assigned to specific areas ie Reception, Kitchen, general party areas. Must sanitise all high touch areas frequently

Put plans and systems in place to monitor and control the numbers of workers and

customers on site at any given time to allow for physical distancing.

Use the crowd counter app to keep track of people (inc staff) entering and leaving the centre.

Use flexible working arrangements where possible, such as working from home, or early and late shifts to reduce peak periods.

N/a

Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.

Wipe down reception area regularly

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). 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.

Staff to take break at separate times (please see supervisor)

Use telephone or video for essential meetings where practical.

N/a

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

All deliveries to be accepted at reception (where possible) and minimise delivery drivers into the centre.

Consider signage near crowding points such as lifts and passenger travelators directing customers and workers to maintain 1.5 metres physical distancing wherever practical.

Stickers and markings are placed on the floor to indicate where to stand.

If staff or workers need to travel together in the same vehicle:

- encourage passengers and drivers to spread out, using front and back seats
- workers should only handle their own tools and bags where possible
- have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
- encourage workers to set the air-conditioning to external airflow rather than recirculation or open windows.

N/a

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in meeting or break rooms.

All staff to move along and customers advised to move away from the entrance as quickly as possible.

Hygiene and cleaning

Provide hand sanitiser at multiple locations throughout the workplace.

Hand sanitiser stations fixed to walls and sanitiser bottles placed at various stations.

Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.

All high touch areas to be sanitised frequently

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers,, and have posters with instructions on how to wash hands.

Posters placed on the wall in all bathrooms near the wash basin. All items to be stocked before trade and restocked after trade. Stocked to be checked at regular intervals on busy days

Clean frequently used areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

Noted in our cleaning schedule

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

Noted

Staff should wash hands thoroughly with soap and water before and after cleaning.
and to use sanitiser before and after serving each customer

Record keeping

Keep a name and contact number for all staff, visitors and contractors for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely. QR Code sign-in is encouraged.

Record all customers details via covid register, or ask sign in via QR code.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Agree

Workplaces should consider registering their business through nsw.gov.au

Done

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.

Agree

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

Yes