



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

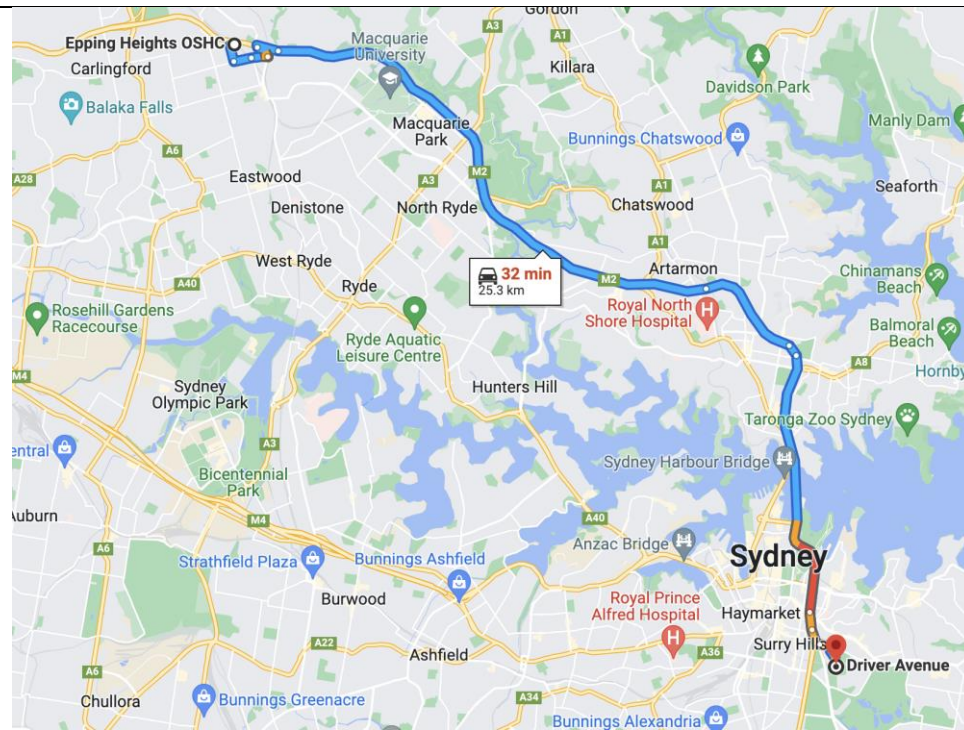
Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

Excursion details:				
Date(s) of Excursion	Monday 19th December 2022	Excursion destination/address:	Gate A, Sydney Cricket Ground Driver Avenue Moore Park NSW 2021	
Departure and arrival times	Depart Centre: 9:15am	Arrival: 9:45 -10am	Departure : 2:00pm	Arrive back at Centre: 2:30 - 3:00pm
Proposed activities	Guided tour around Sydney stadium participating in sport activities and games at the stadium		Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including map of proposed route				



This children will reach the venue via bus and be dropped off and picked up at **Gate A, Sydney Cricket Ground Driver Avenue Moore Park NSW 2021** address at the above specified times.



Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	5
Educator to child ratio, including whether this excursion warrants a higher ratio?	1:10 (1 Extra educator if there are children with disability/special needs)		

Please provide details.	
<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 - Educators to monitor children while at play and walking within the stadium and will be reminded to listen to the tour guide. - Educators to remind children about sensible walking up the stadium stairs as they can be steep and slippery - Children will listen to instructions given by the tour guide when participating in sporting and game activities to ensure 	All Children	Entering bus/leaving bus & During excursion

		<p>that possible collisions whilst participating are minimised.</p> <ul style="list-style-type: none"> - Smaller groups will be created for the sporting activities to minimise possible collisions whilst participating. - All educators have first aid training. 		
Insect bites, rashes, cuts	Low	<ul style="list-style-type: none"> - Children reminded of sensible behaviour, not disturbing wildlife or plant life. - Educators to carry first aid equipment – band aids, Stingo spray and wet wipes. All educators competent in first aid. 	All Children	While at 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/Large Crowds	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 (this will be especially emphasised when moving to a new location within the stadium) 	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas

		<ul style="list-style-type: none"> - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 - Educators to take small groups of children to bathroom at a time to avoid wondering/missing children. - 1 educator to be positioned at the back of the tour group at all times to ensure that no one is left behind. 		
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	Children to use bathrooms at designated section within the stadium. Limited access otherwise and children will be made known of this when reached to the accessible bathroom location in order to minimise further bathroom trips.	All Children	At the Excursion

		<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. 		
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
Busy Streets Surrounding the Stadium	Low - Moderate	<ul style="list-style-type: none"> - Children to walk in 2 straight lines - Educators spread out across group (front, middle and back) - Walkie Talkies to be taken on excursion so Educators can communicate regarding anything of concern while walking through city. 	All Children	Whilst getting on and off the bus and when outside the stadium

		<ul style="list-style-type: none"> - 1:10 Ratio - Educators to walk on the roadside of children to ensure they are not veering/walking in towards the road - Children will be reminded of the conditions of the road surrounding them and the possible dangers. (Only needs to be considered when outside of the stadium.) 		
Children Interacting with Strangers	Low - Moderate	<ul style="list-style-type: none"> - Child to staff ratio of 1:10 will be maintained - Children will be briefed on stranger danger in the safety talk before leaving OSHC 	All Children	Whilst on the excursion
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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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>		
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		<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: Jenna Mackaway	Date: 12/12/2022
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Communicated to: All Staff on the day & Families (via website, and printed in centre)
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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
L i k e l i h o o d	Al m o s t c e r t a i n	Moderate	High	High	Extreme	Extreme
	Lik ely	Moderate	Moderate	High	Extreme	Extreme
	Po ssi bl e	Low	Moderate	High	High	Extreme

Un lik ely	Low	Low	Moderate	High	High	
Ra re	Low	Low	Low	Moderate	High	

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

Your COVID-19 Safety Plan

Museums and galleries

Business details

Business name	Sydney Cricket Ground Tour
Business location (town, suburb or postcode)	Moore Park
Completed by	Gail Dwyer-Gerrard
Email address	gail.dwyer-gerrard@scgt.nsw.gov.au
Effective date	22 October 2020
Date completed	22 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

All staff and visitors will be questioned prior to entering the premises and if they display any signs of illness, they will be denied entry to the SCG.

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

A staff briefing and training on COVID-19 safety guidelines will be provided for all staff prior to their first shift. This will include when to get tested, physical distancing, cleaning and hygiene guidelines.

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

Not applicable

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

Conditions of entry will be displayed at Gate A (staff and visitor entry) prior to any tours. Conditions of entry have also be placed on the Tours website, social media and in our terms and conditions.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Restaurants and cafes**
- **Gyms**
- **Cinemas and theatres**
- **Corporate events (if hiring out space).**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register this through nsw.gov.au.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through nsw.gov.au

Not applicable

Venues taking bookings for weddings, funerals and corporate events should ensure there is a COVID-19 Safety Plan in place for the event. Bookings for significant events can be taken for future dates for a higher number of guests than permitted by the current Public Health Order, but patrons should be advised that their event will need to comply with restrictions in place at the time.

In the event that we take a booking for groups that are larger than the guidelines currently allow, the organiser will be advised that their event will still need to comply with the guidelines and restrictions at the time of the event.

Physical Distancing

Capacity must not exceed one visitor per 4 square metres of space (excluding staff).

A risk assessment was conducted of the tour, and all indoor areas of the tour were measured and were given a guest maximum capacity which adhered to the one visitor per 4 square metre guidelines.

Consider a time-based booking system for popular events or exhibits.

All tours are booked online through our online reservations system, Rezdy. A considered amount of time will be left between tours, so to mitigate overcrowding.

Use signage at entrances to communicate the maximum safe capacity and consider displaying signage with arrows to direct the flow of visitors where crowding may occur.

Signage will be displayed at the entrance of the SCG, and all internal areas of the tour will have signage that communicates the maximum capacity on the entrance of the areas.

Move or remove tables and seating as required to comply with 1.5 metres of physical distance wherever possible. Household or other close contacts do not need to physically distance.

Seating has been removed in areas that do not comply with the COVID-19 safety guidelines.

Tours should involve no more than 30 visitors per group. Ensure any feature pieces in exhibits that may attract crowding have arrangements in place to support physical distancing.

All tours will not exceed the recommended capacity of 30 Visitors. All feature pieces on exhibit will have physical distancing arrangements in place to support the recommended physical distancing guidelines.

Reduce crowding wherever possible and promote physical distancing, for example with markers on the floor, where appropriate.

The tour route has been assessed and in areas that physical distancing might become an issue, signage has been installed. Guides will be instructed to promote physical distancing in such areas.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all

times, including at meal breaks and in offices or meeting rooms.

Staff will be instructed to maintain a 1.5 metre physical distance with all other staff and guests, including at break times and when in the office.

Use telephone or video for essential meetings where practical.

Telephone and video conferencing will be utilised where practical.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Staff rostering will be staggered where practical as will break times.

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

Not applicable

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

A guideline is in place to manage any gatherings that could potentially occur outside our premises. Guides will instruct guests prior to exiting that they must disperse immediately. Guides will monitor the situation.

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.

Guides rosters and tours will be staggered where possible, to prevent overlapping shifts and crowding. This will assist with associated risks that are associated with using public transport.

Hygiene and cleaning

Adopt good hand hygiene practices.

Staff members and guests will be instructed to adhere to good hygiene practices. They will be reminded to wash their hands and to use the hand sanitiser stations that are strategically placed on the tour route regularly.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Bathrooms will be checked regularly to ensure that they are well stocked with hand soap, paper towels or hand dryers.

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

Touch points on the tour route and in the office will be cleaned daily and more frequently if required.

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

Disinfectant solutions that will be used will be at the appropriate strength as recommended.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Staff will be trained on the recommended processes to clean safely and effectively and how to maintain good hygiene. Staff will be provided disposable gloves, masks and the appropriate cleaning materials when cleaning is required.

Encourage contactless payment options.

All payments for tours will be done electronically and contact less payments will be encouraged.

If interactive exhibitions are open, ensure supervision to ensure visitors apply hand sanitiser before and after use, and to clean the interactive components between use.

All interactive exhibits will be non-operational.

Consider removing printed museum and gallery guides and replacing with downloadable guides or audio guides where practical.

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, visitors to ticketed exhibits and contractors for a period of at least 28 days. For groups, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details for each person is strongly encouraged.

Guest contact details will be kept on file in the SCG Tour's reservations system for at least 28 days, and are kept confidentially.

For group tours, the contact of the group organiser will be kept on record in our reservation system Rezdy for at least 28 days, and are kept confidentially.

All staff contact details and schedules are kept on record and are kept confidentially.

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

The SCG Tour staff are aware of the COVIDSafe app and have been encouraged to download it.

We also encourage tour guests to download the app. This is promoted through our website.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 1050.

I will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the SCG Tours work place and I will notify Safe Work NSW.

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

Yes

SCGT RISK ASSESSMENT – Tour Experience: School Excursion

1. DETAILS

Name of School:

Name of Principal:

Location of Excursions: Allianz Stadium / Sydney Cricket Ground

Name of Excursion Co-ordinator:

Contact Number:

Accompanying Staff/Parents/Caregivers/Volunteers:

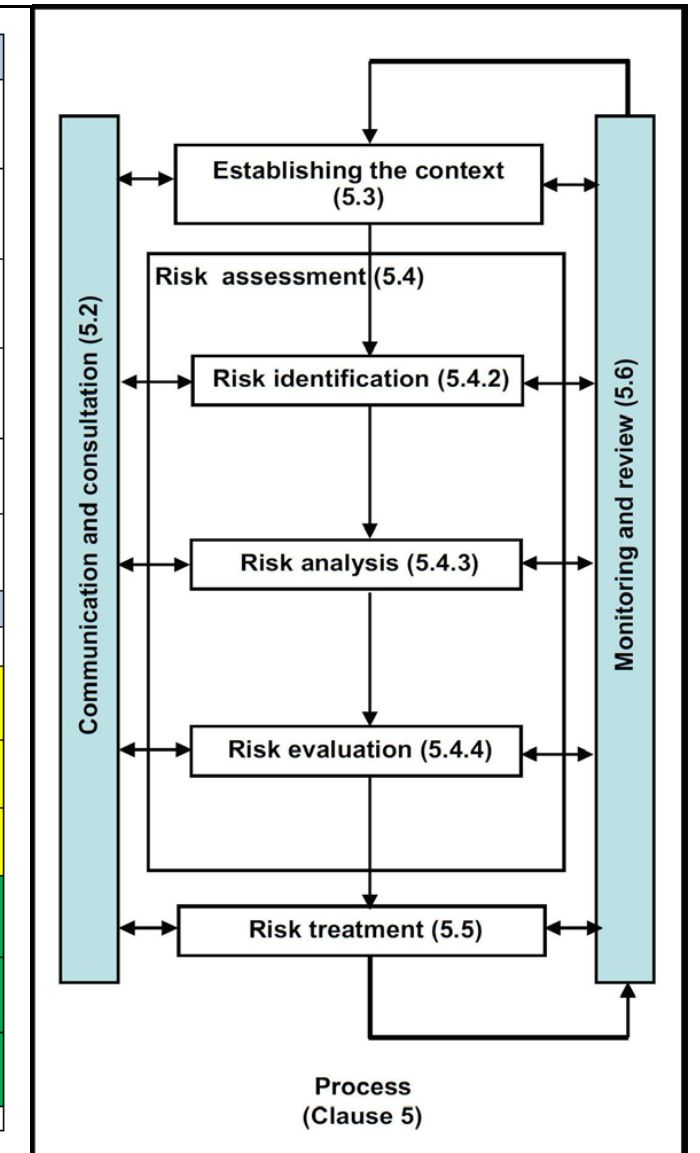
Reason for Completing Risk Assessment:

2. HOW TO USE THE RISK MATRIX

This risk assessment template should be used as the means for formally assessing all risks involved the Sydney Cricket & Sports Ground Trust's operations and should be used in conjunction the Trust's Risk Management Policy and Guide to Managing Risks.

An activity can be risk assessed by defining its **consequence** and **likelihood**. Select a consequence and likelihood of an activity based on the definitions contained in the below matrix to determine the qualitative **risk rating** of the activity. Any activity classified as being of an **UNACCEPTABLE RISK** must be reduced to the lowest level possible by the development and implementation of effective controls. The Sydney Cricket & Sports Ground Trust's objective is to eliminate or reduce risks to **HIGH, MEDIUM or LOW** levels wherever possible.

			Consequences						
U	Unacceptable Risk - Highest Risk. Immediate action is required and the root cause must be eliminated or controlled to a lower level before proceeding.	People	Multiple fatalities.	Single death or permanent disability.	Long term illness or serious injury causing hospitalisation.	Time off work, injury resulting in prolonged medical treatment.	Minor injury requiring on-site medical attention.	Injuries or ailments not requiring medical attention.	
			E	Extreme Risk – the highest acceptable risk level. Eliminate wherever possible. Engineering, isolation or substitution controls must be implemented.	Reputation	Intense public and international media scrutiny and/or prosecutions	Scrutiny by regulatory authority with national media coverage	Stakeholder critical feedback and regional media attention	Some external scrutiny and local media coverage
H	High Risk – Modification of work should be considered if possible. Engineering, isolation or substitution controls should be implemented before proceeding.	Business Infrastructure, Process & Systems				Critical Infrastructure and/or systems failure or interruption for more than 3 days	Critical Infrastructure and/or system failure or interruption for less than 3 days.	Selected Infrastructure or systems failure or significant slowdown resulting in extensive delay.	Single property of system failure or slowdown resulting localised delay of service.
			M	Moderate Risk – present moderate risk to the organisation and its stakeholders. Administrative controls must be implemented before proceeding.	Environmental	Irreversible ecosystem or species population damage	Ecosystem and/or species impact which is reversible long term	Major environmental and ecosystem impact requiring remediation.	Significant local environmental impact which will self-rectify.
L	Low Risk – minimal risk to the organisation or stakeholders. Controls should be implemented if possible.	Heritage				Permanent loss of multiple artefacts or structures.	Permanent loss of single artefact or structure.	Significant damage to artefacts or structures requiring major redesign to meet current requirements	Significant damage to artefacts or structures requiring major restoration to original condition.
					Financial	>\$1,000,000	\$150,000 - \$1,000,000	\$50,000 - \$150,000	\$5,000 - \$50,000
			Catastrophic	Severe		Major	Moderate	Minor	Insignificant
			1	2	3	4	5	6	
Likelihood	Probability	Historical	Almost Certain	A	U	U	U	H	M
	< 1 in 10 10.0%	Expected to occur frequently or immediately.	Likely	B	U	U	E	H	M
	1 in 10 – 100 1.0%	Expected to occur in most circumstances.	Possible	C	U	E	H	M	M
	1 in 100 – 1000 0.10%	Expected to occur occasionally.	Unlikely	D	E	E	H	M	L
	1 in 1,000 – 10,000 0.01%	Not expected to occur in most circumstances.	Rare	E	E	H	M	M	L
	1 in 10,000 – 100,000 0.001%	Not expected to occur very infrequently.	Almost Impossible	F	E	H	M	L	L
> than 1 in 100,000 >0.0001%	Have never happened before.								



SCGT RISK ASSESSMENT – Tour Experience: School Excursion

3. RISK ASSESSMENT

Item	Activity <i>Break the job down into steps that involve any potential hazards</i>	Hazard / Threat <i>Identify the risks associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Pre-controlled Risk Assessment			Controls <i>What actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness.</i>	Controlled Risk Assessment <i>(Only req'd where Pre-controlled Risk Class is H, V or E)</i>			Remaining Action <i>List any of the reactive control measures that will be implemented in the event of an accident / incident (i.e. Emergency response procedures.).</i>	Person who will ensure the controls are implemented
			Pre-controlled Likelihood	Pre-controlled Consequence	Pre-controlled Risk Class		Controlled Likelihood	Controlled Consequence	Controlled Risk Class		
1.	Walking to and from Transport.	<ul style="list-style-type: none"> Students/teachers struck by moving objects e.g. vehicles, cyclists. 	C	3	High	<ul style="list-style-type: none"> Ratio of students to teachers will be determined by the school and communicated to the SCGT Brief all excursion participants on control measures listed in this document. Ensure excursion participants remain on footpaths and use pedestrian crossings at all times. Ensure supervision is located at front and rear of group at all times. 	F	5	Low	<ul style="list-style-type: none"> School coordinator to communicate to SCGT Tours prior to arrival 	<ul style="list-style-type: none"> Teachers on duty
2.	Transport to the Sydney Cricket Ground.	<ul style="list-style-type: none"> Traffic accident. 	C	2	Extreme	<ul style="list-style-type: none"> Ensure transport operators hold appropriate licence(s) and insurances. Confirm availability of seat belts. Enforce rules and monitor behaviour. Ensure seatbelts/ restraints are worn. 	E	4	Moderate	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> School Coordinator & Teachers
3.	Moving through site – Completing the Tour Experience.	<ul style="list-style-type: none"> Tour guides 2-way radios not charged Uneven terrain causing minor injuries and grazes to patrons; Patrons and tour guide struck by moving vehicle causing serious injuries. Tour patron walking off and getting lost in precinct 	D	3	High	<ul style="list-style-type: none"> Ensure radios are fully charged prior to commencing tour – programmed on Channel 3 Ensure patrons are to walk on the side of the road. Patrons to be wearing appropriate footwear (Enclosed shoes) at all times whilst on the tour. Patrons wearing no shoes will not be allowed on the tour. Patrons are instructed to walk with/behind tour guide at all times Ensure bollards are up to eliminate the risk prior to tour where applicable (Pre site walkthrough – Notify security if bollards aren't in position) Tour guide to maintain contact at all times with all members of the tour. Tour patrons briefed on safe position if lost during tour No access to the Basement areas and Back of house. Ensure not part of SCGT tour experience. Tour guides made aware of First aid kit & AED locations stocked and readily available 	F	6	Low	<ul style="list-style-type: none"> Tour Guides to ensure pre tour inspection is complete and any hazards identified are reported and controlled. 	<ul style="list-style-type: none"> All Parties <ul style="list-style-type: none"> School Teachers SCGT Tour Staff
4.	In case of an emergency situation	<ul style="list-style-type: none"> Risk of affecting life safety of occupants in premises and adjacent premises 				<ul style="list-style-type: none"> Tour guides trained in emergency response procedures Evacuate the area to the nearest Emergency Assembly area Notify Trust Security immediately Contact '000' if required. 					

