



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

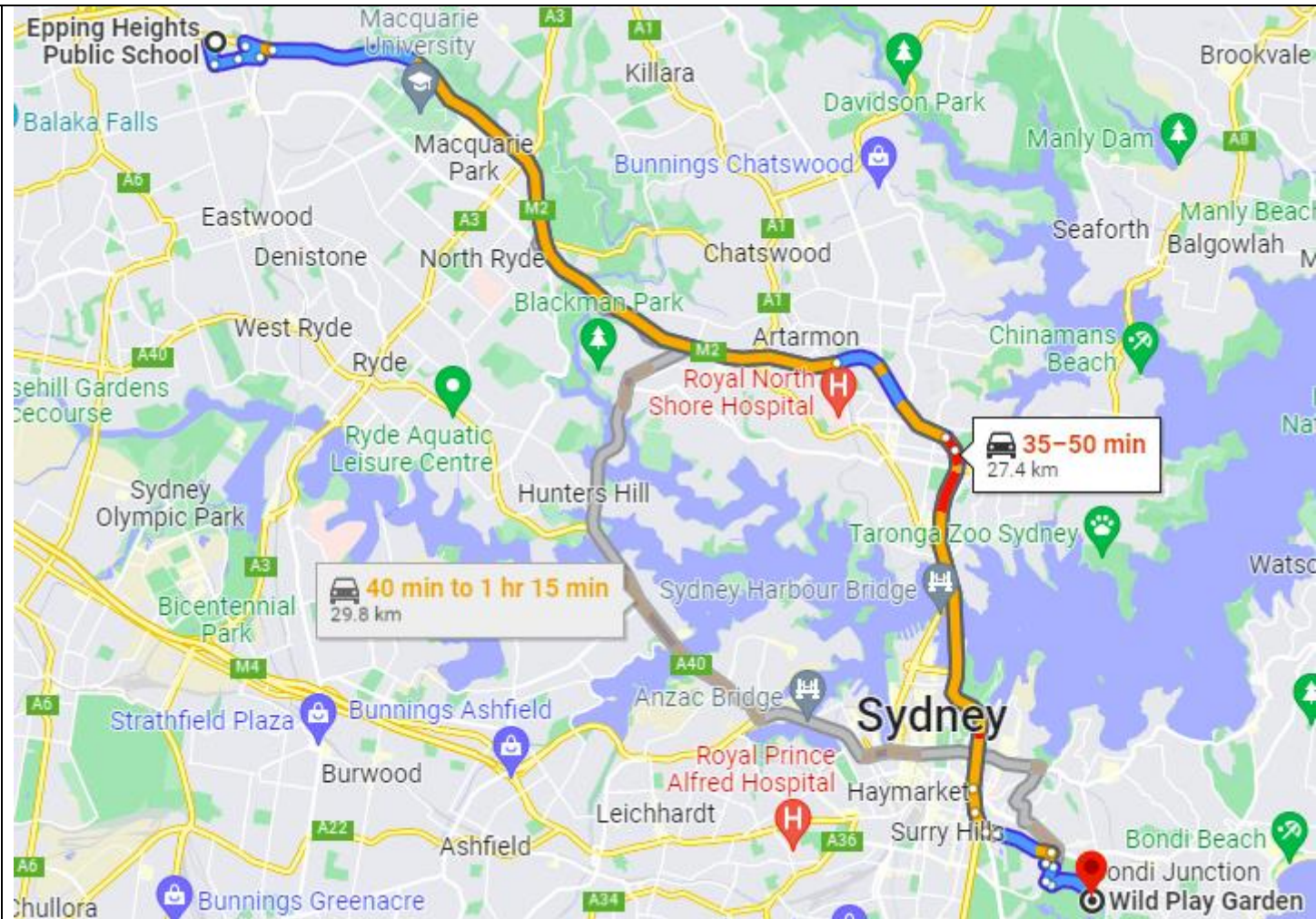
Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

Excursion details:			
Date(s) of Excursion	24/01/23	Excursion destination/address:	Wild Play Garden, Centennial Park NSW 2021
Departure and arrival times	Depart Centre: 9am	Arrival: 10am	Departure : 2pm Arrive back at Centre: 3pm
Proposed activities	Water play, Games		Water hazards? Yes
Method of transport, including map of proposed route	Bus		



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	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. - Two educators count the children onto the bus. - A roll call & headcount is conducted before the bus departs. 		

	<ul style="list-style-type: none"> - When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items. - We then walk to the Centre, where a roll call & headcount is conducted.
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Excursion checklist

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

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

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

		<ul style="list-style-type: none"> - Educators to walk children in groups at a time and remain near toilet block area until children have finished - Children to always communicate with educators about going to and from the toilets. - 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
Road accidents	High	<ul style="list-style-type: none"> - Children to walk on pathways with educators at leading and trailing the group - When crossing open car parks, cross in small groups at a time <p>When walking on paths that are shared with cars, educators to be in the front, middle and back of the group and constantly watching for upcoming traffic.</p>	All Children	During excursion
Insect bite	High	<ul style="list-style-type: none"> - Children informed on how to behave if they encounter an insect such as a bee, or spider - All educators trained in first aid in case of a bite or sting 	All children	During excursion
Sun burn	Moderate	<ul style="list-style-type: none"> - Ensure all children are wearing hats - Have sunscreen readily available 	All children	During excursion
Bus Sickness	Moderate	<ul style="list-style-type: none"> - Children who suffer from motion sickness asked to sit at the front of the bus for the duration of the trip - Educators have vomit bags on hand as well as additional first aid 	All Children	On the Bus

Strangers/interactions with the public	Moderate	<ul style="list-style-type: none"> - Children are to alert educators and be accompanied by them when going to the bathroom - Children informed of when to report an incident to an educator - Children informed not to approach or engage with strangers - Children advised on how to handle potentially unsafe or uncomfortable interactions with strangers - Staff to conscientiously supervise students using active supervision and maintain staff to student ratio 	All Children	During excursion
Falling from a height	High	<ul style="list-style-type: none"> - Educators to actively supervise children when they are on rocks or play equipment - Educators to have first aid qualifications and a first aid bag on hand 	All Children	During excursion
Water incidents	High	<ul style="list-style-type: none"> - Educators actively supervising all water activities - Children to be given strict rules to follow while engaging with water - Children to walk carefully while on wet surfaces - Children not to put heads under the water 	All children	During 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> <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>		
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		<p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by: Annalise Pringle	Date: 15/12/22
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:	
Yes	
Comment if needed:	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix

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

Greater Sydney Parklands

School Incursion Risk Assessment



Greater Sydney
Parklands

Hazard Locations:

Sydney area school grounds and/or parks or open spaces as nominated by the school.

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
COVID Guidelines	Cross infection	3	<ul style="list-style-type: none"> Participants (GSP Education staff, school/group staff, students, other group participants, parent helpers) should not attend if they have travelled overseas, been in contact with persons diagnosed with Covid-19 or are demonstrating any Covid-19 symptoms. All participants are to follow the directions of NSW Health. School/group staff provide hand sanitiser for participants to use prior to activities and encourage regular use throughout the program/activity GSP Education staff use hand sanitiser prior to activities, throughout activities, and between programs Program area surfaces are cleaned with disinfectant / alcohol-based wipes prior to activities and between programs GSP Education Staff provide enough supplies for one per participant, where practical, to reduce items being handed from one person to another If supplies are shared, the items are to be wiped with a disinfectant wipe before being used by the next person and between programs. If a student, teacher, school staff member or parent helper shows any symptoms of Covid-19 during the incursion, it is the responsibility of the teacher in charge to socially distance the person/s for the remainder of the programs 	<p>GSP / Teacher</p> <p>Teacher</p> <p>GSP</p> <p>GSP / Teacher</p> <p>GSP</p> <p>GSP / Teacher</p> <p>Teacher</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p>

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Slips, trips and falls	3	<ul style="list-style-type: none"> GSP will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground Teachers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking 	GSP Teacher	On the day On the day
The hazards listed cover all outdoor activities	Fire/Bush fire High wind Severe and inclement weather events	3	<ul style="list-style-type: none"> GSP Education Staff will monitor severe weather via Bureau of Meteorology weather alert and website. On severe weather days and on Very High to Extreme fire danger days, the GSP Education Staff may cancel or modify all incursions or education activities. Weather conditions will be considered by GSP Education Staff before undertaking activities. In the event of inclement/dangerous weather during a lesson or activity, the GSP Education Staff will modify or stop the activity. Activities under tree cover will not occur when high winds are over 65km/hr (severe weather warning). In an emergency, GSP Education Staff will follow the direction of the school's on-site safety officer. Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen. 	GSP GSP GSP GSP School Safety Officer Teacher	24 hrs On the day On the day On the day On the day On the day Prep & on the day
The hazards listed cover all outdoor activities	Hypothermia	5	<ul style="list-style-type: none"> School/group staff will check the appropriateness of students and participant's clothing prior to the commencement of the activity. Supervising teacher/group leader should monitor children for blue lips on cold days. 	Teacher Teacher	On the day On the day
The hazards listed cover all outdoor activities	Heat exhaustion Dehydration Sunburn	4	<ul style="list-style-type: none"> All students and participants are required to have access to drinking water (water bottles). Schools are expected to provide sunscreen for their students and participants. 	Teacher Teacher	On the day On the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
			<ul style="list-style-type: none"> All students, participants and staff are required to wear hats, protective clothing and closed footwear when participating in lessons and activities. 	Teacher	Prep & on the day
The hazards listed cover all activities	Injury requiring first aid	3	<ul style="list-style-type: none"> Schools are expected to provide an appropriate first aid kit and first aid provision to students and participants. 	Teacher	On the day
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease	3	<ul style="list-style-type: none"> School/group staff will be notified prior to visit if food will be served during lessons or activities by the GSP Education Staff. Preparation and serving of food will be carried out to the highest hygiene standards. If participating in preparation and serving of food, students will follow guidelines set out by the GSP Education Staff. Most food used in lessons/activities is supplied from commercial companies. Leaves, flowers, fruits supplied from the GSP as edible plant material are washed and dried. 	GSP GSP Teacher GSP GSP	Booking Confirmation On the day On the day Purchasing On the day
Lessons involving cooking and tasting	Burns	3	<ul style="list-style-type: none"> School/group staff will supervise all use of cooking equipment to ensure the safety of the group. 	Teacher	On the day
The hazards listed cover all activities	Asthma Nut allergies Allergies leading to severe reactions such as anaphylaxis etc.	3	<ul style="list-style-type: none"> School/group staff must be aware of allergy management plans and must carry medications or treatments during activities and be trained to use such medications. (i.e. adrenalin, EpiPen™ dispensers). 	Teacher	Prep & on the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Poor student and participant behaviour that compromises group safety	2	<ul style="list-style-type: none"> Students and participants to be briefed on expected level of behaviour. Measures in place for dangerously disruptive students and participants. 	Teacher Teacher	Prep & on the day On the day
The hazards listed cover all activities	Plants and seeds with prickles, spikes, thorns or sharp protrusions	4	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of touching or handling plants or seeds and will be directed by GSP Education Staff when they may touch or handle plants. 	GSP	On the day
The hazards listed cover all outdoor activities	Snake bite	3	<ul style="list-style-type: none"> School/group staff must advise GSP Education Staff of known snake activity on or near the program areas. All students and participants must wear sturdy, enclosed shoes. 	Teacher Teacher	Prep & on the day Prep & on the day
All outdoor activities and those involving catching leaf litter animals	Insect bites & stings	4	<ul style="list-style-type: none"> All groups/schools are advised to have a personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it. Students and participants will be shown how to collect invertebrates safely using sample jars and containers. 	Teacher GSP	Prep & on the day On the day
Collisions - motor vehicles, bicycles, pedestrians if program area is not on school grounds (i.e. nearby park)	Injury	4	<ul style="list-style-type: none"> Students and participants will be led to the off-school grounds program area by supervising school/group staff. 	Teacher	On the day
Indoor gardening	Injury Respiratory problems from inhaling potting medium Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> Planting activities will be conducted in well ventilated areas. GSP Education Staff will ensure potting medium is damp. Suitable plant material will be selected for planting. Hands will be washed after planting. 	Teacher GSP GSP Teacher	On the day On the day On the day On the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Outdoor gardening	Injury Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> • Groups will be guided on risks of activity. • Schools/groups are advised that providing gardening gloves or disposable gloves for each student and participant will be beneficial but not essential. Gloves may be supplied by the school. • Suitable plant material will be selected for planting. • Hands will be washed after planting. 	GSP / Teacher GSP Teacher	On the day Prep On the day On the day
Craft activities	Burns Fume inhalation Unforeseen adhesion of body parts	3	<ul style="list-style-type: none"> • GSP Education Staff will ensure all materials used are non-toxic and age appropriate. • GSP Education Staff will instruct students and participants in safe use of materials. • Glue gun use will be supervised by adults. • Craft workshops will be conducted in well ventilated areas. 	GSP GSP / Teacher	On the day On the day On the day On the day

Risk Reduction Control Measures for school excursions and education activities at Greater Sydney Parklands are:

- GSP Education Staff are trained in delivering education activities safely.
- The GSP has Senior First Aid Officers on site and all education staff taking lessons maintain current First Aid Certificates.
- Accompanying teachers and group leaders supervise their students and participants in accordance with OEH or their own school policy.
- GSP Education Staff have first aid kits on hand and are in radio or mobile communication at all times.
- All students and participants are advised to wear sun protection and conduct themselves in a safe and caring manner whilst in the Sites.
- At the commencement of activity, students, participants and teachers are briefed on the specific risk associated with their upcoming activity and the appropriate actions they will need to perform to minimise the risks.
- GSP Education Staff undertake safety 'Tool Box Talks' amongst themselves beforehand and with students and participants at the start of each session.
- As per OEH policy, all GSP Education Staff have a current Working with Children Check.
- Any incidents requiring evacuations on site, visiting students, participants and staff will follow evacuation procedures according to the supervising GSP Education Staff member and or the GSP Safety Warden.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long-term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood - is an estimate of how probable it is for the hazard to cause harm		
Legend				
1 and 2	Extreme risk: deal with the hazard immediately			
3 and 4	Moderate risk: deal with the hazard as soon as possible			
5 and 6	Low risk: deal with the hazard when able			

Risk assessment matrix as provided by the Department of Education and Communities for completing Risk Management Plans for school excursions. (Department of Education and Communities OHS Directorate 2006).

Plan prepared by: Manager, Education and Community Programs

Date: October 2020

Review Date: October 2021