



# EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC** Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	Tuesday 17th January 2023		Excursion destination/address:
			15/108 Percival Rd, Smithfield NSW 2164
Departure and arrival times	Depart Centre: 9:30	Arrival: 10:30	Departure: 1:45
			Arrive back at Centre: 2:30
Proposed activities	Zen Tea Lounge		Water hazards? No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<div style="display: flex;"> <div style="flex: 1;"> <p>← from Work (Epping Heights Public School) to ZenTea Lounge, 15/108 Percival Rd, Smithfield ...</p> <p><b>29 min (17.8 km)</b></p> <p>via Cumberland Hwy/Pennant Hills Rd/A28 and Cumberland Hwy/A28</p> <p>Fastest route now due to traffic conditions</p> <p><b>Epping Heights Public School</b> 128 Kent St, Epping NSW 2121</p> <ul style="list-style-type: none"> <li>&gt; Take Carlingford Rd to Cumberland Hwy/Pennant Hills Rd/A28 in Carlingford 6 min (3.4 km)</li> <li>&gt; Follow Cumberland Hwy/Pennant Hills Rd/A28 to Woodpark Rd in Woodpark 20 min (13.7 km)</li> <li>&gt; Continue on Woodpark Rd. Drive to Percival Rd 2 min (750 m)</li> </ul> <p><b>ZenTea Lounge</b> 15/108 Percival Rd, Smithfield NSW 2164</p> <p><b>Bus</b></p> </div> <div style="flex: 2;"> </div> </div>		

<b>Name of excursion co-ordinator</b>	Zoe Hanna		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 45</b>	<b>Number of educators/parents/volunteers</b>	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:11 (1 Extra educator if there are children with disability/special needs)		

<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

<b>Hazard identified</b>	<b>Risk Rating (use matrix)</b>	<b>Elimination/control measures</b>	<b>Who</b>	<b>When</b>
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> </ul>	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> <li>- Seek shade/shelter where appropriate 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	<p style="text-align: center;">Leaving/entering the bus &amp; At the Excursion/transitioning to other areas</p>
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
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		<ul style="list-style-type: none"> <li>- Children to always communicate with educators about going to and from the toilets. - Toilets located at venue</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
Slips, trips, falls, collisions on and off ice <ul style="list-style-type: none"> <li>- Ice is slippery and children may lack experience and ability to skate</li> <li>- Ice skates are difficult to walk in</li> </ul>	High	<ul style="list-style-type: none"> <li>- Discuss safety rules with children prior to excursion and entering ice rink – remind them that ice is slippery</li> <li>- Educators positioned to ensure quick access to children in need</li> <li>- All staff trained in first aid</li> </ul>	All Children	At excursion / while ice skating

<p>Injury from ice skate blades while skating and handling skates - Skate blades are sharp</p>	<p>High</p>	<ul style="list-style-type: none"> <li>- Discuss safety rules with children prior to excursion and entering ice rink</li> <li>- Educators positioned to ensure quick access to children in need</li> <li>- All staff trained in first aid</li> </ul>	<p>All Children</p>	<p>At excursion / while ice skating</p>
<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<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> <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>Throughout the whole day</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>Provider Staff</p>	
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		Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)		
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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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<b>Plan prepared by:</b> Evi von Gavel	<b>Date:</b> 12/12/22
<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> No	
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



## ZEN TEA LOUNGE FOUNDATION

### ART WORKSHOP at ZEN

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
All-day activities (inclusive of card-making and cultural food making)	The venue is close to the street (not the main street)	Likelihood: Almost certain 'risk' Consequence: Moderate - high	Children are not allowed to go outside without being accompanied by an educator	Accountable: Educator	Before the start of the workshop, during breaks and after the workshop
Lunch break	The venue is close to the street (not the main street)	Likelihood: Almost certain 'risk' Consequence: Moderate - high	If children want to play outside during lunch break, they have to inform the educator so they are accompanied when they play outside	Accountable: Educator	During lunch break
All-day activities	Toilet is close to the kitchen	Likelihood: Almost certain 'risk' Consequence: Moderate - high	At the start of the workshop, children will be advised to ask permission to the educator when they want to use the toilet. Educator will guide them where the toilet is and advise them to inform the	Accountable: Educator and kitchen staff.	When children need to use the toilet

			kitchen staff so they can be guided appropriately.		
Games played outside the workshop room (as part of the activity planned for them within the day)	The venue is close to the street (not the main street)	Likelihood: Almost certain 'risk' Consequence: Moderate - high	Children will be accompanied by the educators and volunteer staff at this time	Accountable: Educator and volunteer staff	At the end of the workshop

Plan prepared by:	Name(s): Amy Nguyen, Cybelle Diones	Date Plan Prepared: June 20 2022
Prepared in consultation with:	Name(s):	
Communicated to:	Name(s):	
Venue and safety information reviewed and attached	Yes / No 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