



EHOSHC Excursion Risk Management Plan

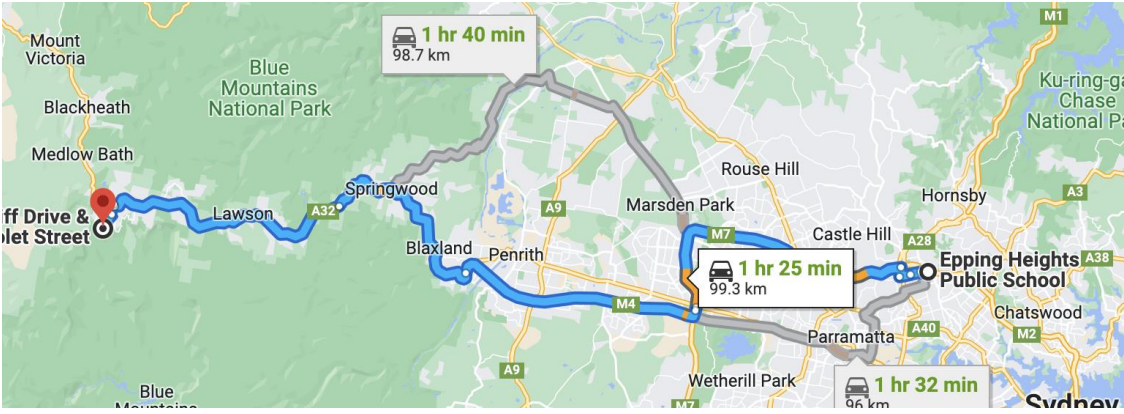
Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	Wednesday 12th April 2023	Excursion destination/address:	Scenic World Violet St &, Cliff Dr, Katoomba NSW 2780
Departure and arrival times	Depart Centre: 8:45am Arrival: 10:15am Departure: 12:30pm Arrive back at Centre: 2pm		
Proposed activities	Railway, cable car, scenic skyway, bush walk on paths		Water hazards? Yes/No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	Bus Include screen shot of map directions on right hand side (picture)		
			

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)		
Procedures for: <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 	<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. 		

<ul style="list-style-type: none"> - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - 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 - Educators to encourage children to tie up shoes laces and assist if required - Inform children of slippery wooden plank floor of bush walk (if rainy weather). Children encouraged to use handrails and walk on carpet mats. 	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"> - 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. - 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 	All Children	At the Excursion

		<p>responsible children to check whilst the educator waits right outside of toilet area</p> <ul style="list-style-type: none"> - 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. - 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
Scared of Heights	Moderate	<ul style="list-style-type: none"> - Ensure children are aware of railway in safety debrief - Set children's seats to 'chill mode' for a more relaxed experience - Children may elect to sit next to educator 	All Children	At Venue
Sharp metal wire	Moderate	<ul style="list-style-type: none"> - Educators to give safety debrief regarding staying away from metal wire protectors that cover trees along the path - Active supervision of children at all times 	All Children	At Venue
Insect/Animal Bites	Moderate	<ul style="list-style-type: none"> - First aid kits are carried by educators - Children with allergies to give required medications to educators to carry - Children are told in safety debrief to stay away and not touch any bugs or animals they see 	Educators + Children	At Venue

<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<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>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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</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: Corinne Halloran	Date: 27/03/23
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 / 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
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



Scenic World

Risk Assessment of Workplace

Scenic World
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Date of assessment: 25/09/19	Description of Place: Scenic World - All Rides, Retail, Food and Beverage, Guide and Valley Walk	Organisation: Scenic World
Assessment Conducted by: Patrick Rostro, Glenn Ferguson, Merry Goldie, Ashlee Tait, Victoria Bennett and Anthea Hammon	Risk Assessment Method Used: See Scenic World Risk Definitions and Risk Matrix	Address: Cnr. Violet St and Cliff Dr Katoomba
Scope: Groups Visitors including School Groups and Groups of Children		

Risk No.	Date of Last Risk Assess	Hazard	Risk	Risk Type	Area	Initial Risk Rating (no controls)			Controls	Residual Risk (Utilisting Existing Controls)		
						Conseq.	Likelihood	Risk Rating		Conseq.	Likelihood	Risk Rating
Eg.		Rain	Slip and Fall while walking down entry ramp	Safety/WHS	Public Areas - Outside	Minor	Likely	12. Low	Mats used when wet Half ramp carpeted	Minor	Possible	8. Low
1	25/9/19	Fall/pushed out of bus on arrival/departure	Potential injury from fall	Safety/WHS	Public Areas - Outside	Moderate	Possible	13. Medium	Bus Parking Area is designed to NCC requirements. Supervisor to take active role in supervising children.	Moderate	Unlikely	9. Low
2	25/9/19	Child being hit by bus or passing car on the way to the main building	Potential injury from vehicle travelling at low speed	Safety/WHS	Public Areas - Outside	Major	Possible	18. Medium	Supervisor to take active role in supervising group. Pedestrian crossings provided. Speed limit of 10km/h through pedestrian thoroughfare. One way traffic through this area.	Major	Unlikely	14. Medium
3	25/9/19	General trip/slip around site	Potential injury from fall	Safety/WHS	Public Areas - Inside/Outside	Major	Possible	18. Medium	Supervisor to take active role in supervising group. Building is designed to NCC requirements. Guide and teachers supervising/limiting irresponsible behaviour. Carpet supplied on boardwalk to reduce slip hazard. Many surfaces provide non-slip surfacing. Non slip surfaces provided in bad weather. Handrail Regular pressure washing of boardwalk and other slippery areas. Regular leaf blowing conducted across sight including boardwalk. First Aid Training mandatory for Guides. Morning/Evening boardwalk inspections.	Minor	Possible	8. Low
4	25/9/19	Trip and fall/injury while loading/unloading Railway /Cableway/ Skyway	Potential injury from fall or misstep (note: rain has been considered as a particular risk factor)	Safety/WHS	Rides	Moderate	Possible	13. Medium	School Guide in attendance at time of unload/load. Ride attendant and Tickets personnel on all rides supervising persons. Extra staff on green screen to assist.	Minor	Likely	12. Low
5	25/9/19	Scariness of Railway/ Cableway/ Skyway	Overexcitment or illness from fear induced stress	Safety/WHS	Rides	Insignificant	Possible	4. Low	Schools are informed about site and rides. School Guides assist in loading of children onto rides. Guides and Rides can give cry bears/koalas for calming effect. Guides attempt to time group to prevent build up of anxiety watching train descend. Supervisor of group can flag Guide to any potential problems and assist with their customers service expertise.	Insignificant	Unlikely	2. Very Low

6	25/9/19	Cableway/Skyway Doors/Gates and Railway doors	Arm/Leg caught in door	Safety/WHS	Rides	Minor	Possible	8. Low	Rubber edged door with electric "bump" controls. Mirror provided bottom station Cableway for ease of viewing for attendant. Train doors have overload protection that trips and reverses door. Cableway/Skyway have light sensors. Driver warnings and door checks. Door E-stop on Railway. Cableway has trained driver on bottom station to assist with clearing doors.	Minor	Rare	3. Very low
7	25/9/19	Child slips off seat on train	Slide into or under seat in front during steep section of train ride	Safety/WHS	Railway	Minor	Possible	8. Low	Conductor and guide gives warning to hold on to top bar. Use knees on knee bar and be ready for steep ride. Seats adjust angle, automatically back to original but the steepness/intensity of the ride can be lowered by choosing the laid back position.	Minor	Unlikely	5. Low
9	25/9/19	Separation of person from group	Trauma from being "lost"	Safety/WHS	Scenic World	Insignificant	Possible	4. Low	Maximum group size of 35 per School Guide to maintain supervision. Radio communication in case of lost person, usual tracks down person quickly. Regular head counts assisted by supervision. Guide stays at front of group and supervisor advised to stay in back.	Insignificant	Unlikely	2. Very Low
10	25/9/19	Falling Branches	Branches hitting a person	Safety/WHS	Valley Boardwalk	Major	Possible	18. Medium	Daily patrols of boardwalk and canopy general observation by guide on walk. Boardwalk closed if risk is observed. Arborist check completed 6 monthly. Inspections completed after weather events.	Moderate	Unlikely	9. Low
11	25/9/19	Insect bites	Irritation/reaction from bites, main insect wasps, leeches	Safety/WHS	Scenic World	Minor	Almost Certain	16. Medium	School Guides carry first aid kits with sting cream. All guides are first aid trained. Children are told not to pick up insects. Wasp control methods are implemented in season in known problem areas. People with known allergies especially anaphylactic allergies, to carry appropriate medication.	Minor	Likely	12. Low
12	25/9/19	Spider/snake bites	Bites requiring medical assistance	Safety/WHS	Scenic World	Moderate	Unlikely	9. Low	Children are kept on boardwalk. Guides carry first aid kits and all valley kits include Splints and compression bandages. Assistance easy to get with use of radio contact with main building. Noise of guest tends to scare off snakes.	Moderate	Rare	6. Low
13	25/9/19	Weather - Heat	dehydration/heat stroke	Safety/WHS	Scenic World	Major	Almost Certain	23. Severe	School notified with information sheet about correct clothing. Can ring Experience Planners prior to trip for information on expected weather and advice such as bringing a drink etc. School guides carry first aid kit with space blankets and ice packs. Air Conditioning has been upgraded for comfort inside the building and keep temperature down between rides in hot periods. Water Stations available for free refill. In Hot period we sell ice creams and drinks in Valley or East Station Skyway to control heat effects. Guides first aid trained.	Major	Possible	13. Medium
14	25/9/19	Weather - Cold	hypothermia of child on hot/cold day	Safety/WHS	Scenic World	Minor	Unlikely	5. Low	School notified with information sheet about correct clothing. Can ring Experience Planners prior to trip for information on expected weather and advice such as bringing a drink etc. School guides carry first aid kit with space blankets and ice packs. Warm temperature maintained inside building.	Minor	Rare	3. Very Low
15	25/9/19	Children around other people	Injury of other patron due to inappropriate behaviour and lack of supervision	Safety/WHS	Scenic World	Moderate	Likely	17. Medium	Guide and teacher supervise children. Other staff keep an eye out for this as well.	Moderate	Possible	13. Medium

16	25/9/19	Person's medical condition	Person having medical incident on site	Safety/WHS	Scenic World/Valley Boardwalk	Major	Unlikely	14. Medium	School guides carry first aid kit and are first aid qualified. Ambulance station not located far from Scenic World and well established Emergency Response.	Moderate	Unlikely	9. Low
17	25/9/19	Stranger Danger	Inappropriate behaviour from other guests and abduction	Safety/WHS	Scenic World	Major	Possible	18. Medium	Max group sizes for school groups at 35. Teacher and guide supervision. Regular head counts. Video Surveillance Business support available should any suspicious behaviour be observed. Staff have education on security and observations. Access limited to the front of site.	Major	Rare	10. Low
18	25/9/19	General Emergency	Any Emergency - Fire, Weather Event, Terrorism, Bomb Threat, Hold Up	Safety/WHS	Scenic World	Extreme	Unlikely	19. High	Evacuation plans in place that are guided by staff. 6 monthly practice evacuations for staff. 12 monthly rides specific rescue scenarios practiced. All staff given First Attack Fire Fighting Training. Fire Alarm/Detection System. Preemptive controls in adverse weather. Risk Analysis completed that included local emergency services and counter terrorism police. Consistent review of procedures and current risks using the Emergency Planning Committee.	Extreme	Rare	15. Medium
19	25/9/19	Food Safety - School Kids Takeaway or Group Food	Food cross contamination, health and safety of food products	Safety/WHS	Food and Beverage	Extreme	Possible	22. High	HACCP (Hazard Analysis Critical Control Points) Methodology adopted for food safety including a variety of temperature controls process, cross contamination processes and hygiene processes. School groups or groups with packed lunch by Scenic World encouraged to eat on receiving meals to limit time meals are outside food professionals control.	Minor	Rare	3. Very Low
20	26/9/19	People touching Plants	Damage to plants & Irritation to skin or eyes	Safety/WHS & Environmental	Valley Boardwalk	Minor	Possible	8. Low	Supervision of groups. Advised to not touch plants or flora as people can react to them or their sap and some trees can accidentally become ring barked by people pulling off bark where they can reach.	Minor	Unlikely	5. Low
21	26/9/19	Pooling of Water at base of Waterfall	Drowning	Safety/WHS	Valley Boardwalk	Extreme	Unlikely	19. High	There is a small body of water that can form at the base of the waterfall, no access to the area. Supervision of groups. Limiting group size.	Extreme	Rare	15. Medium