



## EHOSHC Excursion Risk Management Plan

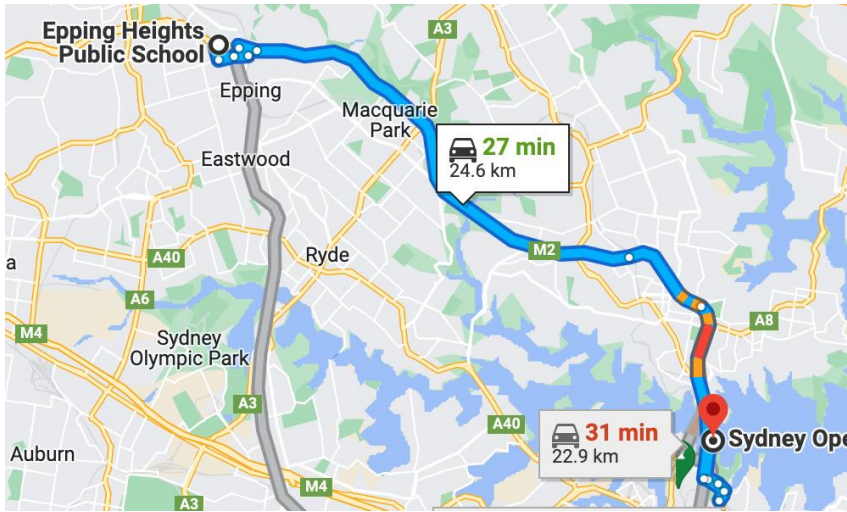
### Epping Heights OSHC

Out Of School Hours Care Inc.


ABN: 83425978

Email: [Eppingheightsoosh@hotmail.com](mailto:Eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsooshc.com.au](http://www.eppingheightsooshc.com.au)

Excursion details:			
<b>Date(s) of Excursion</b>	<b>Wednesday 12<sup>th</sup> April 2023</b>	<b>Excursion destination/address:</b>	<b>Bennelong Point, Sydney NSW 2000</b>
<b>Departure and arrival times</b>	<b>Depart Centre: 10am      Arrival: 10:35am      Departure : 2:30pm      Arrive back at Centre: 3:05pm</b>		
<b>Proposed activities</b>	Watch show, play in park/oval	Water hazards? No If yes, detail in risk assessment below.	
<b>Method of transport, including map of proposed route</b>	<p><b>Bus</b></p>  <p>Potential spot for Morning tea/lunch at Botanical Gardens.</p>		



			
<b>Name of excursion co-ordinator</b>	Adam Pearson or 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>	<b>4</b>
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"> <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>	<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> </ul>		

Including accounting for children at all times.	<ul style="list-style-type: none"> <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> </ul>	All Children	Entering bus/leaving bus

		<ul style="list-style-type: none"> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> <li>- Educators to monitor children while at play and walking at the botanical gardens.</li> <li>- Educators to remind children about sensible walking up the Opera House stairs.</li> <li>- All educators have first aid training.</li> </ul>		<p style="text-align: center;">&amp;</p> <p style="text-align: center;">During excursion</p> <p style="text-align: center;">While walking up stairs and around the Opera House/Botanical Gardens</p>
Insect bites, rashes, cuts	Low	<ul style="list-style-type: none"> <li>- Children reminded of sensible behaviour, not disturbing wildlife or plant life.</li> <li>- Educators to carry first aid equipment – band aids, Stingo spray and wet wipes. All educators competent in first aid.</li> </ul>	All Children	While at the Botanical Gardens
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</li> <li>- 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/Large Crowds	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</p> <p style="text-align: center;">&amp;</p> <p style="text-align: center;">At the Excursion/transitioning to other areas</p>

		<ul style="list-style-type: none"> <li>- Educators to take small groups of children to bathroom at a time to avoid wondering/missing children.</li> </ul>		
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	<p>Children to use bathrooms at Opera House before entering the Playhouse room, and after the show. Limited bathroom access at the Botanical Gardens.</p> <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> <li>- Children to always communicate with educators about going to and from the toilets.</li> </ul>	All Children	At the Excursion

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

		<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>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>		
--	--	---	--	--

<b>Plan prepared by: Corinne Halloran</b>	<b>Date: 27/03/23</b>
<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>	
<b>Yes</b>	
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





The following information is designed to assist schools in planning a visit to Sydney Opera House and preparing a risk assessment and risk management plan.

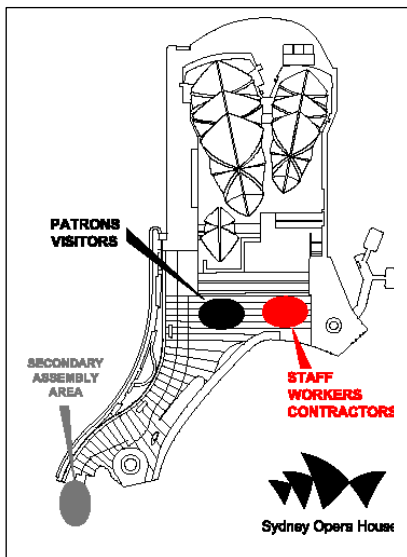
Teachers undertaking a risk assessment and risk management plan should be aware that Sydney Opera House cannot complete the risk assessment for them.

More information can be obtained by contacting Sydney Opera House Safety Team:

[eventsafety@sydneyoperahouse.com](mailto:eventsafety@sydneyoperahouse.com) or on Phone number: 02 9250 400

### General Information

- Sydney Opera House has developed an Emergency Plan detailing Emergency Procedures to cope with likely emergency scenarios.
- The primary evacuation assembly point for Sydney Opera House is on the Forecourt.



- Sydney Opera House has a fully compliant fire detection and suppression system, which includes an Emergency Warning and Intercommunication System.
- In an emergency these systems are managed by the Emergency Planning & Response Groups which provides 24 hour, 7 days-a-week coverage. Our Theatre Managers, Front of House and Emergency Planning & Response Group will direct school groups to safe locations in the event of an emergency.
- Sydney Opera House has a fully-equipped first aid room, staffed by registered nurses from 8am-11.30pm, 7 days a week. Additional staff hold senior first aid certificates and extra first aid equipment includes oxy-viva and defibrillators sets.
- As the site is surrounded by water on three sides, lifebuoy rings are located on the outside of the building.
- The exterior of the building is fully paved in different forms of granite and there are many stairs. There is limited protection from the elements (i.e. sun, wind, rain etc.). Suitable footwear and clothing is strongly recommended.
- The entire exterior areas of the site and all public areas within the building are covered by CCTV cameras. The Sydney Opera House CCTV Policy is available for review on [www.sydneyoperahouse.com](http://www.sydneyoperahouse.com) located under About Us / Corporate Information / Sydney Opera House Policies.
- Visitor toilets, including accessible toilet facilities are located:
  - on the Lower Level near the Food and Beverage outlets;
  - inside the Western Foyer open all day till theatres close; and
  - on the Upper Level in the main Box Office foyer near the Information Desk.
- Sydney Opera House has a comprehensive Child Protection Policy and Child Protection Procedures in place, which all staff are required to comply with. These documents can be accessed via our website [www.sydneyoperahouse.com](http://www.sydneyoperahouse.com) located under About Us / Corporate Information / Sydney Opera House Policies.
- Sydney Opera House is fully covered by public liability insurance.

## Access

- There is no vehicle, bus or coach access to the Sydney Opera House site. By prior arrangement, approval may be given for schools who have students with accessibility requirements via email: [accessibility@sydneyoperahouse.com](mailto:accessibility@sydneyoperahouse.com)
- People who are unable to walk long distances can be dropped off in taxis or private vehicles at the Gatehouse located at the Sydney Opera House site entrance on Macquarie Street. A buggy service for patrons with accessibility requirements operates between the Gatehouse and the Sydney Opera House.
- Deliveries to the Loading Dock is by appointment only, whereby an approved booking receives a barcode to show at the Gatehouse on arrival. Bookings can be requested through your SOH contact.
- The nearest public transport (rail, bus and ferry) is located at Circular Quay, which is a short walk from Sydney Opera House.
- There is a covered walkway from Circular Quay to Sydney Opera House, with a five metre gap between the apartment building at the northern end of Macquarie Street and the escalator leading down to Sydney Opera House's Lower Level.
- There are a large number of steps and floor level changes across Sydney Opera House.
- The public lift connects three levels of the building, the Lower and Ground Levels to the Upper Main Box Office Level. The lift can be accessed via an underground corridor near the Welcome Centre on the Lower Level and also at a corridor on the Ground Level (at the top of the escalators). Escalators connect the box office foyer to the Joan Sutherland Theatre and Concert Hall southern foyers.
- There are a number of wheelchair and companion seating locations in all theatres. Please advise the Box Office of accessible and companion seating as well as any other access requirements at the time of booking.
- A limited number of courtesy wheelchairs are available for students attending performances in the Concert Hall and Joan Sutherland Theatre.

## Covid -19

- Schools must ensure they have an electronic spreadsheet containing the contact details for each one of the children attending the Sydney Opera House. This includes First Name, Surname and the Child's Parents or Guardian's contact phone/email details.
- At least two adults responsible for the school group must provide SOH their contact details including the date and time of the school group arriving and leaving SOH and name of the production they are attending. These contacts must be readily available at any time for 28 days.
- Masks must be worn in the foyers and theatres including during performances by persons over 12yrs of age.
- Patrons and visitors who have recently attended any of the [COVID-19 case hotspots](#) must not visit the Opera House as per NSW Health advice.
- All adults accompanying the school must check in with the Service NSW QR Code
- SOH has a Covid safe plan that can be provided on request.

## Services

- The nearest public hospital is Sydney Hospital in Macquarie Street. Phone number: 9382-7111.
- The nearest private medical centre is the Gateway Quayside Medical Centre at Circular Quay. Phone number: 9241-1577.
- More detailed information can be found on our website [www.sydneyoperahouse.com](http://www.sydneyoperahouse.com)