



## EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC**

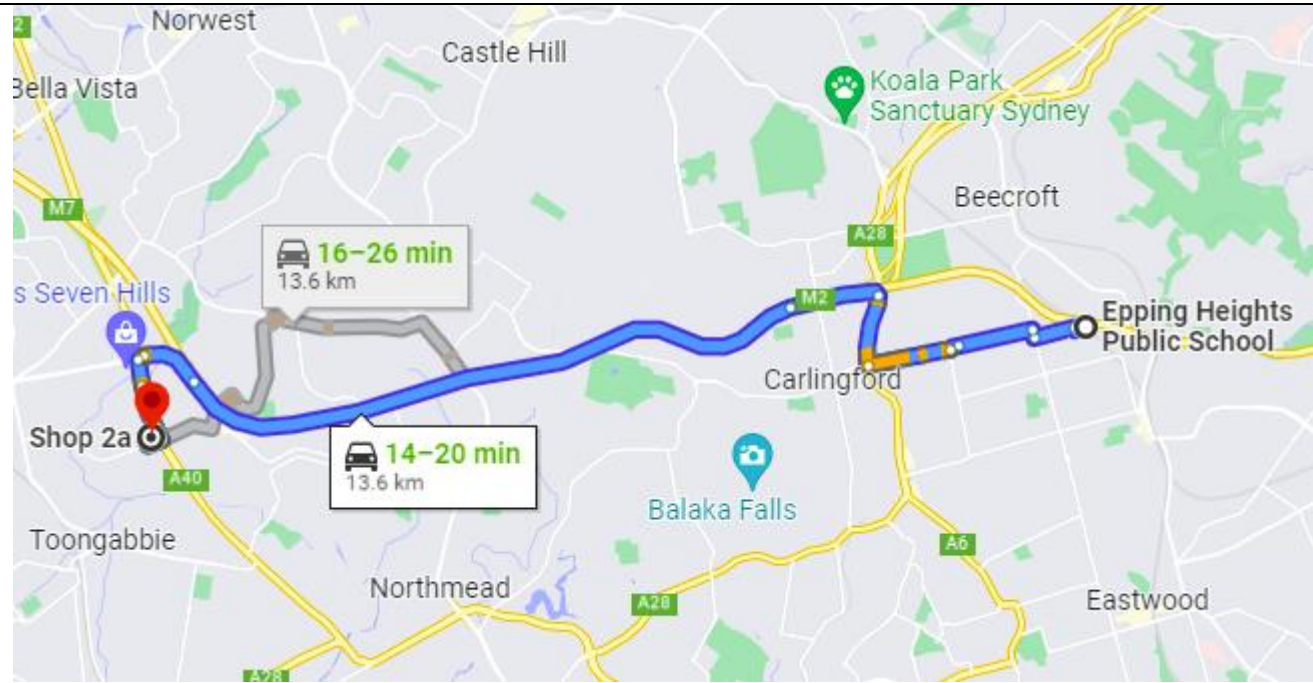
Out Of School Hours Care Inc.

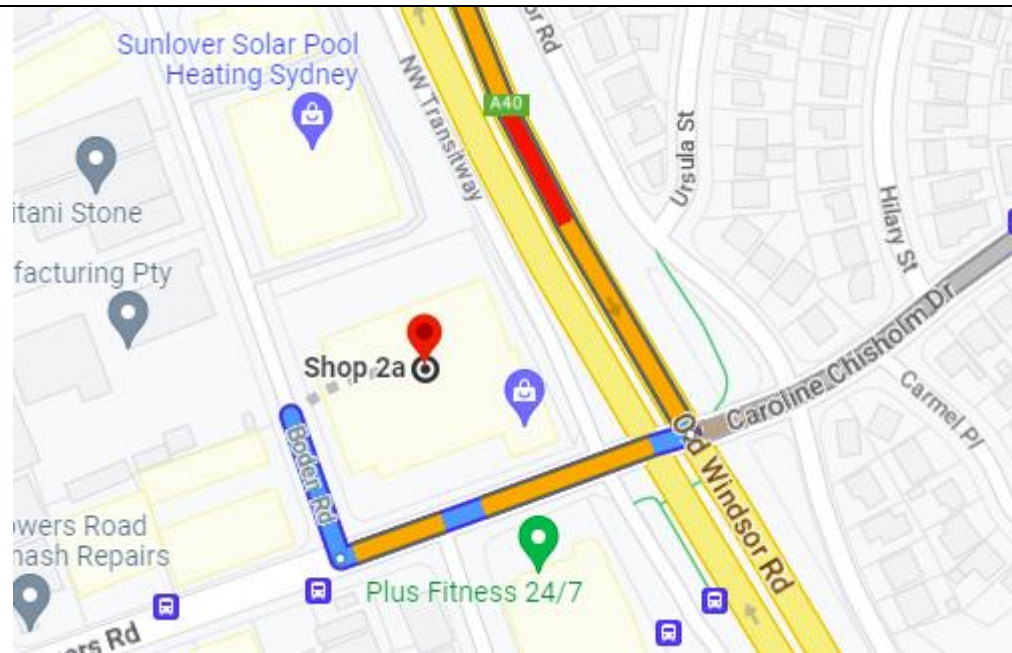
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Excursion details:			
<b>Date(s) of Excursion</b>	<b>17.04.23</b>	<b>Excursion destination/address:</b>	2/6 Boden Road, Seven Hills
<b>Departure and arrival times</b>	<b>Depart Centre: 9:30am</b>	<b>Arrival: 9:50am</b>	<b>Departure : 12:00pm</b> <b>Arrive back at Centre: 12:20pm</b>
<b>Proposed activities</b>	Badminton, pool, board games		Water hazards? No If yes, detail in risk assessment below.
<b>Method of transport, including map of proposed route</b>	Bus		





<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: 75</b>	<b>Number of educators/parents/volunteers</b>	7
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:

- Leaving the centre
- Entering and exiting the bus
- Entering the venue
- Leaving the venue
- Entering and exiting the bus
- Returning to the centre

Including accounting for children at all times.

- 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

First aid kit

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</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/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	Leaving/entering the bus & At the Excursion/transitioning to other areas

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> <li>- Children to always communicate with educators about going to and from the toilets.</li> <li>- Multiple toilets are located around the Island</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

Struggling breathing, or asthma	High	<ul style="list-style-type: none"> <li>- All children with asthma have puffers that are taken on the excursion</li> <li>- There are easily accessible exit points to get fresh air</li> </ul>	Children with asthma, or known breathing difficulties	During physical activity, while the smoke machine is activated.
Overstimulation	High	<ul style="list-style-type: none"> <li>- There are easily accessible exit points to remove people from the situation.</li> <li>- Educator to child ratio is sufficient so that educators can provide care to an overstimulated child</li> <li>- All educators are trained in child-protection and behaviour management</li> </ul>	All children	During excursion
Interaction with the public	Moderate	<ul style="list-style-type: none"> <li>- Educator to child ratio is sufficient and allows for active supervision</li> <li>- Students engage in a safety briefing before the excursion to instruct them on safety protocols</li> </ul>	All children	Entering bus/leaving bus & During excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	Ensure Educators & Families are aware of our Covid-19 Policy & procedure	Coordinator	Throughout the whole day

		<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>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</p> <p>Families and children</p> <p>Provider Staff</p>	
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		<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>		
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<b>Plan prepared by: ALP</b>	<b>Date: 28.03.2023</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

## PLAYPOINT OPERATIONAL RISK REGISTER

Ref	Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When
OPR1	Indoor Sports	Slip, Trip, Fall	High	<ol style="list-style-type: none"> <li>All players required to wear appropriate shoes when playing and need to sign off this requirement when becoming a member as part of the terms and conditions.</li> <li>Signage for appropriate footwear to be worn.</li> <li>Badminton Courts from Gerflor considered world best in terms of player safety.</li> <li>Housekeeping protocols to ensure all walking passages are clear and not blocked.</li> <li>First Aid Kits placed at vantage points so that these are easily visible to all Patrons, Visitors and Staff to access should the need arise.</li> <li>Ice Pack available when required.</li> <li>CCTV Monitoring.</li> <li>Daily inspection of the facility for potential hazards.</li> <li>Water Station monitored to ensure spilled water is immediately cleaned.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR2	Covid-19	Covid	High	<ol style="list-style-type: none"> <li>Covid Safe Plan to address covid related protocols</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR3	Emergency Response	Fire Outbreak	Moderate	<ol style="list-style-type: none"> <li>Annual Fire Safety Statement for all fire equipment by the landlord to the Blacktown Council.</li> <li>Fire extinguishers at multiple locations.</li> <li>3 Fire Hose Reels in the Badminton Courts.</li> <li>4 Fire Exits with Fire Exit Signs.</li> <li>Fire Exit Doors alarmed.</li> <li>CCTV Monitoring.</li> <li>Fire Evacuation Diagram.</li> <li>Staff trained in Fire Awareness, Fire Safety and Evacuation Procedures.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR 4	Safety & Security	Unauthorized Access / Physical Arguments	Low	<ol style="list-style-type: none"> <li>Main Access locked and entry permitted only with a valid randomly generated Pin from Hello Club against a valid booking by a registered patron.</li> <li>Access Management controlled by Hello Club System with Directors having capability to remotely open and close the entrance door.</li> <li>CCTV Monitoring with 2 weeks back-up, covering all areas of the facility.</li> <li>CCTV cameras viewable on Director's mobile phone.</li> <li>Signage that there is CCTV Monitoring at vantage points.</li> <li>Alarm Buttons on Fire Exits and stand-alone Panic Buttons installed at all operational locations within the facility (Badminton Arena, Ground Floor and First Floor) that would trigger an alarm PlayPoint's Directors Sanjeev Malhotra and Debrah Malhotra, should these be activated by any patron or staff member.</li> <li>The NSW Police CPTED Checklist has been completed.</li> <li>Necessary Safety Instructions specifying the process to be followed in the case of an incident or emergency eg: use of Panic Button, CCTV Monitoring etc. displayed at all vantage points within the facility.</li> <li>These Safety Instructions are also part of the Terms &amp; Conditions that a Patron acknowledges and accepts when undertaking a their registration on the on-line booking system.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR5	Noise	Noise Pollution	Low	<ol style="list-style-type: none"> <li>Noise &amp; Vibration Impact Assessment Report prepared by Dural Group in September 2021 had 14 recommendations and each have been implemented.</li> <li>Noise Management Plan to that details the procedures PlayPoint will adopt to ensure disturbance to neighbours by activities in and around the facility, for which PlayPoint has control, is avoided or minimised.</li> </ol>	Sanjeev Malhotra	Implemented

Ref	Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When
OPR6	Signage	Directional Signage	Low	<ol style="list-style-type: none"> <li>Entrance to the facility clear and visible.</li> <li>Directional, warning and instruction signage (eg: Exit Signs, Emergency Evacuation, First Aid, OH&amp;S etc) appropriately located within the site and the building.</li> <li>Appropriate directional signage and warning signs designed and displayed in accordance with CPTED principles.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR7	Incident	Incident Management	Low	<ol style="list-style-type: none"> <li>Any incident impacting environment, health, safety and/or assets of the facility will be immediately noted, addressed, and recorded in an Incident Register.</li> <li>An Incident Register will be maintained at the facility that will record the following details <ol style="list-style-type: none"> <li>Incident Number</li> <li>Date and Time</li> <li>Location of Incident</li> <li>Reported By – Name, Address &amp; Mobile Number</li> <li>Description of Incident</li> <li>Type of Incident – Environment, Health, Safety, Asset damage</li> <li>Estimated Cost</li> <li>Estimated Lost Hours</li> <li>Root Cause assessed</li> <li>Corrective Action</li> <li>Responsible Person</li> <li>Target Completion Date</li> <li>Actual Completion Date</li> <li>Reviewed By (Director)</li> </ol> </li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR8	Lights	Inappropriate Lights	Low	<ol style="list-style-type: none"> <li>Each Court / Table for every indoor sport has its own dedicated lights that switch on/off in accordance with the booked time with the Lights Management System.</li> <li>All toilet facilities have sensors to switch the lights on/off with people movement.</li> <li>Necessary indoor lights are installed to ensure suitable lights are there in all 'non-court areas' of the facility.</li> <li>Outdoor lights are installed around the facility that are timer controlled and switch on automatically during night-time.</li> <li>Energy saving LED lights are being installed throughout the facility.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR9	Customer Complaints	Unhappy Customer	Low	<ol style="list-style-type: none"> <li>Feedback, complaints, and concerns about the operation and functioning of the facility can be made verbally or in writing to any staff and / or the Directors of PlayPoint – Sanjeev Malhotra and Debrah Malhotra.</li> <li>There are procedures for documenting and handling all complaints so that a process for evaluating each complaint can be made with a view of providing recommendations for future improvements in policies, procedures, and practises.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR10	Ventilation	Bad Ventilation	Low	<ol style="list-style-type: none"> <li>Good ventilation in the badminton courts is maintained by 5 Whirly Birds on the ceiling and 6 extractor fans at the ground level to extract hot air. Additionally, 300mm x 8 meters opening under the warehouse rolling doors to infuse fresh air. This keeps the air well ventilated.</li> <li>Main Door of the facility is kept open during evening hours to facilitate cross ventilation.</li> <li>The Ground and First Floor areas (non-badminton areas) are centrally airconditioned.</li> <li>All centrally air conditioning system filters are cleaned monthly.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing

Ref	Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When
OPR11	Hygiene	Unhealthy Hygiene	Low	<ol style="list-style-type: none"> <li>1. Display Signs on correct hand washing in toilets and staff break rooms stating, "wash hands for at least 20 seconds and dry them with clean paper towel provided; or use the 70% alcohol-based hand sanitiser if unable to wash hands".</li> <li>2. All Staff instructed to follow these instructions when changing tasks and after touching potentially contaminated surfaces.</li> <li>3. Hand Sanitization Station</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR12	Cleaning	Unclean Facility	Low	<ol style="list-style-type: none"> <li>1. Daily Cleaning Schedule that requires the following: <ol style="list-style-type: none"> <li>a. All tables, chairs, and benches cleaned twice a day with disinfectants.</li> <li>b. All playing equipment like cue sticks, snooker balls, table tennis rackets etc cleaned after every return from visitors.</li> <li>c. Badminton Courts mopped daily.</li> <li>d. Non-badminton area vacuumed daily.</li> <li>e. Staircase rails disinfected daily.</li> <li>f. Bathrooms cleaned and disinfected daily.</li> </ol> </li> <li>2. All bathrooms professionally cleaned twice a week.</li> <li>3. All Staff to wear personal protective equipment when cleaning.</li> <li>4. All waste bins emptied daily and disposed in the Bingo Bins, that is collected weekly.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing
OPR13	Repairs and Maintenance	Unrepaired / unmaintained facility	Low	<ol style="list-style-type: none"> <li>1. Repair and maintenance for the building undertaken by the landlord on a priority basis.</li> <li>2. General upkeep maintained during the daily inspection.</li> </ol>	Sanjeev Malhotra	Implemented and Ongoing

Plan prepared by:	Name(s): Sanjeev Malhotra	Date Plan Prepared: 1 Dec 2021
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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