



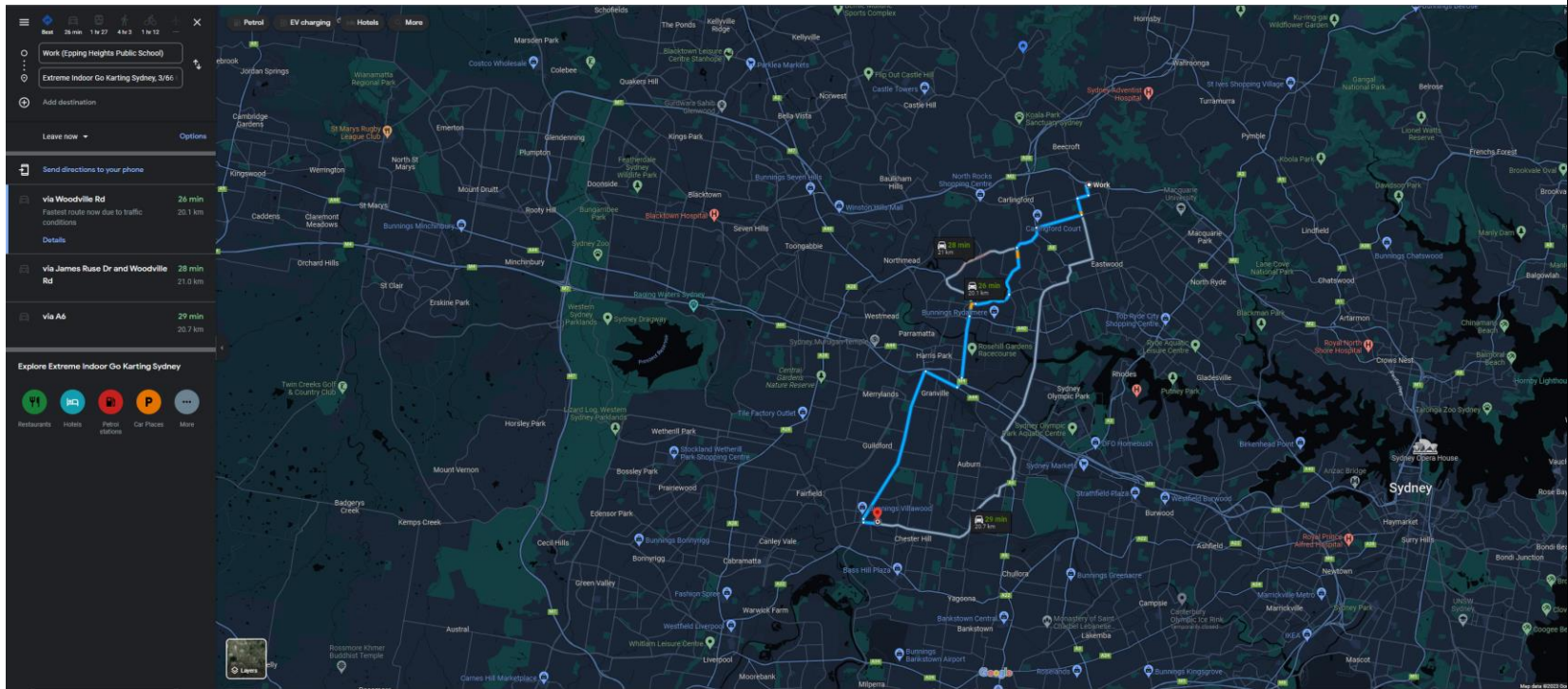
## EHOSHC Excursion Risk Management Plan

**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>	19/04/2023	<b>Excursion destination/address:</b>	3/66 Christina Rd, Villawood NSW 2163
<b>Departure and arrival times</b>	Depart Centre: 9:30 am	Arrival: 10:00 am	Departure : 2:00 pm Arrive back at Centre: 2:30 pm
<b>Proposed activities</b>	Go Karting, Arcade Games		Water hazards? No
<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

Number of children attending excursion	Intended: 75	Number of educators/parents/volunteers	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: <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</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> <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>		

the centre			
Including accounting for children at all times.			
<b>Excursion checklist</b>			
<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"> <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,	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

emergency crisis/situation				
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> </ul>	All Children	At the Excursion

		<ul style="list-style-type: none"> <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>		
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
Crashing Go Karts	Moderate	<ul style="list-style-type: none"> <li>- Educators are to ensure that children listen to safety instructions.</li> <li>- Educators are trained in first aid.</li> <li>- Educators are to actively supervise</li> </ul>	All Children	At Excursion
Being Hit by Go Karts	Moderate	<ul style="list-style-type: none"> <li>- Educators are to ensure that children listen to safety instructions</li> <li>- Educators are trained in first aid</li> <li>- Educators are to actively supervise</li> </ul>	All Children	At Excursion
Traffic incidents	Moderate	<ul style="list-style-type: none"> <li>- Educators are to outline the areas where children are allowed to go and are not allowed to go</li> <li>- Educators are to ensure that children listen to safety instructions</li> <li>- Educators are trained in first aid</li> <li>- Educators are to actively supervise</li> </ul>	All Children	At Excursion
Electrocution	Moderate	<ul style="list-style-type: none"> <li>- Educators are to instruct children not to go near power points</li> <li>- Educators are to actively supervise children</li> </ul>	All Children	At Excursion

		- Educators are trained in first aid		
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>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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. Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		

<b>Plan prepared by:</b>	<b>Date:</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 / No</b>	
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

## Activity Risk Assessment

### Extreme Indoor Go Karting Sydney Pty Ltd



Activity	Recreational Indoor Go Karting
Location	Extreme Indoor Go Karting Sydney – 3/66 Christina Road Villawood, 2163
Time Period Covered	February 2021 – February 2022
Assessment Date / Assessor	12/02/2021 – Matthew Gwynne (Site Manager)

Hazard	Impact	Risk	Mitigation Strategy	Contingency Plan
Death of customer whilst racing on track	High	Highly unlikely	Upon sign in customers will watch a safety briefing video and also will be briefed by a staff member prior to racing. Customers will be supplied with a helmet and race suits/shoes if needed. Seat belts must be worn at all times whilst in a Go Kart. Staff will monitor the race at all times and will be trained to handle a serious emergency situation promptly.	Staff will immediately stop the race and proceed to call 000 for emergency services to arrive at the scene.
Serious Injury to customer whilst racing on track	High	Highly unlikely	Upon sign in customers will watch a safety briefing video and also will be briefed by a staff member prior to racing. Customers will be supplied with a helmet and race suits/shoes if needed. Seat belts must be worn at all times whilst in a Go Kart. Staff will monitor the race at all times and will be trained to handle a serious emergency situation promptly.	Staff will immediately stop the race and qualified staff will administer first aid as required. Staff will proceed to call 000 for emergency services if required.
Minor Injury to customer whilst racing on track	High	Unlikely	Upon sign in customers will watch a safety briefing video and also will be briefed by a staff member prior to racing. Customers will be supplied with a helmet and race suits/shoes if needed. Seat belts must be worn at all times whilst in a Go Kart. Staff will monitor the race at all times and will be trained to handle a serious emergency situation promptly.	Staff will immediately stop the race and qualified staff will administer first aid as required. Staff will proceed to call 000 for emergency services if required.

## Activity Risk Assessment

### Extreme Indoor Go Karting Sydney Pty Ltd



Entering and Exiting Go Karts	Medium	Unlikely	Staff instruct drivers to enter pits. Once in pits, drivers remain in kart until engine is turned off, where customer may then exit the kart. Drivers are informed about pit lane rules during safety briefing.	Staff are trained to enforce the safety rules that are told during the briefing. Staff are also trained on how to control large traffic on the race track, and assisting customers with entering and exiting the karts.
Slips, Trips and Falls	Medium	Unlikely	Any spills or obstacles are cleaned up or removed immediately. For large spills, staff make use of a spill kit.	Mechanical staff keep regular log books of all karts that have been serviced – any karts with potential oil problems are immediately moved to the workshop. Staff are also trained to clean spills and obstructions immediately upon realisation.
Go Kart malfunction	Low	Unlikely	All Go karts and the track are inspected each morning and afternoon (upon shift rotation), and a checklist is completed to ensure this has been done.	Staff will stop the race. The Go Kart will be moved to the workshop for immediate repairs and the customer will be given a replacement Go Kart.
Accidents between karts or track barriers	Low	Likely	All customers must wear helmets at all times whilst racing. Seat belts must be worn at all times whilst in a Go Kart. Staff will wave a yellow flag to signal an issue on the track, and all karts will be ordered to stop. Continual contact with other karts or walls results in removal from the track.	Warning signs are used by staff to warn drivers. The track is inspected daily for faults and safety hazards. If a hazard is found, staff report the hazard directly to the supervisor on shift, who informs the managing director.