



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

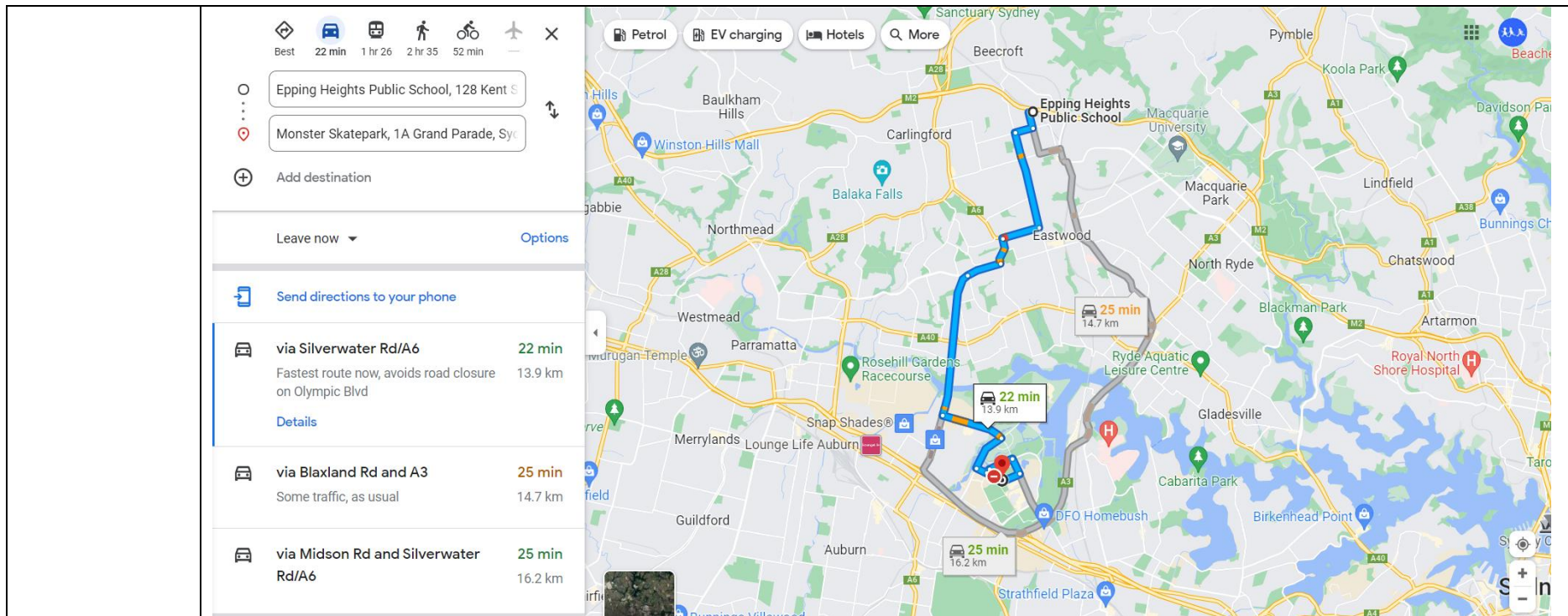
Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	14/07/23	Excursion destination/address: Monster Skatepark, 1A Grand Parade, Sydney Olympic Park NSW 2127	
Departure and arrival times	Depart Centre: 9:30am Arrival: 10:00am Departure: 1:30 Arrive back at Centre: 2:00		
Proposed activities	Skating; e.g. Skateboards/Scooters	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	1:10 (1 Extra educator if there are children with disability/special needs)		

<p>warrants a higher ratio? Please provide details.</p>	
<p>Procedures for:</p> <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 - Returning to the centre <p>Including accounting for children at all times.</p>	<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. - 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	
<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 	All Children	Leaving/entering the bus &

		<ul style="list-style-type: none"> - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 		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 responsible children to check whilst the educator waits right outside of toilet area - 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 	All Children	At the Excursion
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 	All Children	On the Bus &

		<ul style="list-style-type: none"> - Ensure children are seated down whilst eating or drinking - All staff trained in first aid 		While eating/drinking
Construction Site	Low	<ul style="list-style-type: none"> - Educators will talk to kids beforehand about safety around construction areas - Educators will ensure that children stay in 2 lines - Educators will maintain active supervision 	All Children	When getting on and off the Bus
Road/Cars	Low	<ul style="list-style-type: none"> - Talk to children about road safety before leaving bus - Ensure educators maintain active supervision - Ensure children stay in 2 lines when walking near roads 	All Children	When getting on and off the bus
Heights	Moderate	<ul style="list-style-type: none"> - Establish rules about listening to staff when participating in activities - Ensure educators 	All Children	When participating in the activity
Construction Vehicles/Materials	Moderate	<ul style="list-style-type: none"> - Establish rules about construction/electrical safety to the kids - Ensure educators maintain active supervision 	All Children	When participating in the activity
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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 & 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: Thomas Logan

Date: 23/06/23

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

MONSTER SKATEPARK BMX RACE TRACK VACATION CARE PROGRAM - RISK ASSESSMENT MATRIX

RISK ANALYSIS MATRIX

(Determine the risk by intersecting the likelihood row with the appropriate consequence column in the matrix below)

LIKELIHOOD OF OCCURRING		CONSEQUENCES IF IT DID OCCUR									
		Insignificant		Minor		Moderate		Major		Catastrophic	
		1	2	3	4	5					
A - Almost Certain	5	5	H	10	H	15	H	20	E	25	E
B - Likely	4	4	M	8	H	12	H	16	E	20	E
C - Moderate	3	3	L	6	M	9	H	12	E	15	E
D - Unlikely	2	2	L	4	L	6	M	8	H	10	E
E - Rare	1	1	L	2	L	3	M	4	H	5	H

LEGEND

E = Extreme Risk Immediate action required

H = High Risk - Senior management attention required

M = Moderate Risk - Specified management responsibility & control measures required

L = Low Risk - Managed by routine procedures

<u>ACTIVITY & RISK LEVEL</u>	<u>ASSESSED BY</u>	<u>SIGNATURE</u>	<u>DATE</u>
BMX Race Program at Monster BMX and MountainX track with Scooter and BMX coaching.	Hagan McCreath		1 st July, 2019

OVERVIEW

LOCATION:

Monster BMX Track P5 Carpark Sydney Olympic Park NSW

TYPE OF HAZARDS IDENTIFIED:

- Collisions between riders
- Faulty Jumps
- Faulty equipment
- Stray BMX Bikes
- Inexperience on jumps and start section
- Improper Falling techniques
- Dehydration
- Falling from Heights

MONSTER SKATEPARK BMX RACE TRACK VACATION CARE PROGRAM - RISK ASSESSMENT MATRIX

CONTROL MEASURES PLANNED:

Coaches are briefed on the three S's. (Safety, Skill, Supervision)

Controlled, supervised environment

Pre-Ride Jump check.

Pre-Ride Equipment check.

Mandatory use of Helmet for BMX and scooter Riding

Mandatory use of helmet, Knee & Elbow Pads

Coach Assessment: Levels of ability.

Pre-activity BMX demonstration and activity on falling procedures

Pre-activity BMX instruction on controlling equipment

Implementation of a verbal warning system. Instruct participants on 'Bike' call.

BMX Track etiquette lessons

Injury procedure

Mandatory water breaks

ARE THERE ANY OTHER HAZARDS IDENTIFIED IF THESE CONTROL MEASURES ARE IMPLEMENTED?

None that are controllable

SUMMARY OF RESOLUTION

If all the procedures and checklists are completed successfully the risk of a child BMX Riding or Scooter Riding in a controlled supervised environment could be compared to that of any other traditional sport activities.

MONSTER SKATEPARK BMX RACE TRACK VACATION CARE PROGRAM - RISK ASSESSMENT MATRIX

HAZARDS IDENTIFIED	Risk			CONTROL MEASURES	HAZARDS CREATED BY CONTROL MEASURES?
	consequence	likelihood	risk		
Collisions between participants	Major	Moderate	12	BMX Track etiquette lessons	M-L
Faulty jumps	Major	Unlikely	8	Pre jump inspection	L
Faulty equipment	Major	Unlikely	8	Equipment maintenance occurs each Saturday for all Bikes. Pre equipment check of brakes, wheels and seat by coach for all bikes prior to use by participant	L
Stray BMX Bikes	Major	Moderate	12	Instruction on proper methods of controlling the BMX Bike. Implement a verbal warning system for stray BMX Bikes. Participants shout 'Bike' if they see a BMX rolling astray.	M-L
Inexperience on jumps and start section	Major	Unlikely	8	Participants ability levels are assessed and are under supervision from coaches and progressively moved from easier to more difficult sections of the track	M-L
Improper Falling Techniques	Moderate	Moderate	9	Before each and every Project Freeride clinic, students are briefed on proper falling techniques and then asked to demonstrate these techniques before they commence skateboarding.	M-L
Dehydration	Moderate	Moderate	9	Mandatory Water Break	M-L
Falling from Heights	Moderate	Unlikely	6	Encourage the use of extra crash mats if reaching higher features	L