



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsooshc.com.au

Excursion details:			
Date(s) of Excursion	4.7.2023	Excursion destination/address:	Wild Play Garden, Centennial Park NSW 2021
Departure and arrival times	Depart Centre: 9am	Arrival: 10am	Departure : 2pm Arrive back at Centre: 3pm
Proposed activities	Campfire Club Tasks, Park Free Play		Water hazards? Yes /No If yes, detail in risk assessment below.

Method of transport, including map of proposed route

Bus

Best 35 min 1 hr 36 5 hr 1 hr 57

Epping Heights OSHC, 128 Kent St, Eppin

Wild Play Garden, Centennial Park NSW 2

Depart at 9:30 am Tue, 4 Apr

Send directions to your phone

- via M2 and M1 typically 30–45 min
Arrive at about 10:15 AM
27.4 km
- via M2 typically 30–45 min
Arrive at about 10:15 AM
28.1 km
- via M2, M1 and Cross City Tunnel typically 35 min to 1 hr
Arrive at about 10:30 AM
30.4 km

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:

- 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.

<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 	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. 	All Children	At the Excursion

		<ul style="list-style-type: none"> - 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
Road accidents	High	<ul style="list-style-type: none"> - Children to walk on pathways with educators at leading and trailing the group - When crossing open car parks, cross in small groups at a time - When walking on paths that are shared with cars, educators to be in the front, middle and back of the group and constantly watching for upcoming traffic 	All children	During excursion
Animal bite or sting	High	<ul style="list-style-type: none"> - Children informed on how to behave if they encounter an insect such as a bee, snake, or spider - All educators trained in first aid in case of a bite or sting 	All children	During excursion
Sun burn	Moderate	<ul style="list-style-type: none"> - Ensure all children are wearing hats - Have sunscreen readily available 	All Children	During excursion
Bus sickness	Moderate	<ul style="list-style-type: none"> - Children who suffer from motion sickness asked to sit at the front of the bus for the duration of the trip - Educators have vomit bags on hand as well as additional first aid 	All children	On the bus
Strangers/ interactions with the general public	Moderate	<ul style="list-style-type: none"> - Children are to alert educators and be accompanied by them when going to the bathroom 	All children	During excursion

		<ul style="list-style-type: none"> - Children informed of when to report an incident to an educator - Children informed not to approach or engage with strangers - Children advised on how to handle potentially unsafe or uncomfortable interactions with strangers - Staff to conscientiously supervise students using active supervision and maintain staff to student ratio 		
Falling from a height	High	<ul style="list-style-type: none"> - Educators to actively supervise children when they are on rocks or play equipment - Educators to have first aid qualifications and a first aid bag on hand 	All children	During excursion
Water Incidents	High	<ul style="list-style-type: none"> - Educators actively supervising all water activities - Children to be given strict rules to follow while engaging with water - Children to walk carefully while on wet surfaces - Children not to put heads under the water 	All children	During excursion
Fire Incidents (burns, explosions, fires, etc.)	High	<ul style="list-style-type: none"> - Educators actively supervising all activities - Children to be given strict rules to follow while engaging with fire - All fire related materials are to be left untouched unless indicated otherwise 	All children and staff	During excursion
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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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>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>		
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		Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices		
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Plan prepared by: Jordan Anderson	Date: 23/06/2023
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 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

L i k e l i h o o d		Insignificant	Minor	Moderate	Major	Catastrophic
	Al m o s t c e r t a i n	Moderate	High	High	Extreme	Extreme
	Lik e l y	Moderate	Moderate	High	Extreme	Extreme
	Po s s i b l e	Low	Moderate	High	High	Extreme
	Un l i k e l y	Low	Low	Moderate	High	High
	Ra r e	Low	Low	Low	Moderate	High

Risk Assessment for Education and Community Programs

Hazard Locations:		Centennial Parklands Western Sydney Parklands Callan Park as part of Greater Sydney Parklands (GSP)			
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Slips, trips and falls	3	<ul style="list-style-type: none"> GSP will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground Teachers or Carers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking 	GSP Teacher or Carer	On the day On the day
Using shared public toilet facilities	Stranger interaction	4	<ul style="list-style-type: none"> GSP Education staff will pre-check nearby toilets before the start of a session GSP Education Staff, Teacher or Carer/group leader to accompany children to toilets. Children advised to go to the toilet in pairs. GSP carry a mobile or two-way radio to gain additional assistance from Rangers with toilets where it is required. 	GSP Education Staff, Teacher or Carer/group leader	On the day On the day On the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Fire/Bush fire High wind	3	<ul style="list-style-type: none"> GSP Education Staff will monitor severe weather via Bureau of Meteorology weather alert and website. 	GSP GSP	24 hrs On the day

	Severe and inclement weather events		<ul style="list-style-type: none"> On severe weather days and on Very High to Extreme fire danger days, the GSP Education Staff may cancel or modify all excursions or education activities. Weather conditions will be considered by GSP Education Staff before undertaking activities. In the event of inclement/dangerous weather during a lesson or activity the GSP Education Staff will modify or stop the activity. Activities under tree cover will not occur when high winds are over 65km/hr (severe weather warning). In an emergency situation GSP Education Staff and visiting school/group staff will follow the direction of the on-site safety officer. Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen. 	GSP GSP GSP Safety Officer Teacher or Carer	On the day On the day On the day On the day Prep & on the day
The hazards listed cover all outdoor activities	Hypothermia	5	<ul style="list-style-type: none"> School/group staff will check the appropriateness of students and participant's clothing prior to the commencement of the activity. GSP Education Staff are first aid trained and have available at excursion venue a thermal 'space blanket'. Supervising Teacher or Carer/ group leader should monitor children for blue lips on cold days. 	Teacher or Carer GSP Teacher or Carer	On the day On the day On the day
The hazards listed cover all outdoor activities	Heat exhaustion Dehydration Sunburn	4	<ul style="list-style-type: none"> All students and participants are required to bring at least one 600ml bottle of water. Schools and parents/carers are expected to bring sunscreen from their school/home for their students and participants. All students, participants and staff are required to wear hats, protective clothing and closed footwear when participating in lessons and activities. 	Teacher or Carer Teacher or Carer Teacher or Carer	Prep & on the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Being separated from group	3	<ul style="list-style-type: none"> Teacher or Carers are reminded that GSP excursion policy means the duty of care owed to students 	Teacher or Carer	Note

			<p>cannot be delegated from the school to employees of external organisations in regard to student supervision.</p> <ul style="list-style-type: none"> Supervision ratio will meet the GSP guidelines (the GSP will provide one Teacher or Carer per class). GSP Education Staff lead the walk; Schools and groups' supervising Teacher or Carer/ group leader remains at the rear of the group. GSP Education Staff are familiar with tracks and terrain. GSP Education Staff issue clear and concise instructions on bush/Site safety and with the support of participating Teacher or Carers/group leaders, ensure these instructions are followed. Students and participants will be briefed about staying on the paths unless directed by the GSP Education Staff. GSP Education Staff schedule regular stops to check on group cohesion and maintain communication with schools' supervising Teacher or Carer/group leader at the rear of the group. GSP Education Staff carry mobile phones or two-way radios for communication in the case of emergency. At Lizard Log, in case of an emergency, staff are to call the WSP Ranger on 0402 696 255. 	GSP GSP GSP GSP GSP GSP GSP	On the day On the day On the day On the day On the day On the day On the day
The hazards listed cover all outdoor activities	Injury requiring first aid	3	<ul style="list-style-type: none"> GSP Education Staff will carry radio and telephone communication equipment. Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants. GSP Education Staff will have available a basic First Aid Kit and will assist in injury requiring care on request of the responsible Teacher or Carer. 	GSP GSP GSP	On the day Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease	3	<ul style="list-style-type: none"> Visiting school/group staff will be notified prior to visit if food will be served during lessons or activities by the GSP Education Staff. 	GSP GSP	Booking Confirmation On the day

			<ul style="list-style-type: none"> Preparation and serving of food will be carried out to the highest hygiene standards. If participating in preparation and serving of food students will follow guidelines set out by the GSP Education Staff. Most food used in lessons/activities is supplied from commercial companies. Leaves, flowers, fruits supplied from the GSP as edible plant material are washed and dried. 	Teacher or Carer GSP GSP	On the day Purchasing On the day
Lessons involving cooking and tasting	Explosion of LPG gas Bottles Burns	3	<ul style="list-style-type: none"> GSP Education Staff will supervise any use of the barbeques to ensure the safety of the group. This includes enforcement of surrounding area being out of bounds to students and participants and any others not authorized to be in the area. All gas bottles comply with regulations. 	GSP GSP GSP	On the day On the day Purchasing
The hazards listed cover all outdoor activities	Asthma Nut allergies Allergies leading to severe reactions such as anaphylaxis etc.	3	<ul style="list-style-type: none"> In the case of a student or participant having a known allergy, then an individual allergy management plan is required to be brought to the GSP education venue on the excursion date by the visiting Teacher or Carer/carer. On the excursion date a parent or Teacher or Carer from the visiting school/group must carry the plan and medications or treatments during activities and be trained to use such medications. (i.e. adrenalin, EpiPen™ dispensers). 	Teacher or Carer Teacher or Carer	Prep On the day
The hazards listed cover all outdoor activities	Poor student and participant behaviour that compromises group safety	2	<ul style="list-style-type: none"> Students and participants to be briefed on expected level of behaviour. Measures in place for dangerously disruptive students and participants to be picked up by other staff from visiting school/group. 	Teacher or Carer Teacher or Carer	Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Plants with prickles, spikes,	4	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of touching or handling plants and will be directed by GSP Education Staff when they may touch or handle plants. 	GSP	On the day

	<p>thorns or sharp protrusions</p> <p>Poisonous plants</p> <p>Low branches scratching face and eyes</p>		<ul style="list-style-type: none"> Students and participants briefed to leave at least one metre gap between each other while walking and encouraged to warn others of such hazards by 'passing it back'. 	GSP / Teacher or Carer	On the day
The hazards listed cover all outdoor activities	Dog bite	4	<ul style="list-style-type: none"> Students advised how to interact with dogs if approached by one. Visitors asked to keep dogs on leash and away from students. 	GSP	On the day
The hazards listed cover all outdoor activities	Needle stick injury	4	<ul style="list-style-type: none"> GSP education staff to do a litter collection at activity sites before an excursion commences. Students and participants advised to wear enclosed shoes on excursion. 	GSP GSP Teacher or carer	On the day Prep
The hazards listed cover all outdoor activities	Snake bite	3	<ul style="list-style-type: none"> Students and participants must wear sturdy, enclosed shoes and stay on walking tracks Students and participants briefed by GSP Education Staff as to the appropriate responses and reactions upon encountering snakes. GSP Education Staff carry compress bandages for management of snakebite. 	Teacher or Carer GSP GSP	On the day On the day On the day
All outdoor activities and those involving catching leaf litter animals	Insect bites & stings Stinging nettles	4	<ul style="list-style-type: none"> Students and participants briefed on expected hazards such as ant nests, and how to best avoid getting stung. All visiting groups/schools are advised to bring personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it. Students and participants will be shown how to collect invertebrates safely using sample jars and containers. 	GSP Teacher or Carer GSP	On the day Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Water features including Waterways	Drowning	3	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of undertaking activities near the water by the GSP Education Staff. 	GSP	On the day

Dip netting activities	Oyster shells, moss – slips and cuts Steep slopes to water body – slips		<ul style="list-style-type: none"> • The visiting Teacher or Carer/leader will supervise the safety of their group. • Students and participants to wear stable and enclosed footwear. • Appropriate technique and stance for dip netting to be demonstrated by the GSP Education Staff and must be reinforced by visiting staff and parents. • At Callan Park, rocks and other areas covered in slippery moss and sharp oyster shells on the water’s edge will be avoided. • At Lizard Log, if water levels are too low for students to safely access, GSP staff will collect samples for students to access in trays. 	Teacher or Carer Teacher or Carer GSP	On the day Prep & on the day On the day
Biology/ Geography soil testing Poisoning with chemicals	Poisoning with chemicals	4	<ul style="list-style-type: none"> • Material Safety Data Sheets info readily available at the GSP education venue for all chemical reagents used. • Protective equipment such as gloves and eyewear are available for student and participant use. Students and participants will be briefed and encouraged to use these. 	GSP GSP	Record Management On the day
Students and participants boarding and alighting from bus	Injury	4	<ul style="list-style-type: none"> • Students and participants to be clearly informed of their expected movements upon alighting from bus, (specifically that the area may not be a signposted bus stop and to beware of cars travelling at high speeds on quiet park roads). • Where doubt exists before rendezvous with the GSP Education Staff, students and participants should remain on bus, or contained in safe location until rendezvous made. 	Teacher or Carer Teacher or Carer	On the day On the day
Collisions - motor vehicles, bicycles, horses, pedestrians	Injury	4	<ul style="list-style-type: none"> • Students and participants will be briefed at the beginning of the lesson, on how to travel safely as a group on paths and roads. • Students and participants will be led through the site by the GSP Education Staff. 	GSP GSP	On the day On the day
Indoor gardening	Injury	4	<ul style="list-style-type: none"> • Planting will take place in well-ventilated area. • GSP Education Staff will ensure potting medium is damp. • Suitable plant material will be selected for planting. 	GSP GSP GSP	On the day On the day On the day On the day

	Respiratory problems from inhaling potting medium Plant and soil toxicity and allergies		<ul style="list-style-type: none"> Hands will be washed after planting. 	Teacher or Carer	
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Outdoor gardening	Injury Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> Groups will be guided on risks of activity. Visiting schools/groups are advised that providing gardening gloves or disposable gloves for each student and participant will be beneficial but not essential. Gloves may be supplied by the school. Suitable plant material will be selected for planting. Hands will be washed after planting. 	GSP Teacher or Carer GSP Teacher or Carer	On the day Prep On the day On the day
Craft activities	Burns Fume inhalation Unforeseen adhesion of body parts	3	<ul style="list-style-type: none"> GSP Education Staff will ensure all materials used are non-toxic and age appropriate. GSP Education Staff will instruct students and participants in safe use of materials. Glue gun use will be supervised by adults. Craft workshops will be conducted in well ventilated areas. 	GSP GSP GSP GSP	On the day On the day On the day On the day

Risk Reduction Control Measures for school excursions and education activities at the Greater Sydney Parklands are:

- GSP Education Staff are trained in delivering education activities safely.
- The GSP has Senior First Aid Officers on site and all education staff taking lessons maintain current First Aid Certificates.
- Accompanying Teacher or Carers and group leaders supervise their students and participants in accordance with OEH or their own school policy.
- GSP Education Staff have first aid kits on hand and are in radio or mobile communication at all times.
- At Lizard Log, GSP staff to have WSP Security Ranger phone number saved in their phone - 0402 696 255.
- All students and participants are advised to wear sun protection and conduct themselves in a safe and caring manner whilst in the Sites.
- At the commencement of activity, students, participants and Teacher or Carers are briefed on the specific risk associated with their upcoming activity and the appropriate actions they will need to perform to minimise the risks.
- GSP Education Staff undertake safety 'Tool Box Talks' amongst themselves beforehand and with students and participants at the start of each session.

- As per GSP policy, all GSP Education Staff have a current Working with Children Check.
- Any incidents requiring evacuations on site, visiting students, participants and staff will follow evacuation procedures according to the supervising GSP Education Staff member and or the GSP Safety Warden.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long-term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood - is an estimate of how probable it is for the hazard to cause harm		
Legend				
1 and 2	Extreme risk: deal with the hazard immediately			
3 and 4	Moderate risk: deal with the hazard as soon as possible			
5 and 6	Low risk: deal with the hazard when able			

Risk assessment matrix as provided by the Department of Education and Communities for completing Risk Management Plans for school excursions. (Department of Education and Communities OHS Directorate 2006).

Plan prepared by: Manager, Community and Education Programs

Date: March 2019

Review Date: March 2020