



## EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC**

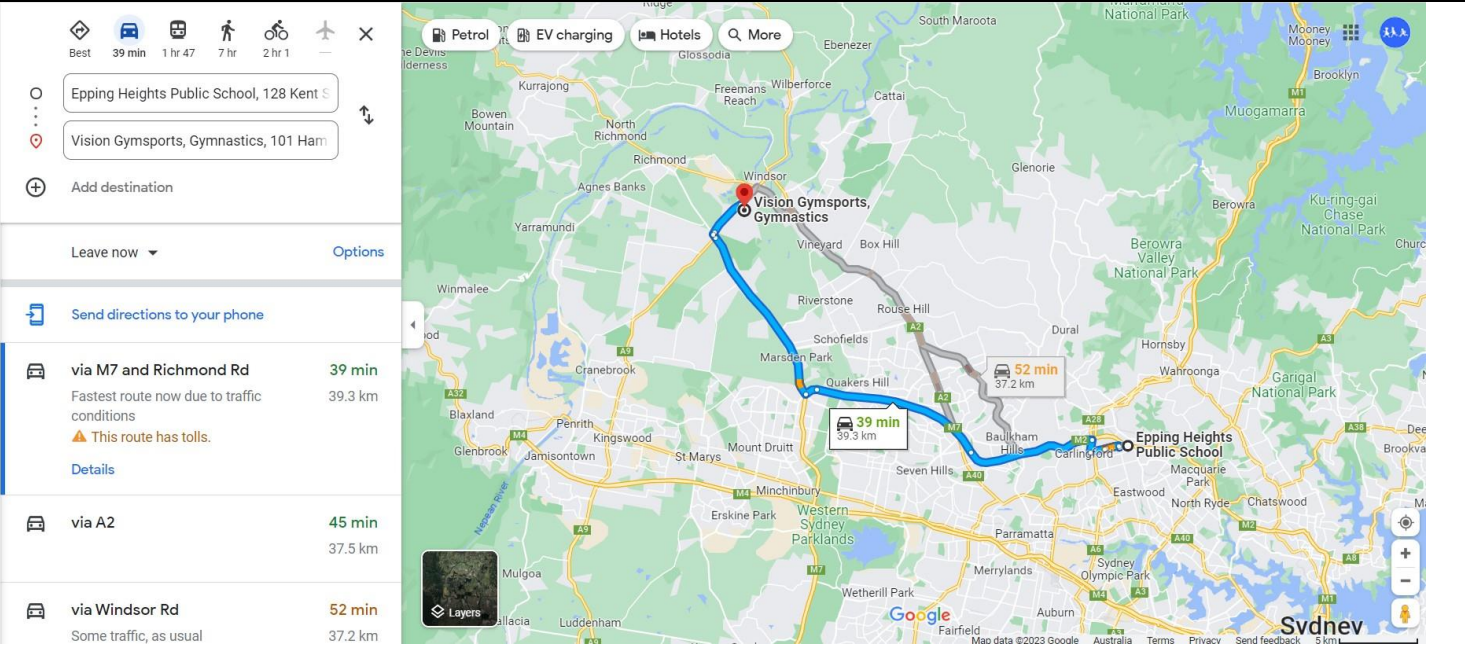
Out Of School Hours Care Inc.

ABN: 83425978

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

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

Excursion details:			
<b>Date(s) of Excursion</b>	<b>11/07/23</b>	<b>Excursion destination/address:</b>	101 Ham St, South Windsor NSW 2756
<b>Departure and arrival times</b>	<b>Depart Centre: 9:15am      Arrival: 10:30am      Departure : 1:00pm      Arrive back at Centre: 1:40pm</b>		
<b>Proposed activities</b>	Gymnastics	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
<b>Method of transport, including map of proposed route</b>	Bus <span style="color: red;">Include screen shot of map directions on right hand side (picture)</span>		

			
<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: 49</b>	<b>Number of educators/parents/volunteers</b>	4

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:10 (1 Extra educator if there are children with disability/special needs)</p>
<p>Procedures for:</p> <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> <p>Including accounting for children at all times.</p>	<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>

## 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"> <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> <li>- Ensure no children go up the stairs</li> <li>-</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> </ul>	All Children	Leaving/entering the bus &

		<ul style="list-style-type: none"> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>		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> </ul>	All Children	On the Bus &

		<ul style="list-style-type: none"> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>		While eating/drinking
Busy Road/Carpark	High	<ul style="list-style-type: none"> <li>- Keeping kids in two lines on footpath</li> <li>- Ensure educators maintain active supervision</li> <li>- Establishing ground rules when walking near roads</li> </ul>	All Children	Getting off/On Bus
Hard Gymnastics Equipment	Moderate	<ul style="list-style-type: none"> <li>- Ensure kids pay attention to staff instructions</li> <li>- Maintain one-at-a-time policies</li> <li>- No running, Educators to provide ground rules for kids to follow before activity</li> </ul>	All Children	When Children are participating in the Activity
Cords and Speaker	Moderate	<ul style="list-style-type: none"> <li>- Educators talk to children about electrical safety before excursion</li> <li>- Educators to maintain active supervision</li> </ul>	All Children	When Children are participating in Activities
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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>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 &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:</b> Thomas Logan, Lara Campbell	<b>Date:</b> 23/06/23
<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:	
<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





# VGS

## RISK MANAGEMENT POLICY

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<b>POLICY NAME:</b>	VGS Risk Management Policy
<b>DATE OF ISSUE:</b>	JANUARY 2022
<b>POLICY COVERAGE:</b>	VGS Management and Operations
<b>DATE OF REVIEW:</b>	January 2024
<b>CONTROLLING BODY:</b>	VGS - Management

### 1. STATEMENT OF COMMITMENT

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VGS Club is responsible for the overall management, coordination and direction of gymnastic activities within the club. This is achieved by providing a management structure that is capable of delivering a range of resources, services and products to a diverse delivery network.

VGS is committed to providing a sporting and working environment that is safe, stable and free of discrimination and harassment, where risks are minimised through proactive management. Accordingly, VGS accepts risk management as one of its prime responsibilities making it an integral part of all decision-making processes.

The VGS Risk Management Plan has been developed, and is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. Accordingly, all Risk Management activities will be carried out in-line with the principles and guidelines set out in this policy document.

### 2. POLICY APPLICATION

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The policy applies to VGS management and day-to-day operations undertaken by the Board of Management, staff and all other volunteers. Adoption of the policy will ensure consistency in risk management principles and procedures.

### 3. POLICY COVERAGE

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Risk Management refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. All daily activities, competitions/events, Gymsport programs, membership programs and/or services are governed by the policy.

### 4. RISK MANAGEMENT PRINCIPLES

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VGS Risk Management is reliant upon a number of principles. Adherence to these principles will facilitate the emergence of a risk management culture that will be actively encouraged. These principles make the VGS Risk Management plan an effective tool that provides reliable information that VGS can use to improve its performance. These principles include:-

- Leading by example in responding to risk.
- Responding promptly to any concerns.
- Trusting and empowering volunteers and paid staff to manage risks at all levels.
- Education and training.
- Ensuring the right values are instilled in young people.
- Acknowledging, rewarding and publicizing good risk management.
- Encouraging learning from unexpected results, both positive and negative.

## **5. ROLES AND RESPONSIBILITIES**

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All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the Club and the sport of Gymnastics, are minimised. The Board of Management however, has the ultimate responsibility for successful risk management with the General Manager taking day-to-day responsibility for the process. This section specifies the responsibilities of all parties involved in Risk Management within Gymnastics:-

### **Board of Management**

- Ensure that the context of the policy is communicated to all levels, via the distribution of the Club's Risk Management Policy Statement.
- Ensure Risk Management practices, in-line with the VGS Risk Management plan, are implemented at all levels.
- Ensure that appropriate training is provided, so that risk is actively minimized.
- Provide appropriate resources to ensure that risk is minimized.
- Ensure that risk management is an intrinsic part of deliberations and that decisions are made in line with the policy.
- Report annually on the year's achievements and on any future risks which may threaten any aspect of the Club's business.

### **General Manager**

- Ensure that all sections of the Club have the opportunity to engage in risk assessment and treatment processes.
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimize such risk.
- Ensure that, when implementing risk management actions, other related Club policies are also adhered to.
- Assume day-to-day responsibility for risk management within the Club Office.
- Ensure appropriate and up-to-date documentation of risk identification and treatment.
- Provide appropriate induction on risk management and all other associated policies to new board members, staff and volunteers holding key positions.
- Alert the Board of any new high-impact risks, or any other matters requiring attention outside the usual process.

### **Staff & Volunteers**

- Distribute information on risk management throughout networks, as required.
- Adopt and implement appropriate risk management behaviour in all aspects of work.
- Report risk, real or potential, and ensure appropriate action is taken to minimize such risk.
- Ensure appropriate and up-to-date documentation of risk identification and treatment, for the particular work area.

### **Everyone**

Successful risk management also relies on the personal knowledge, perception and behaviour of all involved in the sport of Gymnastics.

## **6. REVIEW AND IMPLEMENTATION**

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The regular monitoring and review of risks is an integral part of VGS business. Risk Management will be a standard agenda item for the Board of Management, in addition to a major review that will be held in APRIL each year. The process will ensure new risks are detected and managed and that action plans are implemented and progressed effectively.

In addition, the General Manager will regularly review the Risk Register and meet with those responsible for managing specific risks.

## **7. ADDITIONS AND CHANGES TO POLICY**

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Recommended changes to the policy may be submitted to the VGS Management for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

JO is committed to ensuring all policies are current. To facilitate this reviews are conducted annually. The next date of review is detailed at the commencement of each policy.

# VGS

## RISK MANAGEMENT POLICY STATEMENT

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### COMMITMENT

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VGS aims to use world's best practice in risk management to support and enhance activities, in all areas of the organisation. VGS will ensure risk management is an integral part of all decision-making processes.

VGS will use a structured risk management program to minimize all reasonably foreseeable disruptions to operations, harm to people and damage to the environment and property. VGS will identify and take advantage of opportunities, in addition minimizing adverse effects. VGS will train people to implement risk management effectively and will strive to continually improve risk management practices.

### RESPONSIBILITIES

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The General Manager is accountable to the Board for the implementation of the risk management process and is ultimately responsible for the management of risks within the business.

All personnel are responsible for managing risks in their respective areas, and everyone involved in the sport has responsibility for risk management.

### PROCESS

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A risk management systematic process has been established, based on the Australian Standard AS/NZS 4360:19999.

### MONITORING AND REVIEW

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The Board of Management will monitor and review the implementation of the VGS management program.

The General Manager will facilitate the development of a common risk management approach across all areas by:-

- Implementing the risk management program;
- Sharing information with board applicability across all areas;
- Reporting on the progress of implementing the risk management program.

### FURTHER INFORMATION

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For further information on the policy and the risk management procedures, please contact the office and administration

### ACKNOWLEDGEMENT

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The VGS Risk Management Policy and Procedures are modeled on the Gymnastics NSW and Gymnastics Australia Risk Management Policies and Procedures.