

EHOSHC Excursion Risk Management Plan



Epping Heights OSHC
 Out Of School Hours Care Inc.
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Excursion details:			
Date(s) of Excursion	12/07/23	Excursion destination/address:	49/5 Gladstone Rd, Castle Hill NSW 2154 (Peak Pursuits) 10 Marella Ave, Kellyville NSW 2155 (Bernie Mullane Park)
Departure and arrival times	Depart Centre: 9:30 Arrival: 10:00 Departure: 2:00 Arrive back at Centre: 2:30		
Proposed activities	Rock Climbing, Free playground play, Ball games on oval		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)		

<p>Name of excursion co-ordinator</p>	<p>Adam Pearson or Zoe Hanna</p>	

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: <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 	<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. 		

Including accounting for children at all times.	
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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 	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 - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 	All Children	Leaving/entering the bus & 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
Falling from heights	Moderate	<ul style="list-style-type: none"> - Children are given safety debriefs and demonstrations on proper use of equipment before climbing - Rock climbing staff and EHOSHC staff to ensure equipment is correct before climbing - Educators to hold up children where needed as discussed with rock climbing staff - Safety debriefs from OSHC before leaving centre - Children will wear safety harnesses at all times 	All Children	At rock climbing venue
Freeze response (including Obstacles and rock climbing/heights)	Low	<ul style="list-style-type: none"> - Rock climbing staff to set clear rules in safety debrief for maze – e.g., one to enter at a time - Educators and staff to monitor tunnels and climbing walls for signs of distress - Children can choose which wall to climb (small/easier or taller/harder) and are aware that they can come down at anytime - Rules are clearly shown above maze for viewing 	All Children	At rock climbing venue
Injury from harness use (including rope burn, sharp hooks, high walls)	Moderate/High	<ul style="list-style-type: none"> - Children are given safety talk regarding belaying and use of harness and rope before entering rock climbing walls - First Aid kits are carried by educators and supplied by service when required 	All Children	At rock climbing venue
Wild Animals	Low	<ul style="list-style-type: none"> - Children are given a safety debrief before departing centre as well as on arrival at park venue regarding wild animals (such as ibis and cockatoo birds) and are aware that they should not approach these animals - In case of incident or injuries, educators are trained in first aid and carry supplies 	All Children	At park venue

Uneven Ground (including in-ground trampolines and sandstone stairs)	Moderate	<ul style="list-style-type: none"> - Children are given a safety debrief before departing centre as well as on arrival at park venue regarding uneven grounds, so they are informed and aware of these hazards - Educators are actively supervising and assessing area/children to minimize hazards 	Children/Educators	At park venue
Encounters with the public/other children	Low/Moderate	<ul style="list-style-type: none"> - Encounters with public are discussed with children before departure to ensure safety of all children - Educators to supervise and monitor the area/children for any potential issues/hazards 	All Children	At both venues
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>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:</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>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: Jordan	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	
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

Relevant WHS legislation, etc includes:

- S19 WHS Act 2011
- WHS Regulation 2011; Regulations 34-38, 78
- Code of Practice; How to manage Work Health & Safety risks 2012
- Code of Practice; Hazardous Manual Tasks 2011.
- Code of Practice; First Aid in the Workplace (Safe Work Australia)
- Hazpak; Making your Workplace safe (including Risk Rating Matrix)
- AS 2316 - 2009; Artificial climbing structures & challenge courses

	Hazard	Risk	Rate	Controls	Responsible
A	Faulty climbing equipment	Fall / injury to workers &/or participants	1	<ul style="list-style-type: none"> • Equipment complies with AS 2316-2009 • Equipment e.g. harnesses, lanyards, etc checked prior to use each day for wear and tear by qualified inspector. Decommissioned where worn &/or defective • Equipment used in compliance with manufacturer's instructions • Documentation retained to track service of equipment 	Management Management Management
B	Unsafe climbing structures	Fall / injury to workers &/or participants	1	<ul style="list-style-type: none"> • Structures comply with AS 2316 - 2009 • Annual inspection and certification of structures by Highgate Group (recertification is current) 	Management Management

Risk Management Register

	Hazard	Risk	Rate	Controls	Responsible
C	Unsafe work practices	Fall / injury	1	<ul style="list-style-type: none"> • Only trained / qualified workers to instruct &/or supervise participants • Investigation of incidents followed by revision of work practices where necessary 	Management
D	Training and supervision of Workers	Fall / injury to workers &/or participants due to inadequate instruction by staff	1	<ul style="list-style-type: none"> • Workers trained by qualified operator trainer to: <ul style="list-style-type: none"> ○ climb, ○ fit climbing equipment and ○ instruct & supervise participants ○ assist in descents where required 	Management
E	Cleaning materials (potential Hazardous Substances)	Injury due to physical contact, inhalation, ingestion, etc	4	<ul style="list-style-type: none"> • All Cleaning materials are stored away from public when not in use 	Management / Staff
F	Participants unfit to climb e.g. pregnant, bad back / neck, recent surgery, heart condition, etc	<ul style="list-style-type: none"> • Exacerbate condition • Cause injury or fatality 	1	<ul style="list-style-type: none"> • "Activities Rules" notice board excluding customers/participants who are pregnant, etc prominently positioned at entrance to centre • Potential customers / participants referred by staff to "Activities Rules" at centre desk including health-related exclusions before admission • Persons unfit to climb not allowed to participate in High Ropes course or 	Management / Staff / Customers

	Hazard	Risk	Rate	Controls	Responsible
				any Climbing Activities <ul style="list-style-type: none"> Each customer to sign Individual or Group Waiver upon payment of entrance fee 	
G	Under age &/or undersized (<1.2m) participants	<ul style="list-style-type: none"> Unable to be properly secured in harness with consequent risk of fall 	1	<ul style="list-style-type: none"> Activities Rules excluding underage participants to be enforced 	Management / Staff
H	Inappropriate &/or lose fitting clothing or footwear	<ul style="list-style-type: none"> Become entangled in harness /karabiner assembly with consequent risk of injury 	3	<ul style="list-style-type: none"> "Activities Rules" excluding inappropriate clothing or footwear to be enforced 	Management / Staff
I	Incorrect fitting of harness	<ul style="list-style-type: none"> Fall from height (up to 5.5m) 	1	<ul style="list-style-type: none"> Correct sized harness selected and fitted to each participant by staff member before move to any Climbing Activity 	Management / Staff
J	Incorrect connection to auto belay system	<ul style="list-style-type: none"> Fall from height (up to 5.5m) 	1	<ul style="list-style-type: none"> Connection of participant harness to auto-belay system via tri-lock karabiner effected or supervised by staff member before commencement of any Climbing Activity Participant supervised from ground level by staff member &/or parent or 	Management / Staff

	Hazard	Risk	Rate	Controls	Responsible
				supervisor e.g. teacher / team leader <ul style="list-style-type: none"> "Connect harness to belay cord" signs to be prepared / positioned on walls at each activity 	
K	Incorrect methods of climbing &/or descending via abseil	<ul style="list-style-type: none"> Fall from height (up to 5.5m) 	1	<ul style="list-style-type: none"> Staff member to instruct participants, parents/supervisors on correct techniques for climbing and descending before ascent on any Climbing Activity 	Management / Staff
L	Unsupervised climbing	<ul style="list-style-type: none"> Fall from height (up to 5.5) 	1	<ul style="list-style-type: none"> Participants supervised by staff member or parent / supervisor previously instructed by staff member on ascent and descent techniques (ratio of 3 children to parent / supervisor) Children >12 yrs must be accompanied by parent or supervisor 	Management / Staff / Parent
M	Participant unsecured on High Ropes course	<ul style="list-style-type: none"> Fall from height (up to 4m) 	1	<ul style="list-style-type: none"> Participant's harness secured to High Ropes course lanyard by staff member prior to commencing course Participants' lanyards hooked onto continuous belay system by staff member before commencing course Participant/s supervised from ground level by staff member 	Management / Staff

Risk Management Register

	Hazard	Risk	Rate	Controls	Responsible
N	Kung Fu poles / Leap of Faith activities	<ul style="list-style-type: none"> Collision with structures resulting in injury 	3	<ul style="list-style-type: none"> Only teenage and older participants allowed Participants to wear safety helmet Participants supervised by staff member at all times 	Management / Staff
O	Climbing rope on Commando log wall climbing activity	<ul style="list-style-type: none"> Incorrect use resulting in hand blisters 	4	<ul style="list-style-type: none"> Appropriate first aid kit Up to date, compliant first aid kit Staff member on duty trained to "Apply First Aid" level with current certification 	Management
P	Metal edges at base of infants climb activity	<ul style="list-style-type: none"> Bump against edges resulting in contusion 	4	<ul style="list-style-type: none"> Appropriate first aid kit Up to date, compliant first aid kit Staff member on duty trained to "Apply First Aid" level with current certification 	Management

Hazpak Risk Rating Matrix

Think about: How severely could it hurt or how ill could it make someone? How likely is it to be that bad?	Very likely Could happen any time ++	Likely Could happen sometime +	Unlikely Could happen but very rarely -	Very unlikely Could happen but probably never will --
Kill or cause permanent disability or ill health ☠	1	1	2	3
Long term illness or serious injury !!!	1	2	3	4
Medical attention and several days off work !!	2	3	4	5
First aid needed !	3	4	5	6