



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	26/09/2023	Excursion destination/address:	3105 Remembrance Driveway, Bargo NSW 2574
Departure and arrival times	Depart Centre: 9:00am	Arrival: 10:30am	Departure : 2:00pm Arrive back at Centre: 3:30pm
Proposed activities	Reptile Show, Animal tour, nocturnal animal show.		Water hazards? No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<div style="display: flex;"> <div style="flex: 1;"> <p>Bus</p> <p>Best 1 hr 10 4 hr 24 20 hr 5 hr</p> <p>Work (Epping Heights Public School)</p> <p>Australian Wildlife Sanctuary, 3105 Remembrance Driveway</p> <p>Leave now Options</p> <p>Send directions to your phone</p> <ul style="list-style-type: none"> via M7 and Hume Motorway/Remembrance Driveway/M31 1 hr 10 min 107 km Fastest route now due to traffic conditions This route has tolls. via Hume Motorway/Remembrance Driveway/M31 1 hr 13 min 93.5 km via M4, M7 and Hume Motorway/Remembrance Driveway/M31 1 hr 13 min 103 km </div> <div style="flex: 2;"> </div> </div>		

Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	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)		
<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 	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 	All Children	At the Excursion

		<ul style="list-style-type: none"> - Children to always communicate with educators about going to and from the toilets. - 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
Open animal enclosures	Moderate	<ul style="list-style-type: none"> - Talking to children beforehand about expected behaviour around animals - Zoo staff surround the area 	All Children	At the Excursion
Strangers	High	<ul style="list-style-type: none"> - Maintain 1:10 child to staff ratio - Safety talk before departure with all children - Children to go to bathroom in groups or pairs 	All Children	At the Excursion
Bugs and insect bites/stings	Moderate	<ul style="list-style-type: none"> - Educators are equipped with first aid and all staff trained in first aid 	All children and educators	At the Excursion
Animal Bites	Moderate	<ul style="list-style-type: none"> - Educators are equipped with first aid and all staff trained in first aid - Children to be given safety talk before excursion 	All children and educators	At the 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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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: 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>		
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		<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:	Date:
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



RISK MANAGEMENT PLAN

FORM: EXTERNAL EVENT RISK MANAGEMENT

AUSTRALIAN WILDLIFE SANCTUARY
3105 REMEMBRANCE DRIVEWAY BARGO NSW 2574

EXTERNAL EVENT DETAILS

Proposed activities	External events including animal presentations and public interactive sessions
Method of transport, including proposed route	2 seater WILD Rover LDV G10 Commercial Van
Name of AWF/AWS co-ordinator	Bradley Wilson (Managing Director)
Contact number for co-ordinator	0448 522 417

EXTERNAL EVENT CHECKLIST

ITEM	CONFIRM
First aid kit	
List of personnel attending	
List of animals being transported	
Mobile phone / other means of communicating with emergency services	
Other items (please list)	
Itinerary	
Payment card	
Sunscreen	
Insect Repellent	
Sick containers	

Activity	Hazard Identified	Risk Assessment (use matrix)	Elimination/control measures	Who	When
Vehicle and Driver	Driver is qualified	Low	Driver requires minimum full unrestricted NSW driver's license	Driver	At all times
	Vehicle is registered	Low	Ensure vehicle is registered	Co-ordinator	All times
	Equipment carried inside vehicle is securely stowed	Low	Driver to ensure all equipment is securely stowed prior to vehicle moving	Driver	All times
	Driver always obeys road rules	Low	Driver must not exceed speed limit and obey all other road rules	Driver	All times
	Poor visibility	Medium	Because there are many blind spots from the driver's position, the driver must ensure that they are aware of this and take appropriate action to alleviate this problem	Driver	All times
	Onboard fire	Low	If a fire occurs the driver must immediately stop the vehicle and get all passengers off to a safe place. If the driver feels it is safe to use the fire extinguisher on the fire then they may do so.	Driver	Whenever there is a fire in the vehicle
Passengers	Tripping on steps	Low	Passengers need to be careful when entering and leaving the vehicle	Passengers/Driver	All times
	Glass shattering	Low	Use of safety glass on all windows. No objects are to be thrown	Co-ordinator/Driver	All times
Route travelled by vehicle	Variable road conditions	Medium	Variable road and road environment conditions (for example, narrow, undivided unsealed roads; winding roads; roads with hazards such as livestock, wildlife, irrigation spraying or causeways; roadside hazards like trees close to the road; sandy desert roads). Driver to ensure the vehicle is operated in a safe manner, even slowing the vehicle to ensure safety	Driver	All times

RISK MANAGEMENT PLAN

	Variable traffic	Medium	Variable traffic conditions (for example, school bus routes are shared with heavy vehicles at higher speeds; freight routes; roads with heavy tourist traffic). Driver must ensure they concentrate to avoid collisions	Driver	All times
	Know the route to take	Low	Driver is to know the route to take before commencing to drive. Any GPS must be activated before the vehicle moves	Driver	Before moving the vehicle
OTHER	Slips/Trips/Falls	Moderate	All participants to take care when walking and moving around during the event. Pay attention to any safety signage Follow instructions from co-ordinator or staff at locations	All participants	All times
	Extreme weather conditions/falling trees or tree branches	Moderate to Extreme	Follow the directions from location staff Ensure the location has a safety policy to manage extreme weather conditions	All participants Co-ordinator	All times
	Excessive heat and UV exposure	Moderate	All participants should take regular breaks in shady/cool areas throughout the event. Take and drink plenty of water Wear appropriate clothing and protection including hats, sunscreen and sunglasses	All participants	All times
	Insect bites/stings Allergic reactions	Moderate to High	Participants to notify coordinator of all medical conditions prior to the external event Coordinator to provide insect repellent Alert the location first aid team of any participant that suffers from allergies	All participants	Before the external event
	Access or falls into water bodies	Low	Participants to follow the directions of location staff and coordinator. Obey safety signage.	All Participants	All times

RISK MANAGEMENT PLAN

			Do not climb over any fencing around water bodies		
Transport of animals	Dropping box, lifting injury	Low	Lightweight structures (under 9kg)	All personnel	During event
Set up of animal marquee	Lifting injury	Low	Lightweight animal display pit. Marquee bag has wheels for moving instead of carrying. Sandbags do not exceed 10kg	All personnel	Before event
Stabilization of animal marquee	Animal marquee not securely fixed to ground	Low	Marquee stabilised securely with pegs when on grass surface or sandbags when on solid surface	All personnel	Before event
Electrical equipment	PA is powered by battery, no electrical cables	Low	PA is powered by battery, no electrical cables needed	All personnel	All times
Handling animals	Animal Bites	Low	Only one animal at a time out of temporary enclosures Handled only by the presenter or by a single person supervised. Audience allowed controlled gentle touch of suitable animals	All personnel and participants	All times during animal presentations
	Animal Scratch	Low	Handling only by presenter or by single person under supervision. Audience allowed controlled gentle touch of suitable animals.	All personnel and participants	All times during animal presentations
Secure housing of animals	Animal escape	Low	All reptiles are housed in secure boxes to prevent escape. Snakes are housed in securely closed bags to prevent escape. All housing is kept near the presenter.	All personnel	All times

		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

Low	Little chance of incident or injury
Moderate	Some chance of an incident or injury requiring first aid
High	Likely chance of a serious incident or injury requiring medical treatment
Extreme	High chance of a serious incident resulting in highly debilitating injury