



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	25.9.2023	Excursion destination/address:	Cronulla (Gunnamatta Park) to Bundeena
Departure and arrival times	Depart Centre: 8:15 am	Arrival: 9:15 am	Departure : 2:30 pm Arrive back at Centre: 3:30 pm
Proposed activities	Water hazards? Yes /No If yes, detail in risk assessment below.		
Method of transport, including map of proposed route	<div style="display: flex; align-items: flex-start;"> <div style="width: 30%; padding-right: 10px;"> <p>Bus</p> <p>via M1 Fastest route now due to traffic conditions ▲ This route has tolls. <small>Details</small></p> <p>via A3 Some traffic, as usual</p> <p>via Silverwater Rd/A6 and A3 Some traffic, as usual</p> </div> <div style="width: 70%;"> </div> </div>		
Name of excursion co-ordinator	Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: Cap 45	Number of educators/parents/volunteers	4

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:10 – 15</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 	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 - Ensure students bring and wear sun protection (hat, long sleeves, etc...). Educators to bring sunscreen and ensure children are reapplying. 	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 and ferry - 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
Billy cart racing	Moderate	<ul style="list-style-type: none"> - Children reminded of rules - Educator supervision - Follow Ranger Jamie's staff instructions and safety protocols - Ensure children are wearing safety equipment (such as a helmet) 	All children	Billy cart racing
Ferry from Cronulla to Bundeena (Boarding and disembarking the ferry, the transport on the ferry)	Moderate	<ul style="list-style-type: none"> - Ensure children hold onto railings while boarding and disembarking the ferry - Listen to the instructions from staff, educators to reinforce expectations - Supervision - Children remain seated throughout transport 	All children	On ferry
Beach play (sandcastles, bug catching, sitting at the edge of the water etc...)	High	<ul style="list-style-type: none"> - Ensure children bring a change of clothes in case they get wet - Ensure strict child to educator ratio when near water. - Bring appropriate first aid for bug bites. - Wear sun protection at all times - Reinforce rules throughout the day 	All children	On beach
Toilets at Gunnamatta Park and Bundeena Beach	Moderate	<ul style="list-style-type: none"> - Children in groups of 2 or more must walk to bathrooms with an educator. - Educators check bathrooms before children enter. - Children go into bathrooms in groups of 2 of same gender. 	All children	Excursion

		- Educators wait outside bathroom		
Walking from park to ferry (short walk)	Low	<ul style="list-style-type: none"> - Ensure child to educator ratio - Children walk in 2 lines with educators stationed throughout. - Children to be reminded of rules 	All children	Gunnamatta Park to Cronulla Ferry
Gunnamatta Park	Moderate	<ul style="list-style-type: none"> - Children remain in the park and not on the beach area. - Children are reminded of safe play on the equipment. - Educator to Child ratio sustained throughout visit. - Children reminded of rules. - Supervision at all times. 	All children	Gunnamatta Park
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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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: Tamara Browne	Date: 12.09.2023
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				
		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

INCURSIONS AND EXCURSIONS- RANGER JAMIE TOURS GENERAL RISK ASSESSMENT

PLEASE NOTE: The purpose of excursion/ incursion risk management is to make excursions/ incursions as safe as possible. Risk management processes are used to identify hazards, assess risks and then eliminate or control risks associated with excursions/ incursions. Any risk assessments provided by us (Ranger Jamie Tours) are not an exhaustive list of risks in relation to any venue or the relevant services. They are not taken to be an admission of liability or an acceptance or responsibility for such risks by Ranger Jamie Tours. You may also like to add to these risk assessments. If a student has a disability, consultation should take place with their parents/carers and, where practicable, the student when considering reasonable adjustments and making decisions that could impact upon their participation in a relevant activity. **This Risk Assessments must be viewed and signed by the school.**

SCHOOL TO FILL OUT BELOW:

Name of school: Epping Heights OSHC

Description and location of excursion: Cronulla to Bundeena

Date(s) of excursion/ incursion: 25/09/2023

Group/class:K-6

Number in group/class: Cap 45

Name of excursion coordinator: Zoe Hanna

Contact number:

Accompanying staff, parents, caregivers, volunteers: 4

Task/ Activity	Hazard Identification & Associated Risk	Risk Level Legend 1 and 2 Extreme Risk 3 and 4 Moderate Risk 5 and 6 Low Risk	Elimination or Control Measures	Who	When
Walking to and from transport and walking around outside in public locations outside of school grounds such as NSW National Parks, Council Parks, City, Buildings, the Rocks Ruins in City, Chinese Gardens and more.	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	4 6	<ul style="list-style-type: none"> - At least one teacher per class group attending to supervise the group. - Teachers brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times <ul style="list-style-type: none"> - When walking in buildings please watch your step and footings - Always follow guide when walking in the city especially the Rocks and China Town. - Students not to enter building/ ruins without guide 	Coordinating teacher	Prior to walk and on the excursion
Coach/ Train/ Ferry transport to and from excursion venue	<ul style="list-style-type: none"> - Boarding and disembarking coach/ Train/ Ferry - vehicle accidents 	6 5	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate licence(s) and insurance - Check availability of seat belts if seatbelts are legally required 	Excursion coordinator and teachers	Prior to booking and on the excursion

			<ul style="list-style-type: none"> - Transport to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn on Buses and seated on Ferries and Trains 		
Observing rock formations; animals and plants	<ul style="list-style-type: none"> - bites and stings from animals, insects, spiders, snakes (including severe allergies) - exposure to sun (Heat) - exposure to Cold 	4 4 4	<ul style="list-style-type: none"> - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained teacher staff member is available to provide appropriate first aid and emergency response (e.g. adrenalin auto injector, such as EpiPen® /Anapen®, for student with anaphylaxis) - Ensure teacher staff and students are aware of emergency response procedures. - Avoid areas with long grasses - Wear enclosed footwear and other protective clothing - Wear sun safe hats, shirts with long sleeves and at least 30+ sunscreen while outdoors - Do not touch animals, students must freeze when they see a dangerous animal such as a snake - School Teachers to identify the hazards and tell students what to do before commencement of program - Ensure students bring warm clothing - Teachers to Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®. 	Teachers including parent helpers	Prior to excursion and on the excursion
Bushwalking/ Walking/ Standing in and performing activities in National Parks/ walking outside of school grounds including City (The Rocks, China Town, Chinese Gardens/ SYDNEY CBD and local Parks across NSW). Venues may include: <ul style="list-style-type: none"> - Bobbin Head - Kamay Botany Bay NP - Wattamolla - West Head - Lane Cove NP - Clifton Gardens - Royal Botanic Gardens - The Rocks, Sydney CBD - Shelly Park 	<ul style="list-style-type: none"> - Uneven ground surfaces, Trip Hazards- Potentially resulting in broken bones, sprained ankles/ wrists, cuts/ scrapes, puncture wounds etc. - bites and stings, exposure to sun, wind, storm, rain and dehydration. - allergies to insects, reptiles and plants. - becoming lost or isolated from the group 	4 3 3 5	<ul style="list-style-type: none"> - Notify Excursion Tour Operator of expected arrival and departure times, location of walk and participants, students with medical conditions - Excursion Tour Operator to lead walk. Adult supervision at front and back to keep group together. Students to stay on designated path at all times - Inform excursion participants of safety instructions. - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors. - Ensure participants carry water bottles - Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Identify participants with known medical conditions and ensure appropriate medication/treatment and support is available 	Excursion coordinator, supervisors, teachers and everyone	Prior to walk and on walk

<ul style="list-style-type: none"> - Gunnamatta Park - Cronulla - Carss Park Bush Flat - Bonnie Vale - Audley - Garie Beach - Bola Creek - Western Sydney - Parklands - Lizard Log - Bungarrabee Park - Auburn Botanic Gardens - Illawarra IFLY - Minnamurra Rainforest - Stanwell Park - Bald Hill – Stanwell Tops - Wollongong Botanic Gardens - Symbio Wildlife Park - Killalea State Park - Powerhouse Museum - Sydney Tramway Museum - Chinese Gardens of Friendship - Darkes Forest apple orchid - Hyde Park - Sydney Eye Tower - Nielson Park - Bundeena - Bundeena Beach Park Reserve - Royal National Park coastal track - Bents Basin state Conservation Area - Woronora Dam - Watsons Bay - Shark Island, Sydney Harbour National Park 	<ul style="list-style-type: none"> - change in weather conditions - Falling off cliff/ wharf - Drowning in a body of water such as lake, river, lagoon, pond, beach, river, harbour - Bushfire - Local Park Playground equipment 	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. EpiPen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Check weather forecast on day of excursion and carry maps - During Lunch all children must be supervised by the Schools Teachers - If in National Park visitors will only be walking on designated tracks and Paths and will ALWAYS be at least 5m from cliff - If in City such as the Rocks, Chinese Gardens, China Town etc Students and tour leader must always walk on designated foot paths and tracks - Students to always stand at least 2m away from water, rivers, ponds, lakes, dams and/ or any open water deeper than 0.5m - Tour guide to check Beau of Meteorology each morning for weather forecast. - Teachers and tour guide to visit NSW RFS website each morning prior to tours to check fire rating danger forecast. - Tours will not go ahead if fire rating is considered 'Extreme' or 'Catastrophic' according to the NSW RFS danger rating. - Tours will not commence during heavy rainfall/ storm action - Emergency plans communicated for dealing with potential incidents Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®. 		
<p>Diet and food during excursions including</p> <p>Eating out at different venues</p> <p>Incursions/ on School Grounds such as Playground and inside</p>	<ul style="list-style-type: none"> - Student food allergies - Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries - Minor injury from contact, trips and falls 	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> - Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen® /Anapen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. - Confirm appropriate food with parents/carers for student with allergies 	<p>Teachers and coordinators</p>	<p>Prior to and during excursion</p>

school classrooms and halls/ open and enclosed areas.	<ul style="list-style-type: none"> - Allergies to playing with/ handling vegetable oil, slime, corn starch, food colouring, shaving cream, mentos, water, shampoo, sunscreen, paint, ocre and more. - Fishing, getting fishing hook stuck/ caught on body part - Catching viruses, diseases etc 	3	<ul style="list-style-type: none"> - Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers - Food brought by student should only be approved and provided by student's parent/carer - Discuss with class groups about the importance of only eating your own food - Ensure a responsible adult is with each group of students - Ensure all staff attending have anaphylaxis training (use of adrenaline auto injector) and E-emergency care training - Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. - Regular checks for defects and reporting of these Inspections of play and sports equipment. - Annual maintenance agreement in place and repairs undertaken where necessary. - Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) - Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). - Consider segregating age groups (Specify the age or year groups if appropriate) - Supervision of use required at all time - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) - Children to wear appropriate footwear - Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (not required for climbing equipment below 60cm) - Supervision of use required at all times - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) - Students to always listen to the Rangers instructions 		
Being in close contact with members of the public		3			
Science, geography and history activities include but are not limited to the list below:		3			
Billy Carts		3			
Air Pressure paper Rockets		3			
Chemical Rockets with vinegar and bicarb soda		4			
Slime Making with cornflour		4			
Lava Lamps/ Ice melting Challenge with water, soda water, vegetable oil, mentos and food colouring		5			
Exploding Soda Water Bag challenge		5			
Mini Beast Bug Catching		3			
Fishing off Wharf and Dip net fishing in creek, river, lake and ocean		3			
Crab-catching in wetlands and on beaches		4			
Making Solar ovens		5			
Electric Windmills with low voltage batteries		5			
Liquid Nitrogen ping pong ball explosion		5			
Liquid nitrogen converting water into ice bubbles		4			
	6				
	5				

Liquid nitrogen small balloon pop		5	- Students must always be at least 3m away from Liquid Nitrogen when Ranger is pouring it		
Liquid nitrogen in bowl		5	- Ensure items are used only for their intended purpose.		
Olympic running game		5	- Making sure students wash their hands and not putting their fingers inside their mouth to limit possibility of contracting virus/ diseases from other people around them. Teachers/ parents to ensure students bring hand sanitiser and remind students to wash their hands and cover their mouth when they sneeze.		
Amazing Race		5	-Students to listen to 'Rangers' rules on safety of each activity before commencing activity. Teachers to ensure the students abide by these rules.		
Blowing up large rubber balloon with blower vac		6	- Students are the teachers responsibility at all times on incursions and excursions		
Ninja Warrior team pool relay challenge		6			
Making Bird Houses		3			
Constructing Animal Shelters		5			
Slip N Slide		3			
Blanket Volleyball		5			
Tug of War		6			
Waterworks					
Waterbucket challenge					
Contact with members of public who are infected with COVID-19	Passing on of bacteria and germs (COVID-19)	5	-Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. - Frequently touched surfaces including counters, handrails, doors, registers, phones, keyboards and Ranger Jamie Equipment are regularly cleaned after every activity. - Sneeze guards are installed at admissions counters, Kiosk counters and retail counter. Guests are kept back from counters. - Alcohol based hand sanitiser is provided on every program. - Posters on hand washing are prominent and hand washing facilities are available in the bathrooms. - Preparation for closure/ back on the bus if a positive case is identified - Covid-19 First Aid Kit established by teachers prior to arriving at excursion location		
Safeguarding students, teachers, parents and adults against the possible infection and transfer of COVID-19					

			<ul style="list-style-type: none"> - Students, teachers, adults, parents and guides to thoroughly wash hands after using bathroom and also to bring own personal hand sanitiser - Students when placed in groups to use own tools/ devices to limit sharing 		
Feel free to add any Task/ Activity you feel necessary					