

EHOSHC Excursion Risk Management Plan



Epping Heights OSHC
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Excursion details:			
Date(s) of Excursion	Tuesday 3rd October 2023	Excursion destination/address:	Super Luna Pavilion Sydney Olympic Park
Departure and arrival times	Depart Centre: 9:00am	Arrival: 9:30am	Departure : 2pm Arrive back at Centre: 3pm
Proposed activities	Water hazards? Yes/No If yes, detail in risk assessment below.		
Method of transport, including map of proposed route	<p>BUS</p>		

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. 		

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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

		- 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
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: they will be asked to leave the centre to seek further medical advice.</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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: Zoe Hanna	Date: 13/09/2023
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: NA	
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



Jurassic World School Excursion – Risk Assessment Information

1. Introduction

The purpose of this information letter is to help identify and manage potential hazards associated with a school excursion of any size to the Jurassic World exhibition. The safety of students, teachers, and accompanying staff is paramount, and proactive measures will be taken to ensure a safe and enjoyable experience.

This information letter outlines key aspects of Jurassic World: The Exhibition for visiting schools so they may better understand how safety is managed at the venues and so they can complete their own risk assessment or risk management plan. All schools are required by the NSW Department of Education & Training to prepare a safety risk assessment before undertaking any excursions. Teachers and principals are advised that the venue staff cannot complete risk assessments for schools.

2. General Information on site & venue.

The exhibition utilises a specific route through the venue to optimise viewing and safety. Features within the exhibition that require degrees of interaction from patrons will be told by staff in the exhibition space. The venue is managed by a team of highly qualified and experienced technical and administrative staff who will answer any questions regarding the exhibition. Be advised that backpacks cannot be stored so must be worn throughout the duration of the exhibition.

Conduct & Duty of Care

All visitors to the venue (including school children) have a duty of care to take reasonable care of their own health and safety, take reasonable care that they do not adversely affect the health and safety of others and to comply with any reasonable instructions relating to safety. All schools are advised to ensure that strict management and supervision of their children is maintained at all times when attending shows at either venue. Behaviour, noise, dress standards, language, respect and cleanliness should be maintained to the highest standard by all school children when attending shows.

Work, Health & Safety (WHS)

SuperLuna acknowledges its legal requirements as a PCBU as defined in the Work, Health & Safety Act & Regulations 2011. To comply with the law and ensure a safe workplace is maintained for all workers, visitors and others, a robust WHS management plan has been developed which includes, amongst other things, procedures for managing emergencies, medical incidents and facility systems.

Emergency Management Plans

The venue has emergency management plans and procedures that have been written to align with AS/NZS 3745:2010 – Planning for Emergencies in Facilities. This includes comprehensive contingency plans for the management of likely emergencies during shows and events. The venues have fully compliant fire detection and suppression systems which include an emergency, warning and intercommunication system or EWIS. In the event of an emergency all persons within the venues will be instructed to evacuate to the designated evacuation point(s) a. The Cattle Lawns b. Olympic Boulevard.

Risk Management

The venue has a robust risk management plan that has been written to align with the International standard AS/NZS ISO 31000:2009 – Risk Management. This standard provides a suitable platform and methodology for the identification, assessment, analysis and control of risk in any workplace. The risk assessment includes procedures for managing work, health and safety risks, security, crowd management etc.

These guidelines can be found [here](#).

First Aid

The venues have medical management procedures in place for all shows. This includes the provision of trained first aid staff, medical equipment and procedures for medical incident management. Venue staff is trained and versed in the management of patron medical incidents.

For more information on the venue and exhibition (including access and transport) visit <https://jurassicworldexhibition.com/au/#faq>

Disclaimer

The information set out in this publication is current at the date of first publication and is intended for use as a guide of a general nature only and may or may not be relevant to particular patients or circumstances. SuperLuna and its employees and agents have no liability (including for negligence) to any users of the information contained in this publication.

We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.