



## EHOSHC Excursion Risk Management Plan

### Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
<b>Date(s) of Excursion</b>	29/09/23	<b>Excursion destination/address:</b>	Meadowbank Park, Constitution Rd, Meadowbank NSW 2114
<b>Departure and arrival times</b>	Depart Centre: 9:30 am    Arrival: 10am    Departure: 2 pm Arrive back at Centre: 2:30 pm		
<b>Proposed activities</b>	Park Play, Climbing, Running, Jumping, Flying Fox, Water Play Equipment/Water Features	Water hazards? Yes If yes, detail in risk assessment below.	
<b>Method of transport , including map of proposed route</b>	Bus		

	<ul style="list-style-type: none"> <li> via Midson Rd and Shaftsbury Rd <b>15 min</b> Fastest route now due to traffic conditions 6.9 km <a href="#">Details</a></li> <li> via Chatham Rd <b>16 min</b> 8.0 km</li> <li> via Blaxland Rd <b>16 min</b> 7.9 km</li> </ul> <p>Explore nearby Meadowbank Park</p> <ul style="list-style-type: none"> <li> Restaurants</li> <li> Hotels</li> <li> Petrol stations</li> <li> Car Places</li> <li> More</li> </ul>	
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<b>Name of excursion co-ordinator</b>	Adam Pearson or Zoe Hanna		
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<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
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<b>Number of children attending excursion</b>	<b>Intended: 45</b>	<b>Number of educators/parents/volunteers</b>	5
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Educator to child ratio, including whether this excursion warrants a higher ratio?	Child to Educator Ratio will be 1:15		
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Please provide details.	
<p>Procedures for:</p> <p>Leaving the centre</p> <p>Entering and exiting the bus</p> <p>Entering the venue</p> <p>Leaving the venue</p> <p>Entering and exiting the bus</p> <p>Returning to the centre</p> <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 always stay within the group. 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 always.</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
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<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

<b>Hazard identified</b>	<b>Risk Rating (use matrix)</b>	<b>Elimination/control measures</b>	<b>Who</b>	<b>When</b>
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>- Children reminded not to run on public footpaths between areas</li> <li>- Have conversation with children about water safety and the necessary precautions required</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> <li>- Children to have regular drink breaks</li> <li>- Children to wear hats where applicable</li> </ul>	All Children & Educators	At Meadowbank Park

		<ul style="list-style-type: none"> <li>- Educators to have sunscreen available for use</li> </ul>		
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> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> <li>- Children advised they must be able to always see an educator if they cannot they have gone out of bounds.</li> <li>- Children given clear parameters/area boundary of where they can and cannot go</li> <li>- Children must advise educators if they need to go to the bathroom</li> </ul>	All Children	<p>Leaving/entering the bus &amp; At the Excursion/transitioning to other areas</p>
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> </ul>	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> <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> <li>- Children to wash hands after eating</li> </ul>		
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 Meadowbank Park
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> <li>- Ensure children are seated down whilst eating or drinking</li> </ul>	All Children	On the Bus & While eating/drinking

		<ul style="list-style-type: none"> <li>- All staff trained in first aid</li> </ul>		
High Platforms/ Climbing Equipment	Moderate	<ul style="list-style-type: none"> <li>- Children to be given safety briefing before use of playground</li> <li>- 1:15 Ratio</li> <li>- Educators to be spread out through playground area</li> <li>- Children reminded only one child at a time to go down the slide</li> <li>- Children to use flying fox appropriately, in the correct manner.</li> </ul>	All Children	At Meadowbank Park
Splinters/Puncture wounds from stick, glass, sharps	Low	<ul style="list-style-type: none"> <li>- Children advised not to pick up anything sharp and advise educators if they find anything while playing</li> <li>- Educators to ensure splinter probes/tweezers are in first aid</li> <li>- All educators trained in first aid</li> </ul>	All Children	At Meadowbank Park
Water Hazards	Moderate	<ul style="list-style-type: none"> <li>- Children are to be briefed on water safety and cooperative play</li> <li>- Educators are to be placed throughout water features and play equipment to ensure children's safety throughout the day</li> <li>- All educators are trained in First Aid</li> </ul>	All children	At Meadowbank Park
Interaction with the Public		<ul style="list-style-type: none"> <li>- Children will be supervised when in public places</li> <li>- Children will walk in two lines and always travel in a group.</li> <li>- Children will be reminded of stranger danger during the morning safety debrief</li> </ul>	All Children	At Meadowbank Park

		<p>before leaving for the excursion</p> <ul style="list-style-type: none"> <li>- Children will set boundaries on where they can play during the excursion minimising public interaction.</li> </ul>		
<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/ adult</p>	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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day



		<p>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>		
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		<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: Thomas Logan</b>	<b>Date: 13/09/2023</b>
<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>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
<b>Consequence</b>

L i k e l i h o o d		Insignificant	Minor	Moderate	Major	Catastrophic
	A l m o s t c e r t a i n	Moderate	High	High	Extreme	Extreme
	L i k e l y	Moderate	Moderate	High	Extreme	Extreme
	P o s s i b l e	Low	Moderate	High	High	Extreme
	U n l i k e l y	Low	Low	Moderate	High	High
	R a r e	Low	Low	Low	Moderate	High

