

## EHOSHC Excursion Risk Management Plan



**Epping Heights OSHC**

Out Of School Hours Care Inc.

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Excursion details:				
Date(s) of Excursion	30/10/2023		Excursion destination/address:	Rawson St Epping NSW 2121
Departure and arrival times	Depart Centre: 3:45pm	Arrival: 3:55pm	Departure : 5:20pm	Arrive back at Centre: 5:30pm
Proposed activities	Park and Arvo Tea		Water hazards? No	
Method of transport, including map of proposed route	Walk 			
Name of excursion co-ordinator	Adam Pearson or Zoe Hanna			
Centre Contact Details	Landline: 0298690602		Mobile: 0459883456	
Number of children attending excursion	Intended: 20		Number of educators	2
Educator to child ratio, including whether this excursion warrants a higher ratio?	1:10 (1 Extra educator if there are children with disability/special needs)			

Please provide details.	
Procedures for: <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Returning to the centre</li> </ul> Including accounting for children at all times.	<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.</li> <li>- List of children in attendance to be created.</li> <li>- We then walk to and from 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 .</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 at all times.</li> <li>- Prior to exiting the venue another headcount is conducted.</li> <li>- Two educators count the children before leaving.</li> <li>- Roll call and head count on arrival back at school.</li> </ul>

<b>Excursion checklist</b>	
<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"> <li>- Walk children in 2 lines in close groups</li> <li>- Educators positioned at front, middle and ends of groups</li> </ul>	All Children	During excursion

		<ul style="list-style-type: none"> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> </ul>		
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>- Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors.</li> <li>- Ensure participants carry water bottles</li> <li>- Spare water bottles to be carried by staff</li> </ul>	All Children & Educator	While at Excursion
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> </ul>	All Children	At the Excursion/transitioning to other areas
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> <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>- Take excursion bag</li> </ul>	Children with Allergies	Throughout the afternoon/excursion

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>- Children to always communicate with educators about going to and from the toilets.</li> <li>- Children to go to bathroom before leaving the school (bathroom access may be limited)</li> </ul>	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>	All Children	While eating/drinking
Play Equipment	Moderate	<ul style="list-style-type: none"> <li>- Equipment inspected before use.</li> <li>- Children supervised at all times on equipment.</li> <li>- All staff trained in first aid and first aid kits on hand</li> </ul>	All Children	Hazelwood Rose Park
Walking near road	Low	<ul style="list-style-type: none"> <li>- Children encouraged to walk on footpath where applicable in 1 or 2 straight lines</li> <li>- Educator to be stationed at front and back of line</li> <li>- Children reminded of road safety before leaving</li> <li>- Slower walkers to be positioned at front of line</li> <li>- Termly Safety week discussion are held at the centre</li> </ul>	All children	During Excursion
Bushwalking/ Bush Areas	Moderate	<ul style="list-style-type: none"> <li>- Shoe laces to be checked and tied</li> <li>- Children reminded not to pick up/touch anything foreign that they can not identify</li> </ul>	All children	During excursion

		<ul style="list-style-type: none"> <li>- Children not to walk in creek and stay on the track only</li> <li>- All children to wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions</li> <li>- Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade</li> </ul>		
Busy shopping centre	Low	<ul style="list-style-type: none"> <li>- Children reminded of safety rules/strangers</li> <li>- Children to walk in two straight lines</li> </ul>	All Children	While at Epping shops

<b>Plan prepared by: Zoe Hanna</b>	<b>Date: 6/10/2023</b>
<b>Communicated to:</b> All Staff on the day & Families (via website, and printed in centre)	
<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						
		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	