



## 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>                                 | 18/12/23  | <b>Excursion destination/address:</b> | 200B W Parade, Thirlmere NSW 2572<br>And 13 Regreme Rd, Picton NSW 2571 |
| <b>Departure and arrival times</b>                          | <b>Depart Centre: 8:15am</b>  | <b>Arrival: 9:45am</b>                | <b>Departure: 1:30pm</b> <b>Arrive back at Centre: 3pm</b>              |
| <b>Proposed activities</b>                                  | Strawberry picking and playground activities  |                                       | Water hazards? Yes<br>If yes, detail in risk assessment below.          |
| <b>Method of transport, including map of proposed route</b> | Bus – Can pull into long dirt driveway as there is space to turn around once at the farm. |                                       |   |
|   |   |                                       |   |
| <b>Name of excursion co-ordinator</b>                       | Adam Pearson or Zoe Hanna   |                                       |   |
| <b>Centre Contact Details</b>                               | Landline: 0298690602  | Mobile: 0459883456                    |   |

| Number of children attending excursion   | Intended: 45   | Number of educators/parents/volunteers | 4 |
|--|--|--|---|
| Educator to child ratio, including whether this excursion warrants a higher ratio?<br>Please provide details.  | 1:10 (1 Extra educator if there are children with disability/special needs)  |  |   |
| 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>• Entering and exiting the bus</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 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 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.</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>• 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> |  |   |
| <b>Excursion checklist</b>   |  |  |   |
| oFirst aid kit   | oExcursion Bag & Children’s medication   |  |   |
| oList of children attending the excursion  | oWalkie Talkies  |  |   |
| oContact information for each child  | oMobile phone / other means of communicating with the service & emergency services   |  |   |
| oMedical information for each child  | oOther 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> <li>• Educators to encourage children to tie up shoes laces and assist if required</li> <li>• Bus to stop at the end of West Carpark – children and staff can use a wide walkway to cross safely from the bust to the parklands</li> </ul>  | All Children            | Entering bus/leaving bus & At the park |
| Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation | Low                      | <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> </ul>   | All Children & Educator | At the park                            |
| Missing Child/Interaction with strangers  | 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>• Set an area boundary within the parklands to ensure children are within an educator’s line of sight</li> <li>• Ensure contact wristbands are worn by all children</li> </ul> | All Children            | Leaving/entering the bus & At the park |
| 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> </ul>   | Children with Allergies | Throughout the day                     |

|   |          |   |              |  |
|---|----------|---|--------------|--|
|   |          | <ul style="list-style-type: none"> <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> </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 the 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> <li>• All staff trained in first aid</li> </ul>  | All Children | On the Bus<br>&<br>While eating/drinking |
| Uneven ground/divots – twisted ankles                   | Low      | <ul style="list-style-type: none"> <li>• Educators to inform children of this hazard prior to arrival in safety brief</li> <li>• Educators to carry first aid bags including breakable ice-packs and bandages.</li> <li>• All staff trained in first aid.</li> </ul>  | All Children | Berrylicious Farm and at the park        |
| Wildlife & insect bites                                 | Moderate | <ul style="list-style-type: none"> <li>• Children to be spoken to before departure about not disturbing local wildlife.</li> </ul>  | All Children | Berrylicious Farm and at the park        |

|  |          |   |                          |                   |
|--|----------|---|--------------------------|-------------------|
|  |          | <ul style="list-style-type: none"> <li>• First aid equipment available for bug and insect bites</li> <li>• All staff trained in first aid</li> </ul>  |                          |                   |
| Rocks & Sticks   | Low      | <ul style="list-style-type: none"> <li>• Children instructed beforehand to avoid rocky area &amp; picking up sticks</li> <li>• First aid equipment (band-aids/saline solution)</li> <li>• All staff trained in first aid</li> </ul>   | All Children             | At the park       |
| Falling leaves/branches & Construction around trees                | Low      | <ul style="list-style-type: none"> <li>• Avoid heavily forested area – ensure children play in open areas</li> <li>• Seek shelter or depart back to centre in extremely windy conditions</li> </ul>   | All Children             | At the park       |
| Barbeque areas   | Moderate | <ul style="list-style-type: none"> <li>• Ensure barbeque benches &amp; seating areas are out of bounds</li> <li>• Staff to monitor the barbeque area to ensure children do not play in the restricted area</li> <li>• Be aware of nearest tap location that can provide cold water in the event of a burn</li> </ul>                  | All Children             | At the park       |
| Close proximity to work/construction zone                          | Moderate | <ul style="list-style-type: none"> <li>• Ensure children know which areas of the farm they are allowed in, and which are out of bounds</li> <li>• Educators are trained in and carry first aid items</li> <li>• Educators to actively supervise all areas to ensure students do not breach out of bound areas</li> </ul>              | All Children             | Berrylicious Farm |
| Step Stools – used for smaller children to reach strawberry plants | Moderate | <ul style="list-style-type: none"> <li>• Educators to speak to children regarding responsible behaviour within the strawberry picking areas to avoid trips/falls</li> <li>• Educators to actively supervise smaller children when they are using step stools</li> <li>• Educators are trained and carry first aid supplies</li> </ul> | Younger/Smaller Children | Berrylicious Farm |
| Open bodies of water   | Moderate | <ul style="list-style-type: none"> <li>• During the safety brief, children are informed that the pond is an out of bound area and that they should not go near it</li> <li>• Educators to actively monitor the area to ensure students are not near the pond</li> </ul>   | All Children             | At the park       |

|  |                 | <ul style="list-style-type: none"> <li>All educators trained in first aid</li> </ul>  |  |                                 |
|--|-----------------|---|--|---------------------------------|
| <p>Covid- 19<br/>Illness, infections,<br/>hospitalisation, death of<br/>child/educator/adult</p> | <p>Moderate</p> | <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 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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p> | <p>Throughout the whole day</p> |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <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: Corinne Halloran</b>   | <b>Date: 08/12/23</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><br><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    |               |          |          |         |              |  |
|----------------|---------------|----------|----------|---------|--------------|--|
| Likelihood     | Consequence   |          |          |         |              |  |
|                | Insignificant | Minor    | Moderate | Major   | Catastrophic |  |
| 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 |