



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

ABN: 83425978

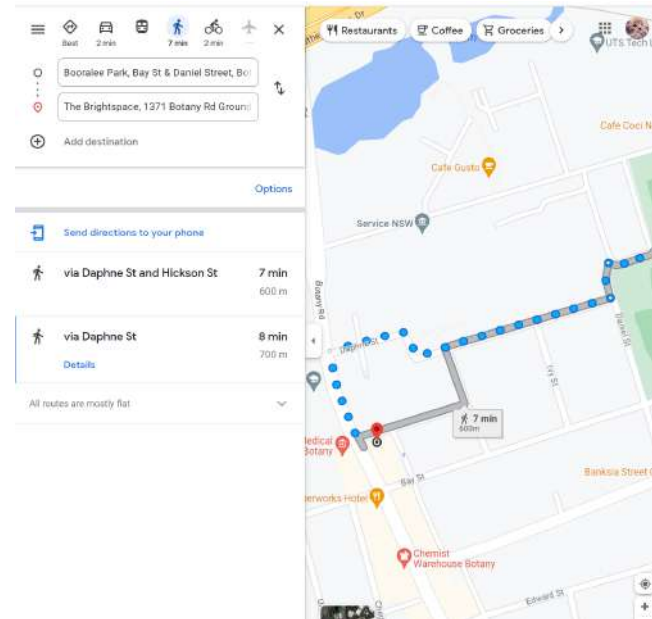
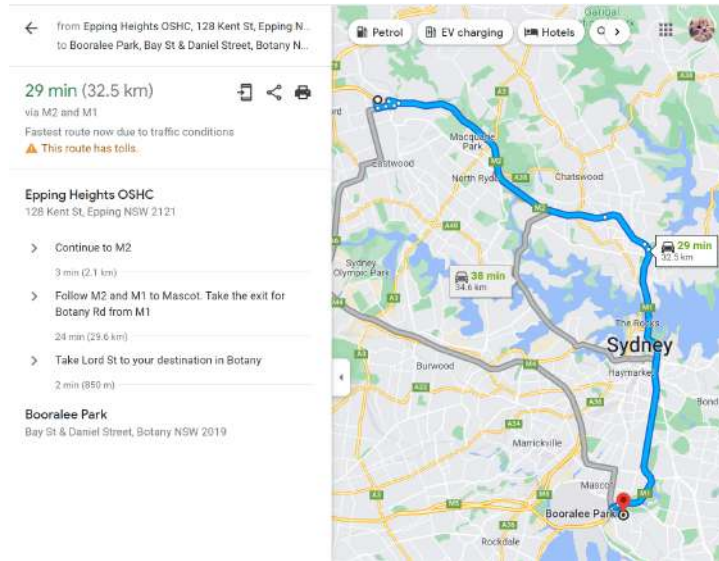
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Excursion details:		
Date(s) of Excursion	15/01/2024	Excursion destination/address: Booralee Park: Bay St & Daniel St, Botany NSW 2019 The Brightspace: 1371 Botany Rd Ground Floor 1, Botany NSW 2019
Departure and arrival times	Depart Centre: 9:00 a.m. Arrival: 11:20 a.m. Departure : 2:30 p.m. Arrive back at Centre: 4:15 p.m.	
Proposed activities	Painting and lunch at a nearby park	Water hazards? Yes/ No If yes, detail in risk assessment below.

Method of transport, including map of proposed route

Bus



Name of excursion co-ordinator	Adam Pearson or Zoe Hanna		
Centre Contact Details	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? 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. 		

	<ul style="list-style-type: none"> - 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 shoelaces and assist if required - Instruct children to exit bus in single file and to wait with educators to prevent collisions - Emphasis no running inside the centre during the excursion - Store chairs/stools under tables when not in use 	All Children	Entering bus/leaving bus & During excursion

		<ul style="list-style-type: none"> - Ensure bags are put away in an orderly and compact manner to avoid being a tripping hazard 		
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 	All Children	At the Excursion

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.
- 1 toilet block located near the playground, where children are going to be set up for lunch.
- As these are situated next to an open road with open access, an educator will remain on either side for the different genders to act as a physical blockade.



				
		<ul style="list-style-type: none"> - There are two bathrooms available at the centre with two cubicles each. Children will walk with either an educator or in groups of two during the activity. 		
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
General Public	High	<ul style="list-style-type: none"> - Ensure children are given instructions not to approach members of the public, especially those with dogs - Ensure children are given further instructions not to touch pets, even those on a leash 	All Children	At the Excursion
Materials being incorrectly used at Excursion	High	<ul style="list-style-type: none"> - Children to be given clear instructions on how to correctly use and carry scissors - sharp objects to be stored when not being used, and supervised when in use - Ensure only non-toxic paint is being used - water provided in close proximity to wash up 	All Children	At the Excursion

		<ul style="list-style-type: none"> - educators and other responsible adults to closely supervise - children to wear smocks to reduce the likelihood of getting dirty - control quantities of paint that is shared in group activities 		
<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<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>	<p>Throughout the whole day</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: Hannah Wotton	Date: 23/06/2023
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:	
<p>Yes / No</p> <p>Comment if needed:</p>	

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	
L i k e l i h o o d	Al m o s t c e r t a i n	Moderate	High	High	Extreme	Extreme
	Lik e l y	Moderate	Moderate	High	Extreme	Extreme
	Po s s i b l e	Low	Moderate	High	High	Extreme
	U n l i k e l y	Low	Low	Moderate	High	High
	Ra r e	Low	Low	Low	Moderate	High

Risk Assessment - The Brightspace

Identify the Activity: Visual Arts Workshop		Location: The Brightspace, 1371 Botany Road, Botany, 2019, NSW	Who may be at risk? Children, Staff and any visitors	
Task	Hazards	Risk	Existing Control measures	Benefit of the risk
Scissors/ craft knives	<ul style="list-style-type: none"> ● Body cuts due to incorrect use of scissors ● Incorrect handling of scissors 	<ul style="list-style-type: none"> ● Cuts, breaks, bruises, injuries, abrasions. ● Injury to self or another student ● Student being distressed 	<ul style="list-style-type: none"> ● Safety talk about how to carry and correctly use scissors to prevent injury ● Store scissors/craft knives when not in use ● Supervision in areas where scissors/craft knives are being used 	<ul style="list-style-type: none"> ● Increased sensory experience ● Expanding knowledge of different materials ● MTOP Outcome 1: Children feel safe, secure and supported
Hot Glue Gun and Oven (clay workshops only)	<ul style="list-style-type: none"> ● High temperature ● Extension cable cords on the path ● Electricity ● Inhalation of glue fumes 	<ul style="list-style-type: none"> ● Abrasions ● Slip, trips and falls ● Strangulations ● Electrocutation/death ● Burns, scalds and blisters 	<ul style="list-style-type: none"> ● Safety talk about correct use of glue gun and not touching oven ● All potential obstructions are removed or placed safely ● Place loose cables aside ● Supervision when in use ● Small groups of children engage in activity ● First aid kit close by ● Well ventilated room when used ● Tested and tagged within last 12 months ● Glue is non toxic and suitable for their purpose ● Fire extinguisher & blanket nearby 	<ul style="list-style-type: none"> ● Children assess own risks ● Children develop a sense of agency and independence ● Children develop life skills

Pencils, textas, crayons	<ul style="list-style-type: none"> ● Small parts logged into a child's body ● Toxic markers 	<ul style="list-style-type: none"> ● Choking, suffocation - possible death. ● Child ingesting a marker 	<ul style="list-style-type: none"> ● Safety talk about sensitive use of materials ● Close supervision 	<ul style="list-style-type: none"> ● Increased sensory experience ● Expanding knowledge of different materials ● MTOP Outcome 1: Children develop their autonomy, interdependence, resilience and sense of agency.
Entrance stairs/ ramp	<ul style="list-style-type: none"> ● Wet ● Loose/ missing tiles 	Slips, falls, trips. Broken bones, bruises, grazing	<ul style="list-style-type: none"> ● Encouraging children not to run ● Closer supervision during wet weather. ● The Brightspace to request any repairs/maintenance to real estate agent 	MTOP, outcome 3.2 Children take increasing responsibility for their own health and physical wellbeing

Main Road - Botany Road	<p>Traffic</p> <ul style="list-style-type: none"> ● Buses ● Cars ● Trucks 	Injury due to traffic	<ul style="list-style-type: none"> ● Cross-between safety islands, zebra crossing or at designated lights ● Always keep to the safe side of the path/road/car park while walking ● High adult ratio and group children accordingly in small groups ● Children should be fully supervised by centre staff when attending The Brightspace, no children should go out the front door unsupervised. 	MTOP, outcome 3.2 Children take increasing responsibility for their own health and physical wellbeing
Toileting	<ul style="list-style-type: none"> ● Using toilets in conjunction with general public ● Toileting accidents ● Unclean toilets, wet floor 	<ul style="list-style-type: none"> ● Child becoming separated from the group when going to the toilet ● Toilets not being clean <ul style="list-style-type: none"> ● child's clothes becoming soiled from a 	<ul style="list-style-type: none"> ● Centre staff encourage children to use toilet before leaving on the excursion ● Children to go to toilets in pairs with centre staff escorting them ● The Brightspace staff will ensure toilet checks are done prior to a workshop being held. 	MTOP, Outcome 3.2 - Children take increasing responsibility for their own health and physical wellbeing

		toileting accident		
Educators supervising children in indoor area	<ul style="list-style-type: none"> ● Vision, blind spots ● Educator distracted to attend another task/child/incident ● Movement of children between areas. 	<ul style="list-style-type: none"> ● Risk of incident, injury ● Missing or children unaccounted ● Educator unable to attend to children's needs. ● Imbalance of staff to child ratios. ● Too many children in one area ● Reduced interaction with children 	<ul style="list-style-type: none"> ● Maintain ratio of attending centre ratios. ● Active Supervision ● Train staff in supervision strengths ● Communication with staff as children and educators move between areas. ● Ensure that only the number of children The Brightspace can cater for is on site for excursion. 	Children evaluate their own safety, feel safe and security.
Paint	<ul style="list-style-type: none"> ● Child eating paint ● Toxic Ingredients ● Fumes from product ● Clothing being stained ● Paint in the eye 	<ul style="list-style-type: none"> ● Allergic reaction ● Stomach ache and feeling ill ● Vomiting due to swallowing paint ● Skin irritation, rashes ● Headache, dizziness ● Eye irritation from paint getting in it ● Parent and student becoming distressed over dirtied clothing 	<ul style="list-style-type: none"> ● Ensure to buy non toxic paint to prevent possible poisoning ● Access to water to wash up ● Assigned areas for use of paint during activity ● Close supervision ● Control quantities of paint that is shared in group activities ● Children are to wear a painting smok to reduce likelihood of clothes getting dirty 	<ul style="list-style-type: none"> ● Increased sensory experience ● Life skills and increase knowledge of safe handling ● MTOP Outcome 5: Children collaborate with others, express ideas and make meaning

Clay	<ul style="list-style-type: none"> ● Accidental ingestion of materials ● Allergic reaction ● Clay tools and decorations used as projectiles 	<ul style="list-style-type: none"> ● Child ingests clay or decorating materials ● Choking ● Child has allergic reaction, or skin issue with clay 	<ul style="list-style-type: none"> ● Only non-toxic materials to be used ● Clay is suitable for children ● Clay is sealed when not in use, for hygiene purposes ● Gloves available for those who may have an allergy ● Tools are safe and recommended for use by school aged children. 	<ul style="list-style-type: none"> ● Increased sensory experience ● Life skills and increase knowledge of safe handling ● MTOP Outcome 5: Children collaborate with others, express ideas and make
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				meaning
Stools and tables	<ul style="list-style-type: none"> ● Children falling off stools ● Tripping hazard 	<ul style="list-style-type: none"> ● Cuts, breaks, bruises, injuries, abrasions. 	<ul style="list-style-type: none"> ● Close supervision ● Emphasise no running inside ● Store stools under tables when not in use 	<ul style="list-style-type: none"> ● Develops independence, balance & coordination ● Allows children to have access to fit-for-purpose equipment and furniture
Supervision	<ul style="list-style-type: none"> ● Unknown adults at The BrightSpace ● Blind spots 	<ul style="list-style-type: none"> ● Children speaking to unknown adults who are working within The Brightspace ● Children hiding in blind spots, lost child 	<ul style="list-style-type: none"> ● Close supervision ● Supervision from attending centre staff, to ensure children in sight at all times 	Children evaluate their own safety, feel safe and security.
Clean up	<ul style="list-style-type: none"> ● Paint cups ● Dirty water ● Paint brushes ● Paint smocks 	<ul style="list-style-type: none"> ● Paint water jars being dropped on the floor ● Choking from removal of smocks 	<ul style="list-style-type: none"> ● Clear work areas, provide clean uncluttered area ● Maintain space for children to gather and engage in clean up ● Close supervision, particularly for younger children ● All supervision practices as per above ● Staff to assist the younger children with the removal of smocks when workshop is finished 	<ul style="list-style-type: none"> ● Children assess safe risks and implement their own safety measures ● Children develop team-building and concentration skills
Who conducted the Risk Assessment?	<p>Likelihood: <i>Rare Unlikely <u>Moderate</u> Likely Almost Certain</i> (bold and underline) Consequence: <i>Insignificant Minor <u>Moderate</u> Major Catastrophic</i> (bold and underline) Risk Rating: <i>Significant</i> (determine rating and remove others)</p>			
Authorisation:	Completed: Alissa Manwaring Date: 20.11.22	Approved by: Paula Roche		Date: 6.12.22

NB. Do not proceed with activity unless the results of the Risk Assessment determine the level of risk is minimal, and/ or there are adequate control measures in place