

EHOSHC Excursion Risk Management Plan

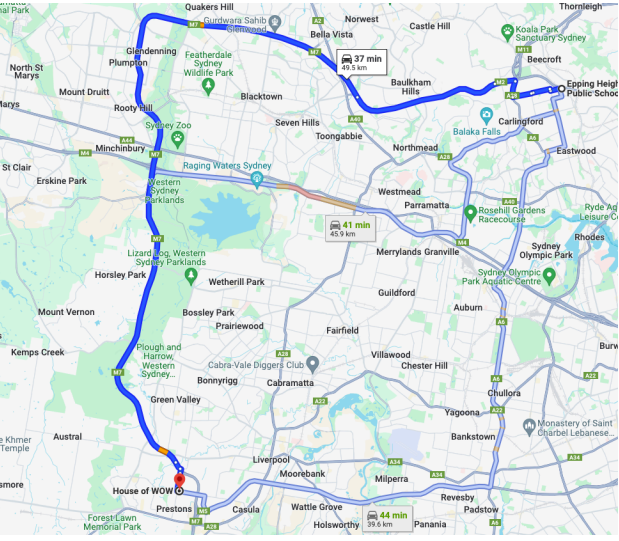
Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details: House of Wow			
Date(s) of Excursion	19/12/23	Excursion destination/address:	House of Wow, 52 Bernera Rd, Prestons NSW 2170
Departure and arrival times	Depart Centre: 9:30	Arrival: 10:30	Departure : 2 Arrive back at Centre: 3
Proposed activities	House of Wow – Monkey Mania		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: 45		Number of educators/parents/volunteers 4

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:10 (1 Extra educator if there are children with disability/special needs)</p>	
<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. 	
<p>Excursion checklist</p>		
<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 	Children with Allergies	Throughout the day

		followed in the event of a reaction/asthma attack		
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
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
Falling off climbing equipment	Moderate	<ul style="list-style-type: none"> • Staff of the venue will explain safety protocol associated with the climbing activity and will ensure children are wearing harnesses correctly. • Staff will be actively supervising children whilst they are using the equipment. 	All Children	At the excursion
Main road outside venue and heavy traffic	Moderate	<ul style="list-style-type: none"> • Children will be heavily supervised when entering and leaving the bus. • Children will be directed to congregate in an area a safe distance away from the road. • Children will be informed of the dangers of a main road and how to behave safely. 	All Children	Entering/Leaving Bus

Plan prepared by: Jenna Mackaway	Date: 27/11/23
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:	
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						
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	

