



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details: Ice Skating and Pizza		
Date(s) of Excursion	16.01.24	Excursion destination/address: Macquarie Centre Ice Skating
Departure and arrival times	Depart Centre: 9:30 am Arrival: 9:45 am Departure : 2:30 pm Arrive back at Centre: 2:45 pm	
Proposed activities	Ice skating and pizza	Water hazards? Yes/No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<div style="display: flex;"> <div style="flex: 1;"> <p>Bus</p> <p>○ Epping Heights Public School, 128 Kent St</p> <p>○ Macquarie Centre, Herring Road &, Waterloo</p> <p>⊕ Add destination</p> <p>Leave now ▾ Options</p> <p>📄 Send directions to your phone</p> <p>🚗 via M2 11 min</p> <p>Fastest route now due to traffic conditions 6.6 km</p> <p>⚠️ This route has tolls.</p> <p>Details</p> <p>Explore nearby Macquarie Centre</p> </div> <div style="flex: 2;"> </div> </div>	
Name of excursion co-ordinator	Adam Pearson or Zoe Hanna	
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456

Number of children attending excursion	Intended: 50	Number of educators/parents/volunteers	5
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10		
Procedures for: <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 Including accounting for children at all times.	<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. 		

Excursion checklist	
☐☐ First aid kit	☐☐ Excursion Bag & Children's medication
☐☐ List of children attending the excursion	☐☐ Walkie Talkies
☐☐ Contact information for each child	☐☐ Mobile phone / other means of communicating with the service & emergency services
☐☐ Medical information for each child	☐☐ 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 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 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 	All Children	At the Excursion

		<ul style="list-style-type: none"> - Children to always communicate with educators about going to and from the toilets. - Multiple toilets are located around the Island 		
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
Slips, trips, falls, collisions on and off ice	High	<ul style="list-style-type: none"> - Ice is slippery and children may lack experience and ability to skate which could cause falls - Discuss safety rules with children prior to excursion and entering ice rink. - Remind them that ice is slippery - Educators positioned to ensure quick access to children in need. - All staff trained in first aid. 	All children	On excursion
Injury from ice skate blades while skating and handling skates	High	<ul style="list-style-type: none"> - Discuss safety rules with children prior to excursion and entering ice rink - Educators positioned to ensure quick access to children in need - All staff trained in first aid 	All children	On excursion

<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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<p>Plan prepared by: Tamara Browne</p>	<p>Date: 7/12/2023</p>
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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:

Yes / No

Comment if needed: attached below under risk matrix

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	
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	

MACQUARIE ICE RINK

RISK assessment - group bookings and general skating

This document is designed to provide school and other organised groups with risk management information and procedures in order for them to carry out at assessment and to minimise the risk of accidents and injury at Macquarie Ice Rink.

About the arena and operations

Macquarie Ice rink is an Olympic sized ice rink (60m x 30m) with associated amenities and facilities. The rink has a sprinkler system in case of fire, emergency exit doors, a first aid room and portable first aid kit, P.A system for announcements and an evacuation plan.

It is located in a shopping centre with car parking.

Health and Safety Policy

The rink is committed to the health and safety of all customers and takes all necessary steps to meet all necessary requirements and demonstrate good practice. It is the intention of management that all customers have a safe and enjoyable visit and all reasonable steps will be taken to encourage this. The responsibility for health and safety is shared between the rink and visitors, we expect that our customers will take reasonable care of themselves and others and follow all rules and instructions.

Arriving at the ice rink and outside areas

Groups may come to the rink by bus, train, motor vehicle or on foot. Visitors need to ensure that they watch out for cars entering and leaving the car park. Drivers of motor vehicles need to especially watch out for pedestrians when leaving the centres car park.

Entering the building

The ice rink is located on level 1 upper of Macquarie Shopping Centre. The rink is accessible via stairs or lift at the main entrance to the ice rink or ramp at the back of the ice rink in special circumstances.

Once at the cashier a group leader should attend to make the arrangements for the group to access the rink, when the group is ready they will make their way to skate hire where they will measure their feet for the correct size skate. Once they have their skate size they will go to the skate hire counter where they should ask for their size skates. Skates should be fastened tightly and safely.

Personal items

There are a limited number of lockers for hire that incur a fee. Groups usually leave bags etc on the seating areas with a group leader looking after them; we do not take responsibility for personal items that are stored in the seating areas. It is also important to remember that bags and coats can be a trip hazard if allowed to be left on the floor. Any high value items can be left in the office for the same fee as a locker hire.

Whilst skating

Ice skating is a fun activity for all ages that helps people keep active and have a healthier lifestyle, it involves the use of balancing skills and coordination.

Although we take great care to ensure our activity is as safe as possible, part of the fun is falling over and occasionally this can result in injury. To minimise the risk of injury to skaters or others there are a number of rules we expect visitors to comply with, group members should be briefed about safety instructions prior to the visit.

All participants are required to behave in a sensible controlled manner i.e not pulling or pushing each other, not throwing objects at each other (e.g snow), not leaving objects on the ice surface, not taking any food or drink onto the ice surface, not skating opposite the general flow, not sitting on the barrier and engaging in games of

tag or chasings. All skaters need to skate at a speed which is safe and appropriate for their level of competence. Skates should not engage in abusive, abrasive or disorderly conduct. skaters should cooperate with ice rink staff and follow their direction when given.

It is important that group members are dressed appropriately for their visit. We advise wearing warm comfortable clothing in layers and gloves.

Requirements for Teachers and Group Leaders

While the ice rink staff may instruct, lead, demonstrate or assist in an activity, the teacher in charge or group leader is responsible for the overall group supervision.

Teachers and group leaders need to make all skaters aware that

- * There are potential risks associated with the sport of ice skating.
- * The blades on the ice skates are sharp and may cause cuts.
- * When their hands are on the ice surface there is a risk of injury from either their own skates or those of others.
- * The ice surface is very hard and falling on the ice may cause minor or serious injuries ranging from cuts, abrasions, grazes to sprains, breaks or concussion.
- * In the event of an accident, skaters should notify their teacher or group leader and a staff member immediately.
- * Designated out of bounds areas are not to be entered.
- * Collisions with other skaters could occur, skaters should ensure they skate at safe speeds and with enough space away from others.
- * Floors can get slippery due to the water on skates after skating, not

running and taking care when walking in skates will help prevent slips.

* A vehicle is used to resurface the ice at the end of the session and occasionally during the session where it may be required. Skaters and spectators are not permitted onto the ice when the vehicle is in use. Safety barriers are used and should be closed at all times for resurface. Groups should supervise members to ensure no access is attempted and the barriers are not interfered with.

Emergency procedures

There are number of emergency procedures in place within the building. If the fire alarm sounds or in the event of any evacuation the staff will take control of what happens and all skaters and spectators must follow any instructions they are given. group leaders can assist by asking members to remain calm and await instructions.

General assumption of risk

The activities and amenities provided in this complex have a certain amount of risk attached. By entering Macquarie Ice Rink, patrons, visitors and their guardians accept that there is a degree of risk and release Macquarie Ice Rink (NSW) PT and their staff from any responsibility, cost or legal liability associated with any injuries or damages which may result from using the amenities, participating in any activity, or through the actions of others within the ice rink.