



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	Wednesday 20th December 2023	Excursion destination/address:	Wild Play Garden, Centennial Park NSW 2021
Departure and arrival times	Depart Centre: 9:15am	Arrival: 10:15am	Departure : 2pm Arrive back at Centre: 3pm
Proposed activitie	Survivor Challenge Tasks		Water hazards? YES
Method of transport, including map of proposed route	<div style="display: flex;"> <div style="flex: 1; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Bus</p> <p>Best 35 min 1 hr 36 5 hr 1 hr 57</p> <p>Epping Heights OSHC, 128 Kent St, Eppin</p> <p>Wild Play Garden, Centennial Park NSW 2</p> <p>Depart at 9:30 am Tue, 4 Apr</p> <p>Send directions to your phone</p> <ul style="list-style-type: none"> 🚗 via M2 and M1 typically 30–45 min <small>Arrive at about 10:15 AM 27.4 km</small> 🚗 via M2 typically 30–45 min <small>Arrive at about 10:15 AM 28.1 km</small> 🚗 via M2, M1 and Cross City Tunnel typically 35 min to 1 hr <small>Arrive at about 10:30 AM 30.4 km</small> </div> <div style="flex: 2; padding-left: 5px;"> </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: 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. 		

	<ul style="list-style-type: none"> - 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.
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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 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 - Children to always communicate with educators about going to and from the toilets. - Multiple toilets are located around the Island 	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
Road accidents	High	<ul style="list-style-type: none"> - Children to walk on pathways with educators at leading and trailing the group - When crossing open car parks, cross in small groups at a time - When walking on paths that are shared with cars, educators to be in the front, middle and back of the group and constantly watching for upcoming traffic 	All children	During excursion

Insect bite	High	<ul style="list-style-type: none"> - Children informed on how to behave if they encounter an insect such as a bee, or spider - All educators trained in first aid in case of a bite or sting 	All children	During excursion
Sun burn	Moderate	<ul style="list-style-type: none"> - Ensure all children are wearing hats - Have sunscreen readily available 	All Children	During excursion
Bus sickness	Moderate	<ul style="list-style-type: none"> - Children who suffer from motion sickness asked to sit at the front of the bus for the duration of the trip - Educators have vomit bags on hand as well as additional first aid 	All children	On the bus
Strangers/ interactions with the general public	Moderate	<ul style="list-style-type: none"> - Children are to alert educators and be accompanied by them when going to the bathroom - Children informed of when to report an incident to an educator - Children informed not to approach or engage with strangers - Children advised on how to handle potentially unsafe or uncomfortable interactions with strangers - Staff to conscientiously supervise students using active supervision and maintain staff to student ratio 	All children	During excursion
Falling from a height	High	<ul style="list-style-type: none"> - Educators to actively supervise children when they are on rocks or play equipment - Educators to have first aid qualifications and a first aid bag on hand 	All children	During excursion
Water Incidents	Moderate	<ul style="list-style-type: none"> - Educators actively supervising all water activities - Children to be given strict rules to follow while engaging with water - Children to walk carefully while on wet surfaces - Children not to put heads under the water 	All children	During 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>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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</p>
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		<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: Zoe Hanna	Date: 20/11/23
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:	
NA	
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
Consequence

L i k e l i h o o d		Insignificant	Minor	Moderate	Major	Catastrophic
	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
	Un l i k e l y	Low	Low	Moderate	High	High
Ra r e	Low	Low	Low	Moderate	High	

