



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

Excursion details:			
Date(s) of Excursion	17/01/2024	Excursion destination/address:	iFly Penrith 123 Mulgoa Rd, Penrith NSW 2750
Departure and arrival times	Depart Centre: 9am Arrival: 9:45 am Departure : 2 pm Arrive back at Centre: 2:45 pm		
Proposed activities	Indoor sky diving		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="width: 30%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Bus</p> <div style="margin-top: 10px;"> <p>Best 42 min 1 hr 41 8 hr 2 hr 33</p> <p>○ Epping Heights Public School, 128 Kent St</p> <p>○ iFLY Downunder, 123 Mulgoa Rd, Penrith</p> <p>⊕ Add destination</p> <p>Leave now ▾ Options</p> <p>📄 Send directions to your phone</p> <div style="margin-top: 10px;"> <p>via M7 and M4 42 min</p> <p>Fastest route now due to traffic conditions</p> <p>⚠️ This route has tolls.</p> <p>Details</p> </div> <div style="margin-top: 5px;"> <p>via M2, M7 and M4 42 min</p> <p>52.7 km</p> </div> <div style="margin-top: 5px;"> <p>via M4 45 min</p> </div> </div> </div> <div style="width: 70%; padding-left: 5px;"> </div> </div>		

Name of excursion co-ordinator	Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 30	Number of educators/parents/volunteers	3
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10		
<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. 		

	<ul style="list-style-type: none"> - 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.
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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 	All Children	At the Excursion

		<ul style="list-style-type: none"> - 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 		
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
2 different venues within the same building	Low	<ul style="list-style-type: none"> - Educators to go over rules and expectations about remaining in the correct area. - Consistent head counts. 	All Children	While on excursion
Child becomes distressed while 'flying'	Moderate	<ul style="list-style-type: none"> - Safety briefings before children begin the activity from the iFly team. 	All children	While on excursion
Collision with wall while 'flying'	Moderate	<ul style="list-style-type: none"> - There is an iFly team member guiding the children as they 'fly'. - They wear protective gear. 	All children	While on excursion
Walking to Tench Reserve (Nepean River) for lunch	High	<ul style="list-style-type: none"> - Walking in 2 lines with an educator positioned at the start, middle and end. - 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	Walking from iFly to the Reserve During excursion

		<ul style="list-style-type: none"> - Educators to go over clear road safety rules while walking prior to commencing the walk. 		
Whilst at Tench Reserve (toilets and shelter available)	High	<ul style="list-style-type: none"> - The Nepean River runs along one length of the reserve and a busy road along the other side. - Clear out of bounds are set so children do not go near the edge of the water. - Remain 1:10 child to educator ratio - Constant head counts - Have educators stationed to ensure children stay within the boundaries of the park. 	All children	While at the reserve During excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>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>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: JA	Date: 10/12/2023
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: Yes / No 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				
		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



HEALTH AND SAFETY RISK ASSESSMENT INFORMATION

iFly Downunder's Commitment

iFly Downunder is committed to ensuring a safe environment where everyone can enjoy the entertainment and educational facilities of indoor skydiving facilities.

iFly Downunder will:

- Minimise hazards within the workplace in order to prevent accidents from occurring;
- Set responsible standards of safety for all persons to follow at all times;
- Develop safety awareness throughout iFly Downunder.

All iFly Downunder team members have received information and training in iFly Downunder policies and procedures including health and safety requirements. All activities conducted by the iFly Downunder team are subject to a process of hazard identification and risk management. However, all visitors to iFly Downunder also have an obligation to avoid injury to themselves and to others while at the iFly Downunder facilities.

The following information has been prepared taking into account the nature of simulated flight, the iFly Downunder facility, equipment and the potential risks associated with participating in activities with iFly Downunder. The information can be used to make your own risk assessment. The information does not replace the need for participants to consider the risks of participating in activities with iFly Downunder and performing their own risk assessment.

Your Obligations

All visitors to the facility, including flyers, spectators, educators and guests, must at all times:

- Obey all safety instructions given to them by members of the iFly Downunder team;
- Wear all required personal protection equipment as directed by the iFly Downunder team;
- Follow and comply with all safety signage and information;
- Not engage in any unsafe or unauthorised activities that might endanger the health and safety of themselves or of others;
- Not deliberately or recklessly damage, disable or deface any equipment, signage or device.

Risk Matrix

The risk assessment information has been prepared using the following risk matrix. The numbers reflect how important it is to do something with 1 being a top priority requiring immediate attention and 5 being a lower priority which may not require immediate attention.

Grade: Combined effect of Probability/Consequence					
		Consequence			
		Important	Serious	Disastrous	Catastrophic
Probability	Low (L)	5	4	3	1
	Medium (M)	4	3	2	1
	High (H)	3	2	1	1

Review of the Risk Assessment Information

Risks will be reviewed and monitored on an ongoing basis to ensure that controls are being implemented and are effective. Where a control measure is identified as not being effective, changes to the conduct of an activity and/or the controls will be made in accordance with review recommendations.

Any newly identified risks will be assessed as part of iFly Downunder’s risk assessment procedures and either eliminated or controlled using adequate control measures.

Any recommendations and change in activity will be communicated to all relevant personnel by means of briefings and/or training.



Risk/Hazard /Issue	Probability	Consequence	Grade	Prevention/Precaution Action	In case of emergency
Dislocated Shoulder	M	Serious	3	<ul style="list-style-type: none"> All customers must declare a dislocated shoulder on the pre-flight indemnity form If the dislocation was recent, we will not allow them to fly We will advise them to speak to their doctor and obtain a certificate to fly We will advise all flyers with a history of shoulder dislocation not to fly and make the risks clear. We will ask any flyer who insist on flying to fill in an additional waiver to say they understand the risks. 	<ul style="list-style-type: none"> The instructor will remove the flyer from the wind and escort them out of the staging area A first-aid trained member of staff will assess the situation If the shoulder is dislocated/ possibly dislocated/ in a lot of pain an ambulance will be called The first-aid trained member of staff will make the flyer as comfortable as possible until the ambulance arrives The footage will be reviewed and if possible, the injured customer interviewed along with the instructor on duty.
Other Injury in the Tunnel	M	Serious	3	<ul style="list-style-type: none"> All customers must declare a neck, back or heart condition on the pre-flight indemnity form Our trained staff will advise flyers on the strains imposed on their body during flight As we are not doctors, we advise all flyers with a history of neck, back and heart conditions to obtain a doctors certificate prior to flying We will ask any flyer (with a history) who insist on flying to fill in an additional waiver 	<ul style="list-style-type: none"> The instructor will remove the flyer from the wind and escort them out of the staging area A first-aid trained member of staff will assess the situation If the flyer is a lot of pain an ambulance will be called. The first-aid trained member of staff will make the flyer as comfortable as possible until the ambulance arrives

				<p>to say they confirm understanding of the risks.</p> <ul style="list-style-type: none"> • All flyer will receive a safety brief from a highly qualified (IBA) flight instructor • All flyers will be told to remove all jewellery and will wear protective flight gear (goggles, helmets and ear plugs) • All flyers will be accompanied by the flight instructor throughout their flight, including door entry and exit. 	<ul style="list-style-type: none"> • The footage will be reviewed and if possible, the injured customer interviewed along with the instructor on duty.
Non-Tunnel related Injury	L	Important	5	<ul style="list-style-type: none"> • All surfaces and fixtures will comply to Australian safety standards • Appropriate signage will be displayed for out of the ordinary events (such as wet floor) • There will be a nominated first aid trained staff member on at all times and a full stocked first-aid kit will be available 	<ul style="list-style-type: none"> • A first-aid trained member of staff will assess the situation. If the flyer is a lot of pain an ambulance will be called. • The first-aid trained member of staff will make the flyer as comfortable as possible until the ambulance arrives • The security footage will be reviewed and statements gathered from any witnesses. A photography will be taken on the accident site.
Fire / Evacuation	L	Disasterous	3	<ul style="list-style-type: none"> • Fire exits will be clearly marked • Evacuation drill shall be practised on a quarterly basis • Fire exits shall remain clear of rubbish and debris • Fire extinguishers shall be placed around the building 	<ul style="list-style-type: none"> • Staff will run evacuation procedures • Staff currently with a class will be responsible for those customers • Customer service and office staff will be responsible for checking the toilets and team rooms.



				<ul style="list-style-type: none"> The evacuation point will be displayed around the building at all fire extinguisher points. All staff will be briefed on what to do in the event of an emergency evacuation 	<ul style="list-style-type: none"> Customer service staff to make an announcement to evacuate Customer service staff to bring the manifest and first aid kit to the fire evacuation point
Power Failure	L	Important	5	<ul style="list-style-type: none"> Instructors will be given appropriate training for the event of a power failure If the power should cut off during flight, the airflow will reduce gradually and not stop suddenly. Depending on the length of the failure - classes may need to be cancelled (see cancellations) 	<ul style="list-style-type: none"> The AFC will signal to the instructor that the power has stopped, although the instructor should be able to feel the change The instructor to prepare to catch any students that may have flown high during the power shortage (standard training)
Fans Vibration	L	Important	5	<ul style="list-style-type: none"> The system will display an error message, the instructors will be trained to react to the message. The tunnel may be delayed due to time taken to restart the fans (see late running sessions) 	<ul style="list-style-type: none"> The AFC will signal to the instructor that the flight session needs to pause. The instructor will keep the flyers in the staging area.
Lost or Stolen items	L	Important	5	<ul style="list-style-type: none"> Lockers to be provided for secure storage Flyers to remove all jewellery, watches and items from their pockets to place in the lockers. 	<ul style="list-style-type: none"> CCTV footage maybe reviewed. The police will be called for any theft or other crime. iFly Downunder will accept no responsibility for damaged/lost items

					that were taken into the tunnel, which should have been removed.
Security	L	Important	5	<ul style="list-style-type: none"> • Out of bounds areas to be accessed by members of staff with a key/electronic swipe access card • Expensive equipment to be manned by staff or kept in secure areas • Large cash payments to be transferred to the main safe immediately • On busy days, large amounts of cash takings maybe transferred to the main safe throughout the day Pending Management availability • Management may deposit into relevant banking organisation • Customer service staff will not be allowed access to the main safe • Manager to be on-site at all times to resolve any security issues 	<ul style="list-style-type: none"> • Managers to be informed of any security breach • Customer service staff to usher for help if needed • Managers to resolve issues where possible and call the police if needed
DVD/Photo capture system fail	L	Important	5	<ul style="list-style-type: none"> • Ability to offer refunds or alternatives • Back up cameras to be running for security purposes 	<ul style="list-style-type: none"> • Management to resolve any issues
Flyers performing a trick	M	Serious	3	<ul style="list-style-type: none"> • All flyers to request 'spotting' at least 7 days in advance 	<ul style="list-style-type: none"> • The instructor will remove the flyer from the wind, should they perform a trick that is beyond their skill level



				<ul style="list-style-type: none"> • Instructors to ask experienced flyers what they are doing/hoping to learn in this session • Instructors to brief students on how to fly and not to do anything else 	<ul style="list-style-type: none"> • A refund will not be issued for any flyers removed from the wind • The instructor will always do their best to look after a student, but can not be responsible for a student who disobeys everything
Instructors spotting a flyer	M	Serious	3	<ul style="list-style-type: none"> • All flyers to request 'spotting' at least 7 days in advance • Instructors to ask experienced flyers what they are doing/hoping to learn in this session • Instructors to make flyers aware of what they can and can't do in the flight session relating to the pre-flight discussion 	<ul style="list-style-type: none"> • The instructor will remove the flyer from the wind, should they perform a trick that is beyond their skill level • A refund will not be issued for any flyers removed from the wind • The instructor will always do their best to look after a student, but can not be responsible for a student who disobeys everything
Groups flying together	M	Important	4	<ul style="list-style-type: none"> • Groups to inform the instructors of their flight plan before they enter the tunnel • Instructors to assess the group skill level and if necessary ask for each flyer to demonstrate proficiency before group flight • Instructors to make decisions based on the IBA system and their training 	<ul style="list-style-type: none"> • The instructor will remove a flyer from the wind or split up the group, should he/she deem it dangerous to fly as a group • The instructor may order flyers to fly solo as no refund will be issued. • For any injuries please refer to the 'Injury Procedure'