



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	18/1/2023	Excursion destination/address: Chatswood Concourse	409 Victoria Ave, Chatswood NSW 2067
Departure and arrival times	Depart Centre: 9:15am	Arrival: 9:45am	Departure : 2:15 Arrive back at Centre: 2:45pm
Proposed activities	Recess at Willoughby Park, watch “The Smed and the Smoos” at Chatswood Concourse		Water hazards? No
Method of transport, including map of proposed route	<div style="display: flex; align-items: flex-start;"> <div style="width: 20%; padding-right: 10px;"> <p>Bus</p> <p>Best 18 min 48 min 3 hr 35 1 hr 4</p> <p>Epping Heights OSHC, 128 Kent St, Eppin...</p> <p>The Concourse, 409 Victoria Ave, Chatsw...</p> <p>Options</p> <p>via M2 and A38 18 min 13.8 km Fastest route now due to traffic conditions This route has tolls.</p> <p>via M2 21 min 14.6 km</p> <p>1:54 PM - 2:42 PM 48 min</p> </div> <div style="width: 80%;"> </div> </div>		

Name of excursion co-ordinator	Zoe Hanna		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	5
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. - 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	High	<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 - Ensure that safe movement around the area is demonstrated to the kids before allowed out to the areas with water 	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods,	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

emergency crisis/situation				
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 1:6 	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 	All Children	At the Excursion

		<ul style="list-style-type: none"> - 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
Interaction with members of the public	Moderate	<ul style="list-style-type: none"> - Educators to brief children on safety around strangers - Children to walk in 2 close lines when walking in a public area - Educators to explain which strangers are safe to talk to in the event that they get lost, or an accident occurs - Staff to child ratio to be upheld at all times 	All children	Transitioning and during the excursion
Animal scare/bite	Moderate	<ul style="list-style-type: none"> - Children to remain in the gated area of the park, or the leashed area of the park - If an aggressive dog moves into the area, children and educators to evacuate immediately - Educators to be actively supervising at all times - All staff trained in first aid 	All children	During excursion
Road accidents	High	<ul style="list-style-type: none"> - Children to walk on pathways with educators leading and trailing the group - When crossing open car parks, cross in small groups at a time 	All children	Transitioning

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 equipment. 	All children	On the bus
Injury on play equipment	Moderate	<ul style="list-style-type: none"> - Educators to actively supervise all use of play equipment - All staff trained in first aid 	All children	During excursion
Overstimulation	Moderate	<ul style="list-style-type: none"> - Staff are aware of children at high risk to overstimulation or sensory overload - Children are offered to leave the performance with supervision and move to a quiet environment - Children are given advance notice of what to expect in the performance 	All children	During performance
Burns from outdoor BBQ area	High	<ul style="list-style-type: none"> - Children to be supervised at all times when playing - Children to be warned against going near the BBQ - All staff trained in first aid 	All children	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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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>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: Annalise Pringle	Date: 11/12/2023
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	
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

GENERIC RISK ASSESSMENT – THE CONCOURSE

Consequence					
	Insignificant eg no injuries	Minor eg first aid only	Moderate eg medical treatment	Major eg extensive injuries	Catastrophic eg death
Almost certain	HIGH	HIGH	EXTREME	EXTREME	EXTREME
Likely	Moderate	HIGH	HIGH	EXTREME	EXTREME
Possible	Low	Moderate	HIGH	EXTREME	EXTREME
Unlikely	Low	Low	Moderate	HIGH	EXTREME
Rare	Low	Low	Moderate	HIGH	EXTREME

EXTREME - Immediately stop work until the risk is removed or reduced

HIGH - Urgently remove or reduce the risk

Moderate - Remove or reduce the risk as a **priority**

Low - Remove or reduce risk where **possible**

HAZARD & HARM MINIMISATION:

- DESIGN.** Try to ensure that hazards are 'designed out' when new materials, equipment and work systems are being planned.
- REMOVE** the hazard or **SUBSTITUTE** less hazardous materials, equipment or substances.
- ADOPT A SAFER PROCESS.** Alterations to tools, equipment or work systems can often make them much safer.
- ENCLOSE OR ISOLATE THE HAZARD** through the use of guards or remote handling techniques.
- ESTABLISH** appropriate **ADMINISTRATIVE PROCEDURES** such as:
 - job rotation to reduce exposure or boredom, or timing the job so that fewer workers are exposed
 - routine maintenance and housekeeping procedures
 - training on hazards and correct work procedures.
- PROVIDE** suitable and properly maintained **PERSONAL PROTECTIVE EQUIPMENT (PPE)** and training in its use.

Area	Technical
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Potential Hazard - What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Emergency	Evacuation of site required under direction by FF authorities.	Moderate	Unlikely	Low	<ul style="list-style-type: none"> • Client to follow all instructions issued by Venue Chief Warden/Concourse Staff. • All teachers and crew to sign in on entry to the venue (via the Stage Door) Anderson St. Chatswood. • The Concourse operates under a POPE License which governs the actions of the staff, patrons and users of the facility. • FOH Manager and Ushers to ensure access points are not obstructed by display materials. • FOH Manager and Ushers follow instructions of Concourse staff • All personnel involved with the production are inducted into the site by the Technical or Operations Managers or other nominated person. • Concourse staff are the first point of call for any emergency.
Emergency service access	Obstructed access to emergency location	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> • The layout of the venue and exit paths, are designed with appropriate use in mind. • The Concourse operates under a POPE License which governs the actions of the staff, patrons and users of the facility. • The site maps are located throughout the theatre and dressing rooms. • Ensure all exits are kept clear during rehearsals and performances.
Set Construction Use of Tools	General risk of injury from use of power and hand tools	High	Unlikely	High	<ul style="list-style-type: none"> • Tools used only by experienced persons • Power Tools are tagged and tested
Set Design Element	Stage Risers	Moderate	Rare	Moderate	<ul style="list-style-type: none"> • Stage risers are between 300mm and 900mm high and 12mtrs wide. Stage risers are mega deck commercial modules and are engineered and rated to Australian standards.

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Area	Technical				
Potential Hazard – What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Electrical Risk of Fire and Electrocution	Death, heart failure or serious burns and fire,	Extreme	Rare	Extreme	<ul style="list-style-type: none"> • All equipment is tagged and tested. • All venue drapes are fire retarded • All venue FFE is inspected and maintained. • All venue lighting, sound and mechanical equipment is tested & tagged at appropriate intervals, where appropriate. • No overloading of GPO's, power boards or dimmers permitted. • Appropriate use of tools at all times. • Offensive smells are reported to Concourse Staff • Stage Manager to switch off all power at stage level after every performance.
Electrical	Power cable insulation damaged	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> • Visual inspection of all cables is carried out prior to use. Damaged cables are removed from service until repaired
Music stand Cable Management	Trip hazard.	Moderate	Low	Moderate	<ul style="list-style-type: none"> • Cables are taped down to prevent trips. These cables shall include but not be limited to conductors scone, music stands, mic stands and microphones, amplifiers, speakers etc
Musicians Placement of instruments	Restricted space around electrical equipment	Moderate	Low	Moderate	<ul style="list-style-type: none"> • Musician cases are stored in an appropriate area so emergency exits are kept clear.

Musicians	Excessive volume levels from live instruments / recorded music	Low	Rare	Low	<ul style="list-style-type: none"> The sound engineer will assist in controlling excessive volume levels.
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Area	Technical				
Potential Hazard – What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Electronic Equipment	<ul style="list-style-type: none"> 1 Heat 2 Fire 3 Electrocutation 	High	Rare	High	<ul style="list-style-type: none"> All electrical equipment is electrical tested and tagged where appropriate. All equipment is installed appropriately taking into account its application
Lighting Working at Heights	Potential for fall of person or objects	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> Any persons using the tallescope or any other Concourse equipment such as a harness are inducted ensuring safe use. Any equipment used to achieve work at any height is only done by Concourse staff or crew members experienced in working at heights. All personal effects are removed before ascending tallescope or ladders. Securing of tools and use of ropes to raise and lower lights

					<ul style="list-style-type: none"> The term "HEADS, Bar Moving" is used if something is moving from the grid, with an indication as to which bar is moving.
Lighting Rigging	Risk of items falling from ceiling	Major	Rare	High	<ul style="list-style-type: none"> Every lantern including venue stock must be secured with a safety chain whether in use or stored on the catwalk. Appropriate positioning of lights to avoid fire risk Appropriate use of gel and colour frame to prevent fire risk Appropriate load balancing of power circuits Equipment is handled and operated by experienced and responsible persons Additional lighting bars and changes to in-house grids are checked by qualified rigger where appropriate.

Area	Technical				
Potential Hazard - What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Manual Handling	Risk of muscle strain or injury	Moderate	Possible	Moderate	<ul style="list-style-type: none"> Inspect any object before lifting to assess best method. Equipment over 7.5kgs is handled by two people Warm ups and/or appropriate exercise is undertaken before attempting any manual handling. Ensure back is straight and knees are bent when lifting any equipment.

Area	Staging				
Potential Hazard - What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Performers Aggression & Stress	Potential for verbal or physical assault	Low	Rare	Low	<ul style="list-style-type: none"> • Rest is ensured between performances and rehearsals. • Cold drinks are available for cast and crew to relax and re-energise during intermission.
Performers Cast making entrances stage	Potential for trips or accidental injury	Low	Rare	Low	<ul style="list-style-type: none"> • The cast will be rehearsed and monitored on site by client representatives
Working in Darkness	Potential for trips or accidental injury	Low	Rare	Low	<ul style="list-style-type: none"> • Opposing tape colours are used in dark areas. • Blue work lights in backstage areas. • Luminous/white tape applied to treads and areas prone to trip risk. • Cables are covered by cable mats or taped flat to floor.

Area	Staging				
Potential Hazard - What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Performers Risk of Infection	Possible infection or allergic reaction when using Make Up	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> • Self assessment of any allergies before applying makeup. • Unsure cast members using make-up should seek advice from the Director or Choreographer.

Fall Hazards	Dancing on stage	Low	Unlikely	Low	<ul style="list-style-type: none"> Choreography is used to ensure appropriate spacing of cast during any dance sequence.
Dancing Sprains	Strain or injury during rehearsal or performance by dancers	Low	Unlikely	Low	<ul style="list-style-type: none"> The performers are given a warm up prior to each rehearsal and or performance.
Use of personal props by cast	Possibility of injury	Low	Possible	Low	<ul style="list-style-type: none"> Minimal personal props in Festival of Childrens Music
Dancing Slips Trips and Falls	Acrobatic movements (cartwheels, forward and backward rolls). Twists, sprains	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> Cast have been rehearsing prior to the arrival at the Concourse. Choreography is set to the level of ability of the cast members. Warm-ups and stretches are undertaken to prevent risk led by either choreographer or dance captain.

Area	Staging				
Potential Hazard - What Could Happen?	Where Can It Happen? When Can Happen? How Can It Happen?	Consequence	Likelihood	Risk Rank	Control Measures
Performers Entrances via the Auditorium	Interact with audience members. Risk of slips trips and falls.	Low	Unlikely	Low	<ul style="list-style-type: none"> Aisle lighting to illuminate stairs Ushers to maintain clear paths of egress in auditorium at all times Time is taken during rehearsals to minimise risk and to ascertain timing and movement through aisle.
Performance Muscular Injury	Accidental injury	Low	Unlikely	Low	<ul style="list-style-type: none"> Warm-ups and stretches are undertaken to prevent risk led by either choreographer or dance captain.
Drinks and Foodstuffs	Spills, damage to property, risk of scalding, slip hazards, cuts and abrasions	Moderate	Unlikely	Moderate	<ul style="list-style-type: none"> No foodstuffs, glassware or drinks (other than bottled water) are permitted within the auditorium. Spillages are reported to Concourse Staff.

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Template: C:\Users\dauidb\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: DOUGLAS
Keywords:
Comments:
Creation Date: 25/11/2011 1:37:00 PM
Change Number: 2
Last Saved On: 25/11/2011 1:37:00 PM
Last Saved By: Simon Koenig
Total Editing Time: 2 Minutes
Last Printed On: 13/09/2012 8:54:00 AM
As of Last Complete Printing
Number of Pages: 8
Number of Words: 1,485
Number of Characters: 8,227 (approx.)