

EHOSHC Excursion Risk Management Plan

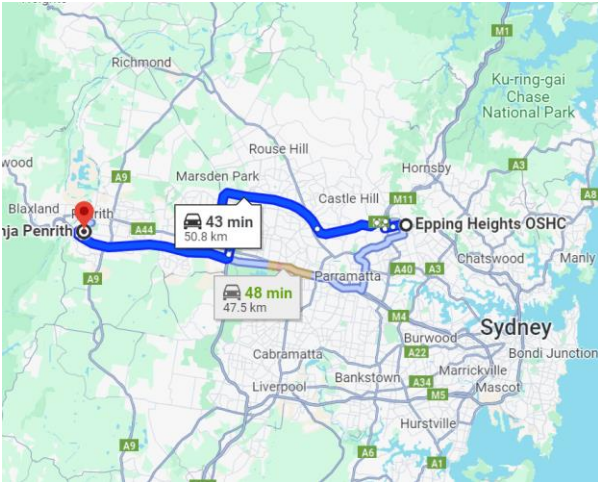
Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	Tuesday 21st January 2024	Excursion destination/address:	Tru Ninja – Mulgoa Road Penrith
Departure and arrival times	Depart Centre: 9:50am Arrival: 10:30am Departure: 2:15 Arrive back at Centre: 3:00		
Proposed activities	Free play on indoor obstacle course/gymnasium		Water hazards? No If yes, detail in risk assessment below.
Method of transport, including map of proposed route			

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	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)		
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. 		

	<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"/> <input type="checkbox"/> First aid kit	<input type="checkbox"/> <input type="checkbox"/> Excursion Bag & Children’s medication
<input type="checkbox"/> <input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> <input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> <input type="checkbox"/> Contact information for each child	<input type="checkbox"/> <input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> <input type="checkbox"/> Medical information for each child	<input type="checkbox"/> <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 	All Children	Entering bus/leaving bus

		<ul style="list-style-type: none"> ends of groups - Educators to encourage children to tie up shoes laces and assist if required 		& 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. 	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> - 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 		
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. - Toilets located at venue 	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

<p>Slips, trips, falls</p> <ul style="list-style-type: none"> - Climbing on obstacle course - Running and falling over on equipment (metal hazards eg. trampoline) - Burns/ blisters - Cuts/ bruises 	Moderate	<ul style="list-style-type: none"> - Children must wear enclosed shoes - 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	At excursion / on obstacle course
<p>Falling from heights (landing incorrectly when jumping off platform onto blow up mattress)</p>	Moderate	<ul style="list-style-type: none"> - Children are given safety debriefs and demonstrations on proper landing technique by staff - Safety debriefs from OSHC before leaving centre - 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	At excursion / jumping platform
<p>Encounters with the public/other children</p>	Low/ Moderate	<ul style="list-style-type: none"> - Encounters with public are discussed with children before departure to ensure safety of all children - Educators to supervise and monitor the area/children for any potential issues/hazards 	All Children	In Lollipops playland venue
<p>Car Park/ Collision with</p>	Low	<ul style="list-style-type: none"> - Educators to be spaced out between 	All	When walking into

Car		children walking through car park - No stopping or waiting in car park		Ninja Parc
<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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</p>

		<p>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>		
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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: 14/11/2023
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				
L i k e l i h o o d		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

Ninja Park Supervision Dynamic Risk Assessment

Park:	Penrith	Date:	12/05/2020	Completed by:	Jesse James
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This form can be used to document any additional control measures which need to be taken other than those already in place to allow the safe supervision of the ninja park to continue. If you identify any condition or situation which is a 'NO' additional control measures must be put in place to allow the safe supervision and operation of the ninja park to continue.

General	Yes	No	Additional Control Measures
Can you clearly see all ninja features in the open areas of the park you are responsible for supervising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, marshals are posted in key locations for view of the park/area
Can you safely monitor all users of the ninja park from your current position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, other marshals also have overview of that area as well
Does interacting with users stop you from safely monitoring your area of the park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No, marshals are trained to be able to interact while staying vigilant and not to get to involved in conversation
Are the correct court monitor to user ratios being adhered to (1:30)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Are areas out of use closed off and access for users prevented by physical barriers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, areas not used are chained off
Are all users behaving in a controlled manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, staff are trained to handle customer complaints
Are the number of users in the ninja park and in each area below maximum capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, the booking system prevents exceeding maximum capacity
Toddler Sessions	Yes	No	Additional Control Measures
Are parents maintaining close supervision of their children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, parents are required to stay with their child during toddler sessions
Are correct parent to child ratios adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Are using the equipment or undertaking activities they shouldn't be	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Everyone follows the mini ninja rules and the marshals are there to help
Are the correct court monitor to users ratios being adhered to (1:30)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Low Ninja numbers	Yes	No	Additional Control Measures
Are all users in the same area of the park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, some obstacles can be closed off for lower numbers
Are you able to easily monitor all users on the park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, marshals can monitor low numbers and can move around easily for overview of the course
Are you able to monitor and control the behaviour of all users on the park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes
Are areas of the park closed to prevent access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes, physical barriers are in place to close obstacles and other areas of the park