

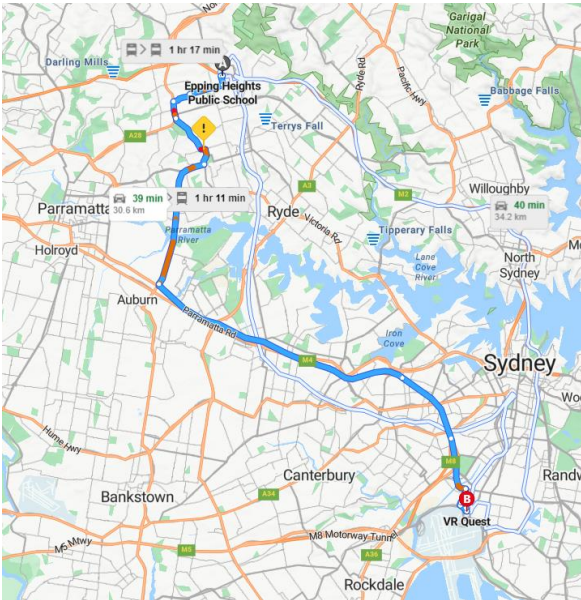
EHOSHC Excursion Risk Management Plan



Epping Heights OSHC
 Out Of School Hours Care Inc.
 ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsooshc.com.au

Excursion details:	
Date(s) of Excursion	24/1/24
Excursion destination/address:	VR Quest 295 King Street, Mascot
Departure and arrival times	Depart Centre: 9 Arrival: 10 Departure : 2 Arrive back at Centre: 3
Proposed activities	VR Activities Water hazards? Yes/ No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	Bus 
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. - 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	
<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 - With the VR equipment staff will maintain extra supervision to ensure the risk of slips, trips, falls and collisions are minimised. 	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 	All Children	Leaving/entering the bus

		<ul style="list-style-type: none"> - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 		<p style="text-align: center;">& At the Excursion/transitioning to other areas</p>
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 in the VR Quest building 	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
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Plan prepared by: Bianca Drobnak	Date: 27/1/23
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				
		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	



VR Quest Pty Ltd T/A VR Quest

Virtual Reality Arcade

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Playing VR Arcade	Players move out of seat with VR headset on and injury themselves or others	Moderate	<ul style="list-style-type: none"> – Players receive training on staying seated while they have the headset on. – Players buddy up to make sure each remains seated, and attendants monitor this in play area. 	The player & other players	Playing VR Arcade
Playing VR Arcade	Players experience cybersickness	Low	<ul style="list-style-type: none"> – Players trained to recognise signs of cybersickness or discomfort and to immediately take headset off and tell the attendant. – Limit of 10 minutes per game in headset, enforced by the game design and monitored by attendant. 	The player	Playing VR Arcade

Playing VR Arcade	Improper disposal of used sanitiser wipes	Low	– VR Quest uses a wipe-free sanitising stations.	Player & other players	After playing VR Arcade
Playing VR Arcade	Poor VR headset hygiene Covid-19 transmission through players sharing of VR headsets	Moderate	– At the beginning and end of each game players sanitise their hands. – At the end of each game attendants use disposable sanitiser wipes to clean headsets.	The player & other players	Playing VR Arcade

Plan prepared by:	Name(s): Michael Farag	Date Plan Prepared: 25/03/2022
Prepared in consultation with:	Name(s): Ehab Sydhom	
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