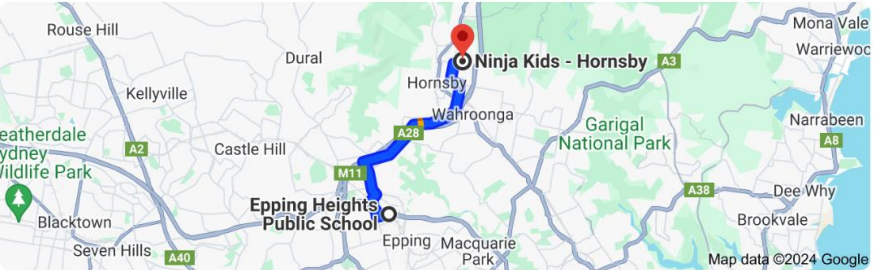


# EHOSHC Excursion Risk Management Plan

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

Email: [Eppingheightsoosh@hotmail.com](mailto:Eppingheightsoosh@hotmail.com)  
 Website: [www.eppingheightsooshc.com.au](http://www.eppingheightsooshc.com.au)

Excursion details:			
<b>Date(s) of Excursion</b>	<b>Monday 30<sup>th</sup> September 2024</b>	<b>Excursion destination/address:</b>	Ninja Kids - Hornsby
<b>Departure and arrival times</b>	<b>Depart Centre: 9:30am</b>	<b>Arrival: 10:15am</b>	<b>Departure: 2:15 Arrive back at Centre: 3:00</b>
<b>Proposed activities</b>	Free play on indoor obstacle course/gymnasium  PCYC Park for Lunch	Water hazards? No  If yes, detail in risk assessment below.	
<b>Method of transport, including map of proposed route</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li><span style="color: #ccc;">○</span> Epping Heights Public School, 128 Kent St, Epping NSW 2121</li> <li><span style="color: #ccc;">⋮</span></li> <li><span style="color: #ccc;">📍</span> Ninja Kids - Hornsby, 1/4 Leighton Pl, Hornsby NSW 2077</li> </ul> <p><span style="color: #ccc;">🕒</span> Closed · Opens 3:30 pm · Details</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <span style="color: #ccc;">🚗</span> <span style="color: #ccc;">🚆</span> <span style="color: #ccc;">🚶</span> <span style="color: #ccc;">🚲</span> </div>  <p style="font-size: small; text-align: right;">Map data ©2024 Google</p> </div>		

<b>Name of excursion co-ordinator</b>	Zoe Hanna		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 45</b>	<b>Number of educators/parents/volunteers</b>	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"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> Including accounting for children at all times.	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished</li> <li>- Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- 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.</li> <li>- On arrival at our destination a headcount is conducted.</li> <li>- Educators are to ensure that they have knowledge of where the children are at all times.</li> <li>- Prior to exiting the venue another headcount is conducted.</li> </ul>		

	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- 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.</li> <li>- We then walk to the Centre, where a roll call &amp; headcount is conducted.</li> </ul>
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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

<b>Hazard identified</b>	<b>Risk Rating (use matrix)</b>	<b>Elimination/control measures</b>	<b>Who</b>	<b>When</b>
Slips, trips, falls, collisions	Moderate	- Walk children in 2 lines in close groups	All Children	Entering bus/leaving bus

		<ul style="list-style-type: none"> <li>- Educators positioned at front, middle and ends of groups</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> </ul>		<p style="text-align: center;">&amp; During excursion</p>
<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation</p>	Moderate	<ul style="list-style-type: none"> <li>- Seek shade/shelter where appropriate</li> <li>- Give time for children to be calm, safe, and secure</li> <li>- Leave excursion if extreme weather conditions or any critical emergencies</li> </ul>	All Children & Educator	While at Excursion
<p>Missing Child/absconding</p>	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups</li> <li>- Constant head counts, and checking on children</li> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>	All Children	<p>Leaving/entering the bus &amp; At the Excursion/transitioning to other areas</p>
<p>Anaphylactic reaction/allergies</p>	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> </ul>	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack</li> </ul>		
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> <li>- An Educator to check toilet areas for any hazards before children enter</li> <li>- 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</li> <li>- Children to go in small groups of same gender</li> <li>- Regular head counts and roll calls</li> <li>- Educators to walk children in groups at a time and remain near toilet block area until children have finished</li> <li>- Children to always communicate with educators about going to and from the toilets.</li> <li>- Toilets located at venue</li> </ul>	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> <li>- Have sickness bags available on the bus</li> <li>- Ensure children do not eat or drink on the bus</li> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>	All Children	On the Bus & While eating/drinking

<p>Slips, trips, falls</p> <ul style="list-style-type: none"> <li>- Climbing on obstacle course</li> <li>- Running and falling over on equipment (metal hazards eg. trampoline)</li> <li>- Burns/ blisters</li> <li>- Cuts/ bruises</li> </ul>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>- Children must wear enclosed shoes</li> <li>- Educators positioned to ensure quick access to children in need</li> <li>- All staff trained in first aid</li> <li>- Being mindful of how many children are on certain equipment at once</li> <li>- Children not to jump into foam pits at the same time or on top of each other</li> </ul>	<p>All Children</p>	<p>At excursion / on obstacle course</p>
<p>Falling from heights (landing incorrectly when jumping off platform onto blow up mattress)</p>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>- Children are given safety debriefs and demonstrations on proper landing technique by staff</li> <li>- Safety debriefs from OSHC before leaving centre</li> <li>- Discuss safety rules with children prior use at venue</li> <li>- Educators positioned to ensure quick access to children in need</li> <li>- All staff trained in first aid</li> </ul>	<p>All Children</p>	<p>At excursion / jumping platform</p>
<p>Encounters with the public/other children</p>	<p>Low/ Moderate</p>	<ul style="list-style-type: none"> <li>- Encounters with public are discussed with children before departure to ensure safety of all children</li> <li>- Educators to supervise and monitor the area/children for any potential issues/hazards</li> </ul>	<p>All Children</p>	<p>Inside Venue</p>

Car Park/ Collision with Car	Low	<ul style="list-style-type: none"> <li>- Educators to be spaced out between children walking through car park</li> <li>- No stopping or waiting in car park</li> </ul>	All	When walking into venue
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; 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 &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; 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>		
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		<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 &amp; 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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<b>Plan prepared by:</b> Zoe Hanna	<b>Date:</b> 30/08/2024
<b>Communicated to:</b> All Staff on the day & Families (via website, and printed in centre)	
<b>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</b>  <b>NO</b>  Comment if needed:	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

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	
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# Ninja Kids OOSH RISK ASSESSMENT

**LOCATION:** Ninja Kids Hornsby

**EVENT ACTIVITY:** Ninja Obstacle course

**ASSESSMENT DATE:** 1/3/2024

**ASSESSOR:** Nicole Holmes

**DATE OF PROPOSED ACTIVITIES:**

**NUMBER OF CHILDREN ATTENDING:**

**EDUCATOR TO CHILD RATIO: 1:8**

# RISK ASSESSMENT

## HAZARD AND RISK IDENTIFICATION

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	SIGNATURE
		Hazard x Risk = Risk		Level		
Lost Child	Child	5	1	5	<ul style="list-style-type: none"> <li>OOSH educators to conduct roll class and headcounts before and after leaving venue.</li> </ul>	N Holmes
Heatstroke/Dehydration	Children and staff	2	2	4	<ul style="list-style-type: none"> <li>Children to bring water bottle and have access to water fountain in the gym. Staff to give adequate drink breaks and offer less strenuous activities during extreme heat.</li> </ul>	N Holmes
Bathroom supervision	Children	2	2	4	<ul style="list-style-type: none"> <li>Staff to ask children to use bathroom before activity commences and notify staff if they need to go to the bathroom during class. Staff to ensure child goes straight to the bathroom and back to the group.</li> </ul>	N Holmes
Injury to a child	Children	3	2	6	<ul style="list-style-type: none"> <li>Appropriate first aid procedures followed by trained staff member while other staff move the remaining children away. If an ambulance is needed and a staff member leaves with the child, the class may need to be discontinued if the ratio is compromised.</li> </ul>	N Holmes
Injury to a staff member	Staff	3	2	6	<ul style="list-style-type: none"> <li>Appropriate first aid procedures followed by trained staff member while other staff move the remaining children away. If an ambulance is needed and a staff member leaves with the child, the class may need to be discontinued if the ratio is compromised.</li> </ul>	N Holmes



SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	SIGNATURE
		Hazard x Risk = Risk		Level		
Safety of electrical equipment.	Children and staff	3	2	6	<ul style="list-style-type: none"> <li>• Ensure all portable electrical equipment, leads, cables and power boards are tested and tagged as required.</li> <li>• All leads/cables are secured</li> <li>• Leads/cables are not to be placed in thoroughfares</li> <li>• Leads connections are protected from weather or any other liquid</li> <li>• No daisy chaining of extension cords and power cords.</li> <li>• Generator is safely positioned and access to the area is restricted.</li> </ul>	N Holmes
Slips, trips and falls	Children and staff	3	2	6	<ul style="list-style-type: none"> <li>• All pathways and thoroughfares are kept free of trip hazards.</li> <li>• Site assessment/inspection to identify trip hazards to avoid trip hazards</li> <li>• Signage where necessary</li> <li>• Appropriate footwear must be worn by staff and children.</li> </ul>	N Holmes
Eating and Drinking	Children and staff	2	2	4	<ul style="list-style-type: none"> <li>• Children to be allowed space to sit whilst eating and drinking to lower risk of choking. Staff to be aware of any child's allergies.</li> </ul>	N Holmes
Equipment fault	Children and staff	2	2	4	<ul style="list-style-type: none"> <li>• Ninja Kids staff to check equipment regularly</li> </ul>	N Holmes
Child protection for children under 18 years of age	Children	2	1	2	All staff and volunteers over the age of 18 years of age must have a current WWCC.	N Holmes

<b>Risk Rating</b>		
<b>Hazard (Severity)</b>	<b>Value</b>	<b>Risk (Likelihood)</b>
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

**Hazard Value x Risk Value = Risk Level**

<b>Ranking of Risk (Risk Level)</b>	
<b>1 – 4</b>	<b>Low Risk</b>
<b>5 – 15</b>	<b>Medium Risk</b>
<b>16 - 25</b>	<b>High Risk</b>

**Low Risk** – risk can be acceptable.

**Medium Risk** – acceptable with adequate control measures in place.

**High Risk** – action must be prioritised and timetabled to reduce risk to an acceptable level.