



## EHOSHC Excursion Risk Management Plan

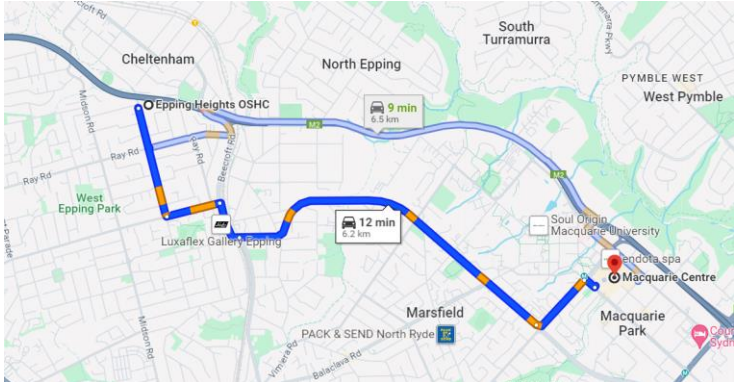
**Epping Heights OSHC**

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>2<sup>nd</sup> October 2024</b>   | <b>Excursion destination/address:</b>         | Kiddokove Kids Club, Macquarie Park<br>Shop 1007A, Macquarie Centre, Cnr<br>Waterloo Rd, Macquarie Park NSW 2113 |
| <b>Departure and arrival times</b>                          | <b>Depart Centre: 9:20am</b>   | <b>Arrival: 9:45am</b>                        | <b>Departure : 12:15pm</b> <b>Arrive back at Centre: 2:30pm</b>  |
| <b>Proposed activities</b>                                  | Free indoor play and lunch.  |   | Water hazards? No<br><br>If yes, detail in risk assessment below.  |
| <b>Method of transport, including map of proposed route</b> | BUS<br> |   |  |
| <b>Name of excursion co-ordinator</b>                       | Adam Pearson or 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> | 5  |

|  |  |
|--|--|
| <p>Educator to child ratio, including whether this excursion warrants a higher ratio?<br/>Please provide details.</p>  | <p>1:10 (1 Extra educator if there are children with disability/special needs)</p>   |
| <p>Procedures for:</p> <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> <p>Including accounting for children at all times.</p> | <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> <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> |

|   |  |
|---|--|
| <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<br/>(use matrix)</b> | <b>Elimination/control measures</b>   | <b>Who</b>              | <b>When</b>  |
|---|-------------------------------------|---|-------------------------|--|
| Slips, trips, falls, collisions   | Moderate                            | <ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups</li> <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>                                  | All Children            | Entering bus/leaving bus<br>&<br>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"> <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   |
| Missing Child/absconding  | 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> </ul> | All Children            | Leaving/entering the bus<br>&<br>At the Excursion/transitioning to other areas |

|   |          |   |                         |  |
|---|----------|---|-------------------------|--|
|   |          | <ul style="list-style-type: none"> <li>- Maintain staff to child ratio 1:10</li> </ul>  |                         |  |
| Anaphylactic reaction/<br>allergies                           | 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> <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>  | Children with Allergies | Throughout the day                       |
| Using the toilets/public<br>toilets & hand<br>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>- Multiple toilets are located around the Island</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<br>&<br>While eating/drinking |

|  |          |   |  |  |
|--|----------|---|--|--|
| Interaction with members of the public   | High     | <ul style="list-style-type: none"> <li>- Educators to brief children on safety around strangers</li> <li>- Educators to explain which strangers are safe to talk to in the event that they get lost, or an accident occurs</li> <li>- Staff to child ratio to be upheld at all times</li> </ul>   | All children   | Transitioning and during the excursion |
| Head injuries  | Moderate | <ul style="list-style-type: none"> <li>- Make children aware of parts of the play equipment that have low-ceilings</li> <li>- Educators to be supervising play</li> </ul>   | All children   | During excursion                       |
| Venue café area and exposure to cutlery and utensils                                   | Moderate | <ul style="list-style-type: none"> <li>- Educators to establish rules around in-bounds areas</li> <li>- Educators to supervise play</li> <li>- Educators to accompany children to the bathroom, as they must walk through the cafe</li> </ul>   | All children   | During excursion                       |
| Covid- 19<br>Illness, infections,<br>hospitalisation, death of<br>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>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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p> | Throughout the whole day               |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <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 &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> |  |  |
|--|--|---|--|--|

|  |                               |
|--|-------------------------------|
| <p><b>Plan prepared by: Annalise Pringle and Zara Cunningham</b></p> | <p><b>Date: 3/09/2024</b></p> |
|--|-------------------------------|

**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:**

**N/A**

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         |





## Kiddo Kove Risk Assessment

| Hazard                               | Risk  | Who Might Be Harmed            | Measures of Control   | What We Have in Place  | Person/s of Action             |
|--------------------------------------|---|--------------------------------|---|--|--------------------------------|
| Tripping and slipping                | Injuries from falling over, tripping and slipping around equipment and play areas.  | Children, Caregivers and Staff | Ensure children wear socks that provide grip to prevent accidental falls and trips.<br>Ensure no food or drinks are being carried while running.<br>Ensure adults and children do not place food or drinks inside or near the play area.<br>Clear floor area with traffic of obstacles such as toys, clothes or other objects | Staff have first aid kits such as Band-Aids and disinfectants for wounds.<br>KiddoKove has a compulsory socks rule for entry and sells non-slip socks at the counter.<br>Floor staff are always present clearing the floor of toys and items, as well as cleaning floors when food or drink are spilt. | Caregivers and staff           |
| Falling off Carousel                 | When the Carousel is on, the floor of the ride will turn, and children may fall or lose balance if standing.                                | Children                       | Ensure Children are always seated on rides.   | Signs are posted on the Carousel clearly stated for children to be seated.<br><br>The control to start and stop the carousel is only available for staff, to make it easier to guarantee everyone is riding the carousel safely before starting.   | Children, Caregivers and Staff |
| Slipping and falling on stairs       | The stairs to the upper level of the play area can be slippery and children and adults may slip and fall, resulting in injuries and scares. | Children and Adults            | Ensure adults and children are not drinking drinks and foods around the play area, nor the second level.<br><br>Ensuring to take extra caution when climbing the stairs.  | There are signs cautioning slippery stairs, and no food and drinks to be permitted outside of the café area.<br><br>KiddoKove sells non-slip socks at the counter.   | Children and Caregivers.       |
| Multiple people on the slide at once | Children who may want to ride the slides may climb from the bottom of the slide up. This may result in two children colliding               | Children                       | Ensure children are not climbing up the slide at any time, nor standing close to the exit of the slide.   | Multiple posters cautioning no climbing on slides are present around and near the slides.  | Caregivers and Staff           |

## Kiddo Kove – Risk Assessment

|  |   |                                |   |  |                                  |
|--|---|--------------------------------|---|--|----------------------------------|
|  | and injured if a child goes down the slide at the same time.  |                                |   | Staff are present to supervise and ensure rules are being followed   |                                  |
| Entry Gate malfunction/ disruption               | <p>The entry gate is remote-controlled, and children who are shorter than the sensor may not trigger the door to stay open when they are standing in the entryway. This may result in the door closing on them</p> <p>Children who push through the closed doors may hurt themselves in the gap or get stuck.</p> | Children                       | <p>Ensure children who are shorter than the sensor at the top of the gate are always accompanied by an adult behind them when passing the entryway.</p> <p>Ensure children are not leaning, pushing or forcing the glass door when waiting for accompanying adults.</p> | <p>There are signs reminding adults to accompany children when entering.</p> <p>The door is not automatic and will be opened by staff when they deem the children are accompanied by adult/s. Staff will hold the sensor or stand in the entryway to ensure the door does not automatically close.</p> | Caregivers and Staff             |
| Infections and Illness                           | <p>Illnesses and sicknesses such as the Common Cold can be very easily infectious.</p> <p>Infectious sickness carried from one individual may have worse consequences on others.</p>  | Children, Caregivers and Staff | <p>Ensure every person is regularly washing hands; before and after eating, before and after the bathroom.</p> <p>Ensuring children and adults who enter KiddoKove are not currently sick and capable of spreading.</p>   | <p>Bathrooms are equipped with soaps and sinks to wash hands.</p> <p>Hand sanitisers are provided at KiddoKove.</p> <p>Regular cleaning and sanitising of equipment and play area.</p>   | Children, Caregivers and Staff.  |
| Unauthorised individuals accessing the play area | Individuals who are not supervisors or caregivers of children entering the premises unauthorised create a danger to children's well-being, as well as a potential danger to other adults present.   | Children, Caregivers and Staff | →   | <p>Entry points are secure and monitored, and gates are only opened when staff use the remote control.</p> <p>Adults are provided a nametag sticker showing their start and end time, as well as how many adults and children they entered with.</p>   | Staff                            |
| Fire   | Fire outbreak   | Children, Caregivers and Staff | →   | Fire alarms; Evacuation plans are in place from our store as well as Macquarie Shopping Centre   | Staff and Shopping Centre Staff. |