



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC
 Out Of School Hours Care Inc.
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| Excursion details: | | | |
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| Date(s) of Excursion | 3/10/2024 | Excursion destination/address: | 420 Mona Vale Rd, St. Ives NSW 2075 |
| Departure and arrival times | Depart Centre: 9am Arrival: 9:30am Departure : 2 Arrive back at Centre: 2:3-3 | | |
| Proposed activities | Water hazards? No | | |
| Method of transport, including map of proposed route | Bus | | |
| Name of excursion co-ordinator | | | |
| Centre Contact Details | Landline: 0298690602 | Mobile: 0459883456 | |
| Number of children attending excursion | Intended: 40 | Number of educators/parents/volunteers | 5 |

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| <p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p> | <p>1:6 due to the nature of the activity. The children will be involved in swimming, heights, slippery areas and involved with the public, thus there is a low educator-to-child ratio.</p> |
| <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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| <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 |
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| 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, 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 | All Children | Leaving/entering the bus & At the Excursion/transitioning to other areas |

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| | | <ul style="list-style-type: none"> - Maintain staff to child ratio 1:6 | | |
| 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 around the Island | 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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| Interaction with members of the public | Moderate | <ul style="list-style-type: none"> - Educators to brief children on safety around strangers - Educators to explain which strangers are safe to talk to in the even 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 |
| Tripping over wires | High | <ul style="list-style-type: none"> - Make children aware of equipment that may have wires hanging around. - Educators to be supervising play | 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>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</p> | <p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p> | Throughout the whole day |

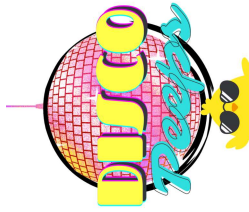
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| | | <p>contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from 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: Bianca Drobnak | Date: 3/10/2024 |
| 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 | |



Risk Assessment for Disco Peeps Au: Silent Disco

| Hazard | Who Could be Hurt? | Action to Minimise Risk |
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| Injury while lifting, carrying, or setting up equipment | Service provider, Client, Visitors | Equipment carried in manageable amounts (multiple trips taken if necessary). Equipment lifted with correct posture. Trolleys used if necessary. Step ladders used if necessary |
| Risk of strangulation with wires | Service provider, Client, Visitors | Wires to be covered (e.g. with tape) or secured in places where people do not pass through |
| Litter on floor | Performer/Workshop Leader/ General public attendees/ Event Staff | Area to be checked carefully by staff before the activity begins, and cleared of any hazardous debris. |
| Tripping | Service provider, Client, Visitors | Wires to be covered (e.g. with tape) or secured in places where people do not pass through. Equipment to be kept clear of pathways. Adequate space for equipment to be provided to Service provider by Client. Service provider to ensure participants are aware of their surroundings. |
| Electric shock and fire | Service provider, Client, Visitors | Regular visual inspection performed by Service provider. No liquids to be allowed near electrical equipment |

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| Electrical appliances – sound system, mic system | Service provider, Client, Visitors | Only tested equipment used. Ensure all appliances are checked regularly (at least once a year) by a competent person. Activity leaders to check for exposed wires and burn marks on cables or plugs before using appliances. |
| Anti-social behaviour | Service provider, Client, Visitors | Workshop leader/ Roving performer will demonstrate proper personal behaviour and conduct at all times. Workshop leader/ Roving performer will politely inform causers of disruption not to disrupt workshop. If disruption continues and escalates emergency services onsite will be contacted. Event/incident report will be filed by organisation/event organisers. |
| Food Hygiene | N/a | N/a |
| Hazardous substances | N/a | N/a |
| Injury from falling equipment | Service provider, Client, Visitors | Equipment to be set up by Service provider, ensuring it is secure and using clamps when necessary. Adequate space provided between the disco/DJ equipment and Visitors |
| DJ Disco setting up, performance, and dismantling | DJ lights, sound deck, microphone, speakers/amplifiers, wires | Prior to the arrival of visitors, the equipment and materials are transported by the Service Provider to the space designated by the Client for the DJ Disco to take place. Equipment is set up by the Service Provider following safety protocols, E.G.: equipment is secured in space, loose wires taped down, hot equipment kept out of reach of visitors, |

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| | | <p>electrical equipment kept clear of liquids, sound levels of speakers/amplifiers set to a range that is not harmful. At the agreed upon start time, the DJ proceeds with the act/DJ set agreed between the Service Provider and Client. When the set time is over, the DJ dismantles the equipment and materials and removes them from the venue, following all safety protocols. If necessary, the Client will assist with keeping the visitors clear of the equipment while it is being dismantled/is in transport.</p> |
| <p>Injury due to noise</p> | <p>Service provider, Client, Visitors</p> | <p>Service provider to wear ear plugs if necessary. Volume of equipment to be kept within a reasonable range</p> |