



EHOSHC Excursion Risk Management Plan

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Excursion details:			
Date(s) of Excursion: 9/10/24	VR QUEST	Excursion destination/address: Studio 6, 1/7 Unwins Bridge Rd, St Peters NSW 2044	
Proposed activities	VR Games/Equipment	Water hazards? Yes/ No	If yes, detail in risk assessment below.
	Include screen shot of map directions on right hand side (picture)		

	<p>Best 38 min 1h 11m 5 hr 1h 48m</p> <p>Epping Heights Public School, 128 Kent St</p> <p>VR Quest, Studio 6, 1/7 Unwins Bridge Rd</p> <p>Leave now Options</p> <p>Send directions to samsung SM-A515F Copy link</p> <p>via M4 38 min 29.0 km Best route, despite the usual traffic ▲ This route has tolls. Details</p> <p>via M2 37 min 27.8 km Some traffic, as usual</p> <p>via A3 and M4 39 min 28.5 km Some traffic, as usual</p>	
<p>Name of excursion co-ordinator</p>	<p>Adam Pearson or Zoe Hanna</p>	

Number of children attending excursion	Intended: 40	Number of educators/parents/volunteers	4
<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. 		

	<ul style="list-style-type: none"> - 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"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<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 	All Children	Entering bus/leaving bus &

		<ul style="list-style-type: none"> - Educators to encourage children to tie up shoes laces and assist if required 		During excursion
<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"> - 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	<p>Leaving/entering the bus & 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. 	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> - 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. - 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

Abstract Décor -- Causing trips/falls	Moderate	<ul style="list-style-type: none"> - Educators to have safety talk to children about the décor - Ensure children do not attempt to climb over or under the décor - All staff to remain active about children surroundings near the décor 	All children	During the excursion
Car park – moving cars	Moderate	<ul style="list-style-type: none"> - Educators to ensure children are in 2 lines when entering the venue - Ensure an educator is blocking cars from children walking into the venue - Remind children to not go near the cars 	All children	To and From the Excursion
Electrical cords/cables	High	<ul style="list-style-type: none"> - Have safety talk with children before departing center - Ensure no children go near the electrical sockets - Educators to stay vigilant with children walking over the chords 	All children	During the excursion
Slips/Falls -- when stepping onto equipment	High	<ul style="list-style-type: none"> - Ensure educators maintain active supervision – assist children with getting onto equipment - Educators to make sure children are not pushing/shoving to get onto equipment 	All children	During the excursion
Getting frightened of graphic scenes on VR games	Moderate	<ul style="list-style-type: none"> - Educators to ensure children are not going onto R Rated games on the equipment 	All children	During the excursion

(Zombies, Blood, Stabbing, Dragons etc)		<ul style="list-style-type: none"> - Educators to have a talk to children about this prior to departing the center 		
Slips/Falls -- with barrier straps	Moderate	<ul style="list-style-type: none"> - Ensure educators stay vigilant when children are playing near the barriers for VR Games - Children are to listen to the beeping noise that will occur IF they get too close to the barriers when they are in a VR game 	All children	During the 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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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 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>		
Plan prepared by: Joshua Beckett		Date: 16/09/24		
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 / No 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
	Almos t certai n	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possib le	Low	Moderate	High	High	Extreme
	Unlike ly	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