



## EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC** Out Of School Hours Care Inc.

ABN: 83425978

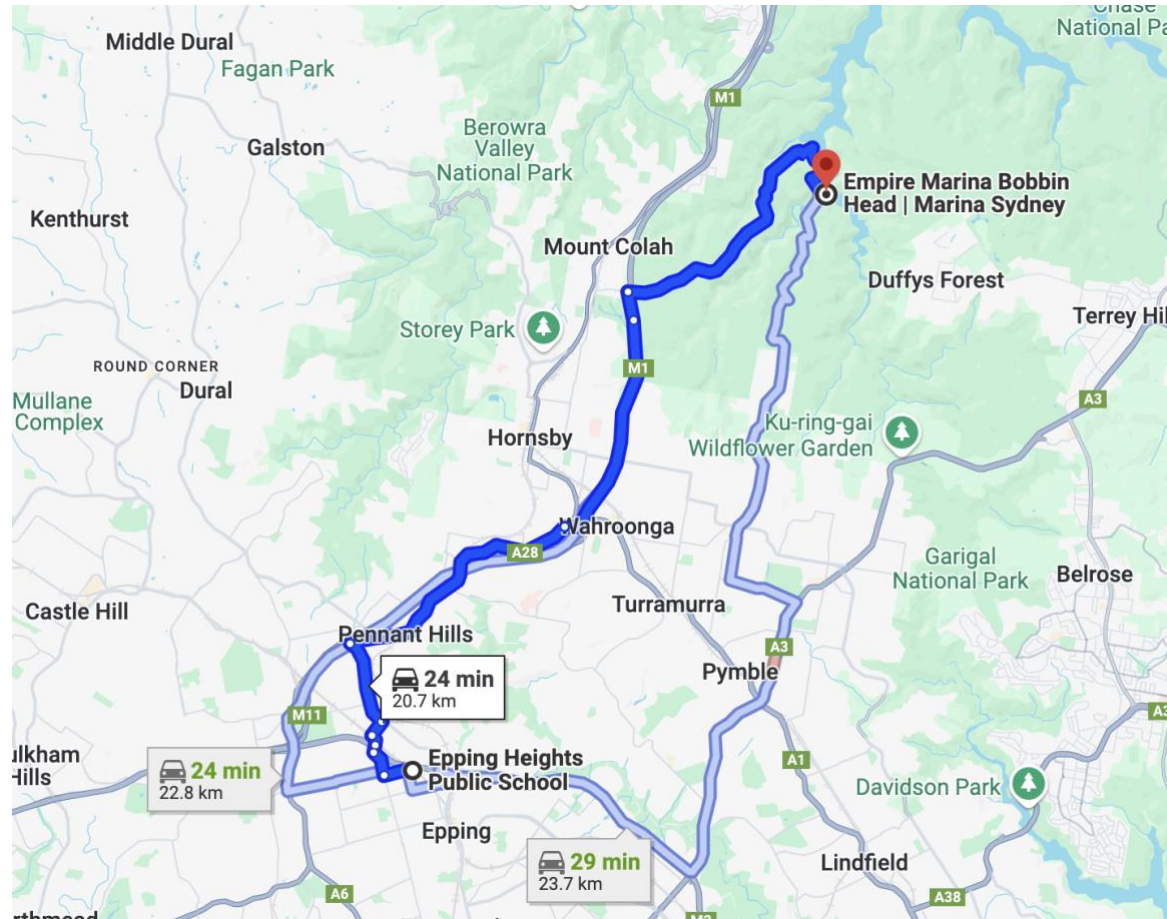
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### Excursion details:

<b>Date(s) of Excursion:</b>	<b>11/10/2024</b>	<b>Excursion destination/address:</b> Fish Whisperers	<b>002 Bobbin Head Rd, North Turrumurra NSW 2074</b>
<b>Departure and arrival times</b>	<b>Depart Centre: 9am      Arrival: 9:30am      Departure : 2pm      Arrive back at Centre: 2:30</b>		
<b>Proposed activities</b>	Fish Whisperers – Fishing		Water hazards? <b>Yes</b>

Method of transport, including map of proposed route



Bus to park in Marina Carpark outside of Waterside Bistro gate

**Available Bathrooms:**

- At the marina – near waterside bistro
- At ‘the station’ building near play equipment
- bathroom at the orchard park

Name of excursion co-ordinator

<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 40</b>	<b>Number of educators/parents/volunteers</b>	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:6 due to the nature of the activity. The children will be involved in fishing, walking close to an unfenced marina, and involved with the public, thus there is a low educator-to-child ratio.		
<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>		

## Excursion checklist

<input type="checkbox"/> First aid kit	
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Excursion Bag & Children's medication
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Low-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> <li>- Ensure that safe movement around the area is demonstrated to the kids before allowed out to the areas with water</li> </ul>	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"> <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
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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> <li>- Children to be made aware of boundaries and areas they are permitted to go</li> <li>- Maintain staff to child ratio 1:6</li> </ul>	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
Anaphylactic reaction/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 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> </ul>	All Children	At the Excursion
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		<ul style="list-style-type: none"> <li>- Multiple toilets are located around the Island</li> </ul>		
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
Interaction with members of the public	Moderate	<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 even that they get lost, or an accident occurs</li> <li>- Staff to child ratio to be upheld at all times</li> <li>- Children to be made aware of boundaries and areas they are permitted to go</li> </ul>	All children	Transitioning and during the excursion

Falling rocks	Moderate	<ul style="list-style-type: none"> <li>- Children to avoid staying in areas under rock faces</li> <li>- Children remain in 2 lines with educators staggered throughout group</li> <li>- Children told on how to walk safely and where to walk during excursion beforehand</li> </ul>	All Children	During Excursion
Narrow walkway/kids walking through carpark	Moderate	<ul style="list-style-type: none"> <li>- Children to walk in 2 lines with educators staggered throughout the group</li> <li>- Children to be instructed to walk to the left and tread safely</li> <li>- Educator that leads the group to find safest pathway</li> </ul>	All Children	During Excursion
Sticks	Low	<ul style="list-style-type: none"> <li>- Children supervised during play with educators ensuring hazards are clear of play area and individual children</li> <li>- First-aid kit supplied with band-aids and saline solution if cuts occur</li> <li>- All staff trained in first aid</li> </ul>	All Children	During Excursion
Wildlife	Low	<ul style="list-style-type: none"> <li>- Children instructed to not to disturb local wildlife</li> <li>- First aid equipment available for bug &amp; insect bites</li> <li>- All staff trained in first aid</li> </ul>	All Children	During Excursion
Unfenced Water/marina	Moderate-High	<ul style="list-style-type: none"> <li>- Children to be supervised at all times by educators &amp; staff</li> <li>- Staff &amp; educators staggered throughout children by water edge</li> <li>- Children made aware of boundaries before fishing</li> <li>- Children to not lean over water edge</li> </ul>	All Children	During Excursion

<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<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>	<p>Throughout the whole day</p>
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		<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> <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: Lauren Chain</b>	<b>Date: 15/09/2024</b>
<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: N/A</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				
		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	
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# Risk Assessment



The Fish Whisperers  
7 Coora Rd, NSW, 2120  
ABN: 36 628 099 070  
PH: 0434 879 570

## Reviews

Completed By	Revision Date	Approved By	Appr Date
H. McAllister	07/07/2023	S.Bidwell	07/07/2023

## Risk level

## Action required/approval

**Low**

Little chance of incident or serious injury.

ALP = Activity Lesson Plan for Fishing.

## Description

This document relates to student's participation in catching fish using fishing poles (3-5metres in length)

### Minimum Supervision

At least 1 Qualified Activity Instructor is to be present to run fishing event.

### Recommendations

It is highly recommended that Parents, or Staff from an OOSH/ school Service be in attendance should be present to assist with participant behaviors.

### Qualifications

All The Fish Whisperers staff and contractors hold at a minimum, one of the following qualifications /skills sets or other recognised skill sets/ qualifications: mandatory First Aid/ CPR and working with children check.

With well-maintained equipment, training and accredited staff and sound operating procedures and policies The Fish Whisperers control the "real risks" associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment.

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

## **Minimum Equipment/Facilities**

First aid kit suitable for activity

Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc)

Equipment that is appropriately sized to match the ability and strength levels of participants.

Enclosed footwear that can get wet.

Clear separation between participants 360 degrees

Drink plenty of water yet don't share drinking containers with other students.

Adhere to all permit requirements.

<b>Hazards/Risk</b>	<b>Control Measures</b>
<b>Insect bites/ Animals</b> <ul style="list-style-type: none"> <li>• Insects</li> <li>• Oyster Shells</li> </ul>	<ul style="list-style-type: none"> <li>• Brief students on basic awareness and potential of sharp shells</li> <li>• Supply and provision of insect repellent</li> <li>• Use of long-sleeved clothing is recommended</li> <li>• Brief participants about National Park and respecting Flora and Fuana</li> </ul>
<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>• Weather</li> <li>• Surfaces</li> <li>• Surrounds</li> <li>• Temperatures</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure participants bring appropriate clothing</li> <li>• Assess weather conditions before and during activity (e.g. temperature, storms)</li> <li>• Check and assess surrounds for loose items, debris and hazards and suitability of participants.</li> <li>• Sunscreen is provided</li> <li>• Gazebo is provided for some shade</li> <li>• All participants must have hats, and enclosed shoes</li> </ul>
<b>Equipment</b> <ul style="list-style-type: none"> <li>• Equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular equipment checks prior to start of sessions.</li> <li>• Check for worn or faulty equipment</li> <li>• Supply all equipment in a clean and serviceable condition.</li> <li>• Provide specific training of awareness of safety requirements</li> </ul>
<b>Physical exertion</b> <ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Cramps</li> <li>• Exhaustion and fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the suitability and competency of students participating in the activity.</li> <li>• Make any required modifications</li> <li>• Constantly monitor students for fatigue and exhaustion</li> </ul>
<b>Water</b> <ul style="list-style-type: none"> <li>• Fishing at water edge</li> <li>• Children falling into the water</li> <li>• Drowning risk</li> </ul>	<ul style="list-style-type: none"> <li>• All participants are instructed to maintain a safe distance from the edge of the water.</li> <li>• Instructors, parents and staff maintain a vigilance on all participants.</li> <li>• Participants are informed <u>explicitly</u> on safe behaviour around the water</li> <li>• Parents and/ or OOSH staff must inform The Fish Whispers ahead of the event of the swimming ability of all participants.</li> <li>• It is the duty of <b>ALL</b> to keep watch of the participants at all times</li> <li>• Have a floatation device with rope attached to it on hand</li> </ul>

<p><b>Getting separated from the group or lost</b></p>	<ul style="list-style-type: none"> <li>• Strict instructions about staying together are given before arriving at the location.</li> <li>• Instructors are to provide instructions on location about staying together, taking a buddy and an adult at all times, toilets, and other facilities</li> <li>• Parents and OOSH Staff are to do a periodic head counts especially on departure.</li> <li>• Parents and or OOSH staff are responsible for the care and supervision all children if they <b>leave</b> the fishing instruction area.</li> </ul>
<p><b>Injury from hooks</b></p>	<ul style="list-style-type: none"> <li>• Participants to be instructed on safe handling of poles. Poles tips should remain up and a distance between participants when walking or standing in a group adhered to.</li> <li>• Hooks <b>barbless</b> and risk of harm is very low</li> <li>• Instructors are to repair or adjust equipment as necessary.</li> </ul>
<p><b>Injury from casting</b></p>	<ul style="list-style-type: none"> <li>• Instructor to demonstrate correct casting technique.</li> <li>• There is to be a 1 metre space between stations.</li> <li>• Explicitly inform about dangers of knocking others</li> </ul>
<p><b>Injury from fish caught</b></p>	<ul style="list-style-type: none"> <li>• Instructors will assist in getting the hooks out at all times</li> <li>• Cloths are provided to ensure no spiking or scratches</li> <li>• Participants to follow instructions at all times</li> </ul>
<p><b>Allergies</b></p>	<ul style="list-style-type: none"> <li>• Fish Whispers staff are to inform Parnts/ OOSH Staff that we use bread for bait.</li> <li>• Ensure that there is no participant allergic TO TOUCH bread.</li> <li>• Know ahead of the event if there are any allergies to bread.</li> </ul>
<p><b>Other anglers, general public, boats, watercraft, and cars in the carpark</b></p>	<ul style="list-style-type: none"> <li>• In the event of watercraft coming past (boats, Kayacks, canoes, paddleboards) instructors will instruct that the lines of participants will be brought in.</li> <li>• Walking across the carpark is not permitted. The participants will remain on the designated area or as directed by parents and/ or OOSH service staff.</li> </ul>



	<ul style="list-style-type: none"><li>• Inform participants of safe behaviour around cars</li></ul>
<b>Injury to Fish</b>	<ul style="list-style-type: none"><li>• Most fish that are caught are released</li><li>• Instructors take all measures to ensure fish are unharmed</li></ul>