



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	24/01/25	Excursion destination/address: Treetops Adventure The Hills, West Pennant Hills	40 Second Ave, Blacktown NSW 2148
Departure and arrival times	Depart Centre: 9:00am	Arrival: 9:30am	Departure: 2:40pm Arrive back at Centre: 2:50pm
Proposed activities	Indoor play centre, park		Water hazards? No
Method of transport, including map of proposed route	Bus 		
Name of excursion co-ordinator	Adam Pearson or Annalise Pringle		

Centre Contact Details	Landline: (02) 9188 4051	Mobile:	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:12		
<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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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

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
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 - Maintain staff to child ratio 1:6 	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
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. 	All Children	At the Excursion

		- Multiple toilets are located around the Island		
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
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 event 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
Head injuries	Moderate	<ul style="list-style-type: none"> - Make children aware of parts of the play equipment that have low-ceilings - Educators to be supervising play 	All children	During excursion
Road crossing	Moderate	<ul style="list-style-type: none"> - Educators explain to children importance of safety around the road and when crossing - Educators to check for traffic before children crossing - Educators to block off road as children cross as well as in front and behind the line 	All children	Walking to and from the activity
Bus Sickness	Moderate	<ul style="list-style-type: none"> - Children who suffer from motion sickness asked to sit at the front of the bus for the duration of the trip - Educators to have vomit bags on hand as well as additional first aid equipment 	All children	On the bus
Injury on play equipment	Moderate	<ul style="list-style-type: none"> - Educators to actively supervise all use of play equipment - All staff trained in first aid 	All children	During excursion
Covid- 19	Moderate	Ensure Educators & Families are aware of our Covid-19 Policy & procedure	Coordinator	Throughout the whole day

<p>Illness, infections, hospitalisation, death of child/educator/adult</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 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</p> <p>Families and children</p> <p>Provider Staff</p>	
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		<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: Annalise Pringle	Date: 27/11/2024
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: Below 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					
Likelihood		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

Monkey Mania - Turbo Climb - Hyper Strike

Campbelltown, Gosford, Ryde, Penrith, Blacktown, Bankstown & House of WOW

Monkey Mania & Venue Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Playground Play	Slips, Trips & Falls	LOW Unlikely - Minor	<ul style="list-style-type: none"> • Visible Signage (wet floor signs) • Padded internal playground floor • Active Supervision by accompanying staff • Socks are required in all play areas • Running is not permitted • Children must play in the correct play area. Under 5's are off limits 	Children to be monitored by accompanying Supervising Staff	Throughout the venue
Playground Play + Jumping Castle	Overcrowding	MODERATE Almost Certain - Insignificant	<ul style="list-style-type: none"> • Accompanying Supervising Staff to supervise the play equipment and usher children congregating to 	Children to be monitored by accompanying Supervising Staff	While in the playground

			continue moving through the area		
Playground Play - Slides	Skin Burns Bumping into other children	MODERATE Possible - Insignificant	<ul style="list-style-type: none"> • Socks to be worn at all times • One person at a time per slide • 	First Aid available on site Staff to actively supervise children are sliding safely	On Slippery Slides
Entry/Exit Gates Emergency Exits	<ul style="list-style-type: none"> • Children may use this as a means to escape 	HIGH Possible - Major	<ul style="list-style-type: none"> • Active Supervision 	Accompanying Supervising Staff should be aware of these escape routes and actively supervise children Children should be briefed on staying away from these areas and what to do in the event of an emergency	Throughout the venue
Food & Drinks	<ul style="list-style-type: none"> • Allergic Reaction 	LOW Rare - Varied	<ul style="list-style-type: none"> • Our venue does not allow outside or drinks in the venue. Children with allergies to be identified by accompanying supervising staff 	Children to be monitored by accompanying Supervising Staff	Throughout the venue
Fire			<ul style="list-style-type: none"> • Children to be briefed on the venues emergency plan 	Accompanying Supervising Staff Venue Staff	Throughout the venue
Injury			<ul style="list-style-type: none"> • All injuries or incidents must 	First Aid Trained Venue Staff	Throughout the venue

			be accessed by venue staff approved with a valid First Aid Certificate		
Ten Pin Bowling	<ul style="list-style-type: none"> • Dropping ball • Slips, trips, falls • Injury to wrist or hand • Body part caught in the machine that retrieves the balls 	LOW Possible - Minor	<ul style="list-style-type: none"> • Participants are to wear enclosed footwear for the duration of the activity • Ensure laces are firmly tied to reduce tripping hazard • Participants are only to hold bowling ball when it is their turn to bowl • Follow directions of bowling staff at all times • Participants to remove all loose jewellery, apparel or ornaments which may get stuck in machinery or cause injury to themselves and others 	<p>Accompanying Supervising Staff</p> <p>Venue Staff</p> <p>All students should be briefed by accompanying staff on "how to bowl"</p> <p>Displayed rules on the touch pad are required to be read by accompanying staff to all students</p>	While on the bowling lanes
Turbo Climb	<ul style="list-style-type: none"> • Cuts and small abrasions • Trips 	LOW Unlikely - Minor	<ul style="list-style-type: none"> • Climbers must use hands and feet as instructed to guide 	<p>Accompanying Supervising Staff</p> <p>Venue Staff</p>	When in the venue/arena

			<p>themselves when declining</p> <ul style="list-style-type: none"> • Climbers are not permitted to run and are to be aware of their travel path 		
	Fall from height	<p>HIGH Rare - Catastrophic</p>	<ul style="list-style-type: none"> • Climbers must follow instructions of venue staff • climbers must attend the required safety briefing • climbers must not adjust harness throughout the climb • Climbers must be aware of wall closures • climbers must not climb a wall without correctly attaching to the climbing wall • Supervising staff are not permitted to climb a wall 		When in the venue/arena

Venue Locations:

Prestons House of WOW - including Turbo Climb Prestons, Hyper Strike, Monkey Mania
52 Bernera Rd, Prestons NSW

Bankstown - including Monkey Mania, Turbo Climb Bankstown
8 Greenfield Parade, Bankstown NSW 2200 (Bankstown Sports Club)

Campbelltown - Monkey Mania
Unit 1/185-187 Airs Rd, Leumeah NSW

Penrith - Monkey Mania
8 Tindale St, Penrith NSW (Penrith RSL)

Blacktown - Monkey Mania
40 Second Ave, Blacktown NSW (Club Blacktown)

Gosford - Monkey Mania
1 Dane Dr, Gosford NSW (Central Coast Leagues)

Ryde - Monkey Mania
Cnr Devlin St & Blaxland Rd, Ryde NSW (Top Ryde City Shopping Center)

Plan prepared by:	Name(s): Amy Williams	Date Plan Prepared: 20/11/2023
Prepared in consultation with:	Name(s): Trevor Sidley	
Communicated to:	Name(s): Fun Day Out - Kerrie	
Venue and safety information 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					
	Insignificant	Minor	Moderate	Major	Catastrophic	
Li k e l i h o o d	Alm ost cert ain	Moderate	High	High	Extreme	Extreme
	Likel y	Moderate	Moderate	High	Extreme	Extreme
	Poss ible	Low	Moderate	High	High	Extreme
	Unli kely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High