

EHOSHC Excursion Risk Management Plan


Epping Heights OSHC

Out Of School Hours Care Inc.

ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsooshc.com.au

DATE(S) OF EXCURSION	23rd January 2025	Excursion destination/address:	75 O'Riordan St, Alexandria NSW 2015 & 416 Sydney Park Rd, Alexandria NSW 2015
DEPARTURE AND ARRIVAL TIMES	Depart Centre: 8:45am Arrival: 9:30am Departure: 1:30pm Arrive back at Centre: 2pm		
PROPOSED ACTIVITIES CHALLENGE/ PROBLEM SOLVING ROOMS FOR CHILDREN TO COMPLETE IN GROUPS.	Water hazards? NO If yes, detail in risk assessment below.		
METHOD OF TRANSPORT, INCLUDING MAP OF PROPOSED ROUTE	Bus There is a drop off point near the entrance of the establishment. 		
NAME OF EXCURSION COORDINATOR	Annalise Pringle		
CENTRE CONTACT DETAILS	Landline: 0298690602	Mobile: 0459883456	
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 educator to approx. 12 kids		

PROCEDURES FOR: - LEAVING THE CENTRE - ENTERING AND EXITING THE BUS - ENTERING THE VENUE - LEAVING THE VENUE - ENTERING AND EXITING THE BUS - RETURNING TO THE CENTRE INCLUDING ACCOUNTING FOR CHILDREN AT ALL TIMES.	<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
--	---

	<p>children are safe and others spaced out throughout the middle of the group.</p> <ul style="list-style-type: none"> • 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.
--	---

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	Moderate	<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 	All Children	Entering bus/leaving bus & During 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 	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 	Children with Allergies	Throughout the day

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

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. • Toilets located at venue 	All Children	At the Excursion
Distressed because of the challenge rooms	Moderate	<ul style="list-style-type: none"> • The challenge rooms are an enclosed space and you need to problem solve to win • Being in a room may distress students • Remind students prior that they are not trapped in the rooms and that they can leave at any time 	All children	During 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

Access to another establishment- children wandering	High	<ul style="list-style-type: none"> The bathroom is shared with the holey moley centre next door Set clear rules and standards Constant head counts and monitoring children's whereabouts 	All children	During the excursion
Encounters with the public/other children	Moderate	<ul style="list-style-type: none"> Encounters with public are discussed with children before departure to ensure safety of all children Educators to supervise and monitor the area/children for any potential issues/hazards 	All Children	During the excursion
Alcohol	Low	<ul style="list-style-type: none"> There is a bar in the middle of the establishment. Set clear rules for walking around the area 	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>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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

	<p>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 & face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcoholbased)</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: Tamara Browne	Date: 26/11/24
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:	
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						
Likelihood	Consequence					
		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



FUNLAB Risk Assessment

Hijinx Hotel Alexandria / Risk Assessment
000142 / 6 Jul 2024

Complete

Document No (auto-populated)	Risk Assessment 000142
Date (auto-populated)	6 Jul 2024 10:35 AM AEST
Company Name	Funlab Pty Ltd
Trading As / Venue Name	Hijinx Hotel Alexandria, AUSTRALIA, NSW
Venue Address (auto-populated)	Building 3, 75 O'Riordan St, Alexandria NSW, 2015

Risk Assessment	
Venue Contact Details	
Are you the main contact for this venue?	No
Name	Jesse Sainsbury
Email	jsainsbury@fun-lab.com
Phone/Fax	0434252839
Other Relevant Contact Numbers	
Security	<input type="checkbox"/>
Key Staff	<input type="checkbox"/>
Risk Assessment Checklist	
Does the building comply with building, fire and health regulations?	Yes
Do regular maintenance/inspections of elevators, electrical systems, fire controls, etc. take place?	Yes
Insurer's name	SLE Worldwide Australia PTY LTD
Public Liability Amount	20,000
Workers compensation for venue staff	Yes
Name and Position of the person responsible for Health and Safety on site	Jesse Sainsbury
Controls	
Venue First Aid Contact - Name	Jesse Sainsbury
Venue First Aid Contact - Contact Number	0434252839
Are there first aid kits and an AED on site?	Yes
Are Evacuation plans displayed in Venue and up to date ?	Yes
Are the venue staff trained in emergency procedures?	Yes
Are there a sufficient number of emergency exits?	Yes

Are emergency exits free of obstacles?	Yes
Is secure parking available?	Yes
Are instructions given to guests on how to deal with emergency procedures e.g. Fires, bomb threats, evacuations, etc.?	Yes
Does the venue have reasonable access for emergency services	Yes
Is there a high risk of criminal/environmental threat in the area surrounding the venue and/or the venue itself? Eg. Are other functions being held at the same time which may increase the risk of civil disturbance in the surrounding area, etc.	No

Information Provided By

Full Name



Nickeesha Taylor
6 Jul 2024 10:45 AM AEST

Position

Assistant Venue Manager

Phone

0283973050

Email

nickeesha@fun-lab.com

I confirm all information stated above is correct at time of completion

Yes