



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC

Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	28/01/25		Excursion destination/address:
Departure and arrival times	Depart Centre: 9am	Arrival: 10am	Raging Waters
Proposed activities	Water play activities (water slides etc)		Departure : 2:15pm Arrive back at Centre: 3pm
Method of transport, including map of proposed route	Bus 		
	Water hazards? Yes/No If yes, detail in risk assessment below.		

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Name of excursion co-ordinator	Annalise Pringle or Adam Pearson		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 35	Number of educators/parents/volunteers	6
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:7 (1 Extra educator if there are children with disability/special needs)		

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

Medical information for each child

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
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 1:10 	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 	All Children	At the Excursion
		<ul style="list-style-type: none"> - Children to always communicate with educators about going to and from the toilets. - 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

Water attraction-based injuries	High	<ul style="list-style-type: none"> - All attractions are supervised by employees of the park - Children are to have a safety debrief before departure of centre regarding behaviour/rules 	All Children	At Venue
Water Play	High	<ul style="list-style-type: none"> - Supervision by venue employees at all areas - Children are to be made aware of safety procedures and rules when being in/around water 	All Children	At Venue
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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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 & 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: Thomas Logan	Date: 29/11/2024
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: 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
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



HEALTH AND SAFETY INFORMATION FOR SCHOOLS

Our Commitment

Raging Waters Sydney are committed to ensuring a safe environment for all persons, where they can enjoy the fun and entertaining facilities of a world class waterpark.

Specifically, Raging Waters Sydney will:

- Minimise hazards in order to prevent accidents from occurring
- Set responsible standards of safety for all persons to follow at all times
- Develop safety awareness for staff and guests to follow.

All employees have received information and training in accordance with the Raging Waters Sydney Workplace Health & Safety Policy.

All rides, activities, facilities and work practices are subject to a process of hazard identification and risk management. Educational and school tour visitors also have an obligation to avoid injury to them and others while at Raging Waters Sydney.

Please work with us to create a positive and safe experience at Raging Waters Sydney.

Your obligations

As a visitor & guest, educational, and school tour visitors must:

- Obey all safety instructions given by their guide and any Raging Waters Sydney staff.
- Follow all safety signage.
- Not engage in any unsafe or unauthorised activities that might endanger the health and safety of themselves, or any other person at Raging Waters Sydney including running, "horseplay" and other reckless behaviour.
- Not deliberately damage, disable or deface any equipment, signage or device.
- Comply with all recommendations and guidelines as outlined by the NSW Department of Education and Communities in the Water Safety Guidelines for Unstructured Aquatic Activity.

Raging Waters Sydney Health & Safety Information for Schools

Risk Assessment Examples

Schools should use the below risk assessment examples to develop a risk assessment plan that is relevant to their group.

Task	Potential Hazard	Assessed Risk	Current control measures in place	Responsibility of arriving group	Contact
Travelling to Raging Waters Sydney	Motor vehicle incident	LOW	Ensure students are seated and/or seat belted where fitted	Ensure children stay in supervised groups and respond to all instructions	Teacher in charge
Travelling to Raging Waters Sydney	Travel sickness	LOW	Have sick bags, water and wet wipes available	Determine in advance any known travel issues.	Teacher in charge
Negotiating car park	Children being hit by other	MODERATE	Well-signed car park under casual security surveillance	<ul style="list-style-type: none"> Ensure children stay in supervised groups and respond to all instructions Ensure group utilise pedestrian crossings provided 	Teacher in charge
Entry to the park	Possible lost child or injury	LOW	Front gate area monitored by staff	<ul style="list-style-type: none"> On approaching gates, students should form a single line and one person at a time. Teachers are to supervise at all times 	Teacher in charge
General Illness/Allergies	Various factors influencing illness/ nausea/ allergic reaction	MODERATE	First Aid room and staff available on site.	<ul style="list-style-type: none"> Ensure all relevant health information is received from parents, recorded in a register and carried Notify Raging Waters Sydney about any students with known severe anaphylaxis 	<ul style="list-style-type: none"> Teacher in charge First Aid staff
Abduction	Child taken by a stranger	LOW	Raging Waters Sydney is under security surveillance, with trained security staff and procedures in place	Prior to excursion, go through drills with children to educate on stranger danger	<ul style="list-style-type: none"> Teacher in charge Security staff
Sunburn/ Heat Stress	Sunburn and or heat stress due to over exposure to sun and heat	MODERATE	<ul style="list-style-type: none"> Air conditioned building Water stations Sunscreen and hats can be purchased 	<ul style="list-style-type: none"> Encourage students to wear hat, sunscreen, shirt and sunglasses Stay hydrated with water Reapply sunscreen throughout the day 	Teacher in charge

Raging Waters Sydney Health & Safety Information for Schools

Task	Potential Hazard	Assessed Risk	Current control measures in place	Responsibility of arriving group	Contact
Lost Child	Child separated from group	MODERATE	Raging Waters Sydney is under security surveillance, with trained security staff and procedures in place that can assist with lost children	<ul style="list-style-type: none"> • Designate a meeting point if the group is separated • Give each child some form of ID with group leader contact details • Consider a buddy system. • Educate your group on what to do if they get lost. • Have visible ways to identify your group, • Supervision must be 1:20 ratio 	Teacher in charge
Injury on attractions	<ul style="list-style-type: none"> • Possible injury due to attractions • Risk of collision • Risk of slips, trips on walkways • All injuries could result in blunt trauma, bruising abrasions, fractures or spinal injury 	HIGH	<ul style="list-style-type: none"> • All attractions have safety signage and supervised by trained staff 	<ul style="list-style-type: none"> • Group Leaders to read all park signage and make themselves aware of park rules. • Take note of ride restrictions regarding height and medical conditions • Eyewear (including goggles) not permitted on some attractions • Follow all safety instructions on each attraction • Follow instructions given by staff 	Teacher in charge
Activity in the water	<ul style="list-style-type: none"> • Drowning in pools/ water area • Artificial current and waves may make the water turbulent • Guests may make contact with attraction sides resulting in abrasions. • Guests not following safety rules or are at possible risk of cuts, bruises, abrasions, fractures and spinal injuries. 	HIGH	Supervision of all water areas	<ul style="list-style-type: none"> • Assess individual water skills • Non- proficient and non-swimmers must be supervised at all times by a teacher or parent that has accompanied the group 	Teacher in charge

Raging Waters Sydney Health & Safety Information for Schools

Task	Potential Hazard	Assessed Risk	Current control measures in place	Responsibility of arriving group	Contact
Access to non-guest areas	Children going through staff only doors and accessing machinery or staff facilities	LOW	<ul style="list-style-type: none"> Staff exits from park to Non-guest areas are all masked Hazardous areas are locked 	<ul style="list-style-type: none"> Group Leaders to educate group not enter unauthorised areas 	Teacher in charge
Bad weather	Slipping while hurrying or traversing wet surfaces	MODERATE	Drainage on parkroads and footpaths	Enforce no running rule	Teacher in charge
Electrical Storm/Rainfall/High Winds	Attraction Closure	MODERATE	Certain attractions are closed during rain, high winds, or electrical activity	Please make students aware some rides close in inclement weather, and to follow all instructions	Teacher in charge
Other injuries	Various injuries, including falling, splinters, cuts	LOW	<ul style="list-style-type: none"> Signage in place outlining rules No glassware is permitted Do not run in the park 	Group Leaders to carry basic first aid supplies, and know the location of first aid office in the park.	<ul style="list-style-type: none"> Teacher in charge First Aid staff
External threats	<ul style="list-style-type: none"> Fire Terrorism/ Bomb Threat Major Equipment Failure Armed Hold-up Major Chemical Spill Explosion 	LOW	<ul style="list-style-type: none"> Evacuation procedures are in place Raging Waters Sydney staff will handle all major emergencies 	<ul style="list-style-type: none"> Group Leaders are to keep group together. Follow all instructions from staff 	<ul style="list-style-type: none"> Teacher in charge Raging Waters Sydney staff