

EHOSHC Excursion Risk Management Plan



Epping Heights OSHC
 Out Of School Hours Care Inc.
 ABN: 83425978

Email: Eppingheightsoosh@hotmail.com

Website: www.eppingheightsoosh.com.au

Excursion details:			
Date(s) of Excursion	14/04/2025	Excursion destination/address:	Shoop 1007A, Macquarie Centre, Corner Herring and Waterloo Roads, North Ryde NSW 2113
Departure and arrival times	Depart Centre: 9:30am Arrival: 10am Departure : 2:30 Arrive back at Centre: 2:45		
Proposed activities	Free play in an enclosed children’s playground; lunch	Water hazards? No	
Method of transport, including map of proposed route	<div style="display: flex;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Bus</p> <p>Best 9 min 30 min 15-20 min 28 min</p> <p>Search along the route</p> <p> <input type="text" value="Epping Heights OSHC, 128 Kent St, Eppin"/> </p> <p> <input type="text" value="Macquarie Centre, Herring Road & Waterloo Rd, North Ryde"/> </p> <p>Add destination</p> <p>Leave now Options</p> <p> <input type="button" value="Send directions to samsung SM-A556E"/> <input type="button" value="Copy link"/> </p> <p> <input checked="" type="radio"/> via M2 9 min Fastest route, despite the usual traffic ⚠️ This route has tolls. Details </p> <p> <input type="radio"/> via Epping Rd 11 min Some traffic, as usual </p> <p>Explore nearby Macquarie Centre</p> <p> <input type="button" value="Restaurants"/> <input type="button" value="Hotels"/> <input type="button" value="Petrol stations"/> <input type="button" value="Car Places"/> <input type="button" value="More"/> </p> </div> <div style="width: 70%; padding-left: 5px;"> </div> </div>		

Name of excursion co-ordinator	Adam Pearson or Annalise Pringle		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	5
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10; controlled and enclosed area with additional responsible supervisors employed by the establishment.		
<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,	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

emergency crisis/situation				
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 	All Children	At the Excursion

		<ul style="list-style-type: none"> - 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 		
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 even 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
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> <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: Hannah Wotton & Elizabeth Oates	Date: 27/03/2025
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 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	
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Kiddo Kove Risk Assessment

Hazard	Risk	Who Might Be Harmed	Measures of Control	What We Have in Place	Person/s of Action
Tripping and slipping	Injuries from falling over, tripping and slipping around equipment and play areas.	Children, Caregivers and Staff	Ensure children wear socks that provide grip to prevent accidental falls and trips. Ensure no food or drinks are being carried while running. Ensure adults and children do not place food or drinks inside or near the play area. Clear floor area with traffic of obstacles such as toys, clothes or other objects	Staff have first aid kits such as Band-Aids and disinfectants for wounds. KiddoKove has a compulsory socks rule for entry and sells non-slip socks at the counter. Floor staff are always present clearing the floor of toys and items, as well as cleaning floors when food or drink are spilt.	Caregivers and staff
Falling off Carousel	When the Carousel is on, the floor of the ride will turn, and children may fall or lose balance if standing.	Children	Ensure Children are always seated on rides.	Signs are posted on the Carousel clearly stated for children to be seated. The control to start and stop the carousel is only available for staff, to make it easier to guarantee everyone is riding the carousel safely before starting.	Children, Caregivers and Staff
Slipping and falling on stairs	The stairs to the upper level of the play area can be slippery and children and adults may slip and fall, resulting in injuries and scares.	Children and Adults	Ensure adults and children are not drinking drinks and foods around the play area, nor the second level. Ensuring to take extra caution when climbing the stairs.	There are signs cautioning slippery stairs, and no food and drinks to be permitted outside of the café area. KiddoKove sells non-slip socks at the counter.	Children and Caregivers.
Multiple people on the slide at once	Children who may want to ride the slides may climb from the bottom of the slide up. This may result in two children colliding	Children	Ensure children are not climbing up the slide at any time, nor standing close to the exit of the slide.	Multiple posters cautioning no climbing on slides are present around and near the slides.	Caregivers and Staff

Kiddo Kove – Risk Assessment

	and injured if a child goes down the slide at the same time.			Staff are present to supervise and ensure rules are being followed	
Entry Gate malfunction/ disruption	<p>The entry gate is remote-controlled, and children who are shorter than the sensor may not trigger the door to stay open when they are standing in the entryway. This may result in the door closing on them</p> <p>Children who push through the closed doors may hurt themselves in the gap or get stuck.</p>	Children	<p>Ensure children who are shorter than the sensor at the top of the gate are always accompanied by an adult behind them when passing the entryway.</p> <p>Ensure children are not leaning, pushing or forcing the glass door when waiting for accompanying adults.</p>	<p>There are signs reminding adults to accompany children when entering.</p> <p>The door is not automatic and will be opened by staff when they deem the children are accompanied by adult/s. Staff will hold the sensor or stand in the entryway to ensure the door does not automatically close.</p>	Caregivers and Staff
Infections and Illness	<p>Illnesses and sicknesses such as the Common Cold can be very easily infectious.</p> <p>Infectious sickness carried from one individual may have worse consequences on others.</p>	Children, Caregivers and Staff	<p>Ensure every person is regularly washing hands; before and after eating, before and after the bathroom.</p> <p>Ensuring children and adults who enter KiddoKove are not currently sick and capable of spreading.</p>	<p>Bathrooms are equipped with soaps and sinks to wash hands.</p> <p>Hand sanitisers are provided at KiddoKove.</p> <p>Regular cleaning and sanitising of equipment and play area.</p>	Children, Caregivers and Staff.
Unauthorised individuals accessing the play area	Individuals who are not supervisors or caregivers of children entering the premises unauthorised create a danger to children's well-being, as well as a potential danger to other adults present.	Children, Caregivers and Staff	→	<p>Entry points are secure and monitored, and gates are only opened when staff use the remote control.</p> <p>Adults are provided a nametag sticker showing their start and end time, as well as how many adults and children they entered with.</p>	Staff
Fire	Fire outbreak	Children, Caregivers and Staff	→	Fire alarms; Evacuation plans are in place from our store as well as Macquarie Shopping Centre	Staff and Shopping Centre Staff.