

## EHOSHC Excursion Risk Management Plan



**Epping Heights OSHC**

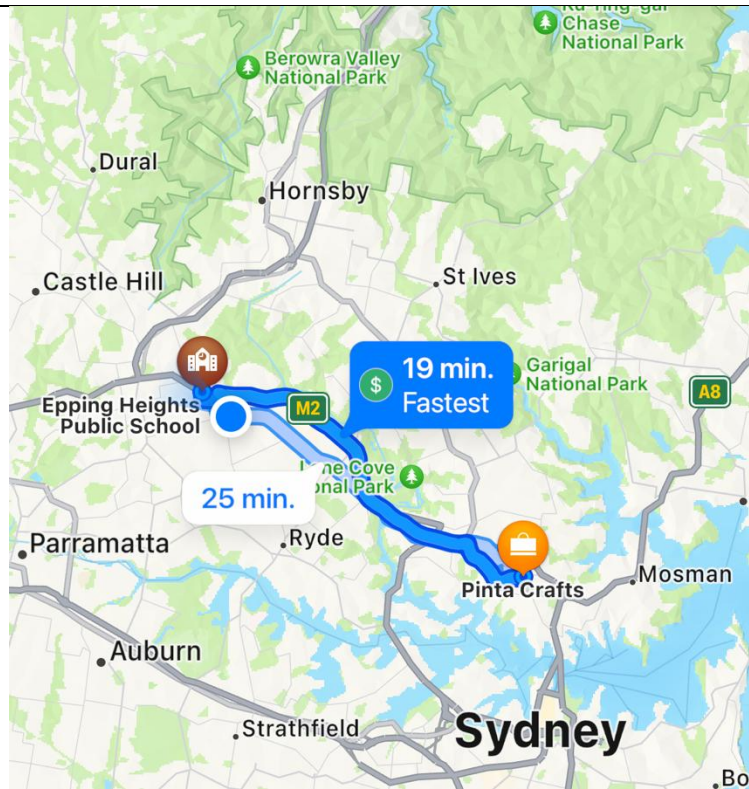
Out Of School Hours Care Inc.

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Excursion details:			
Date(s) of Excursion	15/4/25	Excursion destination/address:	Pinta Crafts, 62 Atchison St, St Leonards NSW 2065
Departure and arrival times	Depart Centre: 9:00am    Arrival: 9:30am    Departure: 12:10pm    Arrive back at Centre: 3:00pm		
Proposed activities	At Pinta Crafts, the children will be painting their own pottery.	Water hazards?	No
Method of transport, including map of proposed route (take screenshot from Google maps).	Bus		



<b>Name of excursion coordinator</b>	Adam Pearson or Jordan Anderson or Annalise Pringle		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 45 children</b>	<b>Number of educators/parents/volunteers</b>	4 educators
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 extra educator if there are children with disability/special needs).		

<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>
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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 - low, moderate, high or extreme)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	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>- This venue has steep stairs leading up to the second floor. Please ensure all children are aware of this and they are reminded to be careful when walking up and down these stairs.</li><li>- This venue is a tight space with tables, chairs and fragile pottery on the shelves. The children must be reminded to walk and not run around the art studio.</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	Low	<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
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></ul>	All Children	Leaving/entering the bus &

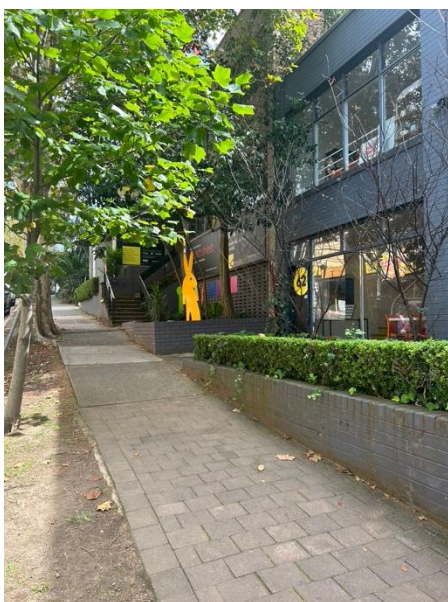
		<ul style="list-style-type: none"> <li>- Educators to communicate with one another and the children.</li> <li>- Maintain staff to child ratio 1:6.</li> </ul>		At the Excursion/transitioning to other areas
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ 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 and 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> <li>- The restrooms are located at the rear of the venue. To access them, guests must walk through an art studio that houses various canvases, pottery, and paint supplies. Children must be reminded to not touch these items.</li> </ul>	All Children	At the Excursion

		<ul style="list-style-type: none"> <li>- An educator must take children in small groups at a time to use the bathroom. Children should not use bathrooms without the supervision of an educator.</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>- 1:10 Staff to child ratio to be upheld at all times</li> </ul>	All children	Transitioning and during the excursion
Head injuries	Low	<ul style="list-style-type: none"> <li>- Educators to be supervising at all times.</li> <li>-</li> </ul>	All children	During excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>Educators &amp; 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 &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>		
Road accidents		-	All children	At the excursion

Bugs and insect bites/stings	Low	<ul style="list-style-type: none"> <li>- Educators are equipped with first aid and all staff trained in first aid.</li> <li>- Children are informed on how to behave if they encounter an insect such as a bee or a spider.</li> </ul>	All children	At the excursion
Sun burn	Low	<ul style="list-style-type: none"> <li>- Ensure all children are wearing hats.</li> <li>- Have sunscreen readily available.</li> <li>- Encourage children to apply sunscreen before leaving the centre.</li> </ul>		At the excursion
Bus sickness	Low	<ul style="list-style-type: none"> <li>- Children who suffer from motion sickness asked to sit at the front of the bus for the duration of the trip.</li> <li>- Educators have vomit bags on hand as well as additional first aid.</li> </ul>	All children	At the excursion
Play equipment injuries (trips, falls from high equipment, cuts, etc.)	Moderate	<ul style="list-style-type: none"> <li>- Educators check park for hazards such as large sticks prior to allowing children to play.</li> <li>- Discuss with students' behavioural expectations as they will be playing with children of members of the public.</li> <li>- Head count and roll call prior to leaving area.</li> </ul>	All children	At the excursion

**Images of this venue (Pinta Crafts):**







<b>Plan prepared by: Julia Murray</b>	<b>Date: 27/ 3/25</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:</b> <b>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