

EHOSHC Excursion Risk Management Plan



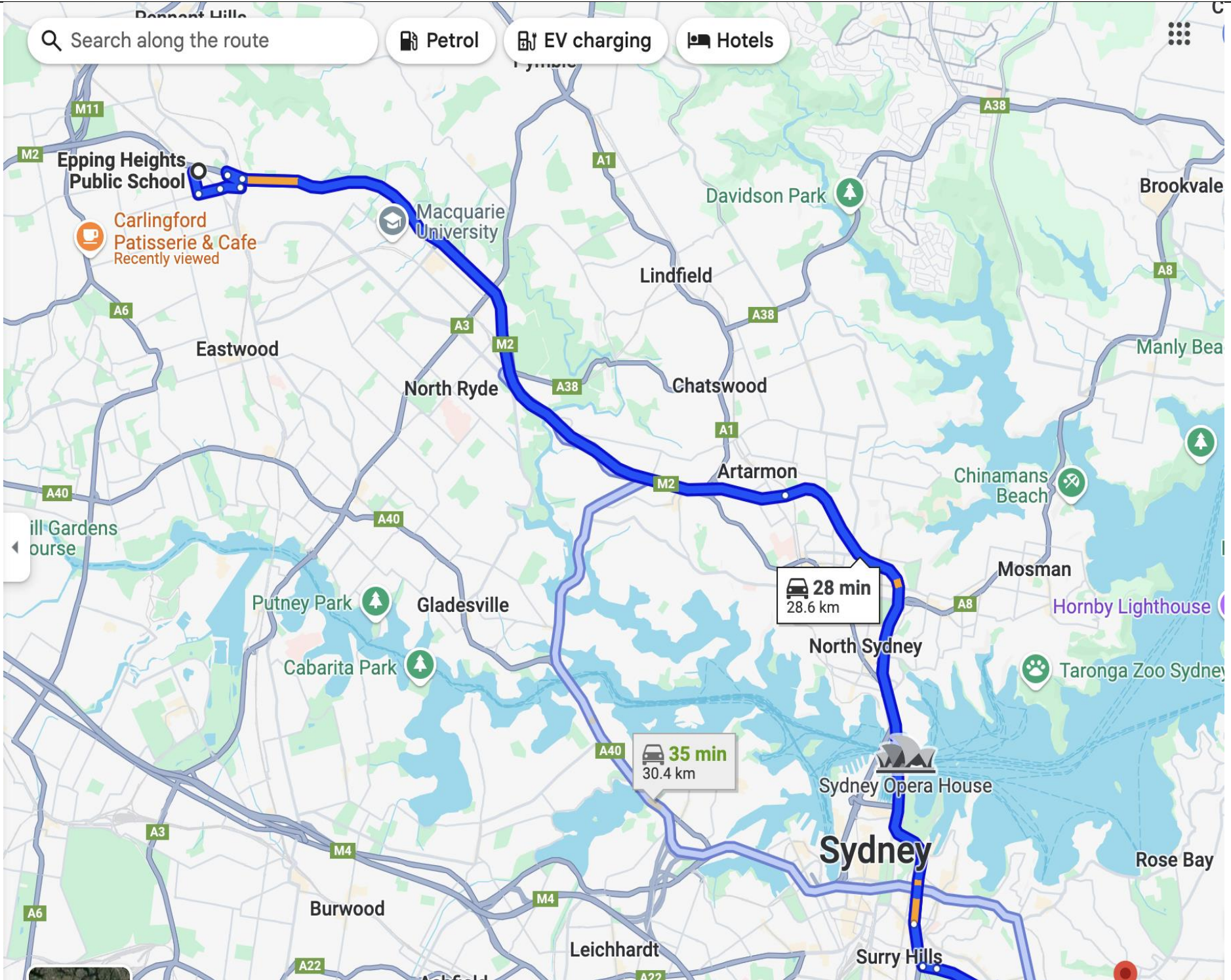
Epping Heights OSHC
 Out Of School Hours Care Inc.
 ABN: 83425978
 Email: Eppingheightsoosh@hotmail.com
 Website: www.eppingheightsoosh.com.au

Excursion details:			
Date(s) of Excursion	17/04/2025	Excursion destination/address:	Our Big Kitchen: 36 Flood St, Bondi NSW 2026 Waverly Park: Cnr Bondi Road, Park Parade, Birrell St, Bondi Junction NSW 2022
Departure and arrival times	Depart Centre: 9:30am Arrival: 10:00 am Departure: 2:30 pm (PARK) Arrive back at Centre: 3:00 pm		
Proposed activities	Cooking meals for people in need and allowing them to interact with their peers in a meaningful way.	Water hazards? No	
Method of transport, including map of proposed route (take screenshot from Google maps).	Bus		

Search along the route

Petrol

Hotels



Name of excursion co-ordinator	Adam Pearson or Jordan Anderson or 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.	1:10 (1 extra educator if there are children with disability/special needs).		
Procedures for: Leaving the centre Entering and exiting the bus Entering the venue	<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. 		

Leaving the venue	- Educators are to ensure that they have knowledge of where the children are at all times.
Entering and exiting the bus	- Prior to exiting the venue another headcount is conducted.
Returning to the centre	- 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.
Including accounting for children at all times.	- 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 - low, moderate, high or extreme)	Elimination/control measures	Who	When
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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 - Ensure that safe movement around the area is demonstrated to the kids before allowed out to the areas with water - Children are not allowed in a zone when another child is climbing to minimise collision on or below the climbing wall. 	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"> - 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	High	<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	High	<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. 	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> - 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	Low	<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
Choking, illness, vomiting	High	<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 - 1:10 Staff to child ratio to be upheld at all times 	All children	Transitioning and during the excursion

Head injuries	High	- Educators to be supervising at all times.	All children	During excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Low	<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 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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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>		
Bugs and insect bites/stings	Low	<ul style="list-style-type: none"> - Educators are equipped with first aid and all staff trained in first aid - Children are informed on how to behave if they encounter an insect such as a bee or a spider. 	All children	At the excursion
Sun burn	Low	<ul style="list-style-type: none"> - Ensure all children are wearing hats - Have sunscreen readily available 		At the excursion
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 have vomit bags on hand as well as additional first aid 	All children	At the excursion
Hot stoves and ovens	High	<ul style="list-style-type: none"> - Educators to ensure children are listening to instructions at all time. - Educators to be actively supervising children in the kitchen alongside My big kitchen staff. 	All Children	At the excursion
Play equipment injuries (trips, falls from high equipment, cuts, etc.)	Moderate	<ul style="list-style-type: none"> - Educators check park for hazards such as large sticks prior to allowing children to play - Discuss with students' behavioural expectations as they will be playing with children of members of the public - Head count and roll call prior to leaving area 	All children	At the excursion

Sharp Knives and implements	High	<ul style="list-style-type: none"> - No running-in area rule is enforced, and children are reminded throughout. - Children are to be aware of what they are doing and listen and follow safety instructions - Educators to be actively supervising children in the kitchen 	All Children	At the Excursion
Boiling Water	High	<ul style="list-style-type: none"> - Educators to be actively supervising children in the kitchen 	All Children	At the Excursion

Plan prepared by: MR	Date: 02/04/2025
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: 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

Risk Assessment review

Location: Our Big Kitchen Bondi- Indoor

Assessment Date: 11/01/2025

Reviewed By: Kela Moraza

Next Review Date: 1/04/2025

1. Hazard Identification

The following hazards have been identified for Our Big Kitchen Bondi-internal kitchen.

a. Fire Hazards

- Cooking appliances (ovens, stoves, fryers, etc.)
- Flammable materials (e.g., cooking oils, packaging materials, cleaning chemicals)
- Electrical faults (wiring, overloading circuits)

b. Slip, Trip, and Fall Hazards

- Wet or greasy floors (especially near sinks, cooking equipment, and prep areas)
- Cables or hoses in high-traffic areas
- Uneven or damaged flooring

c. Kitchen Equipment and Tools

- Cuts from knives, mandolins, or slicers
- Burns from hot surfaces, equipment, or steam
- Injury from heavy lifting (e.g., large bags of flour, boxes of produce)

d. Food Safety and Hygiene Risks

- Cross-contamination (e.g., raw meat and vegetables)
- Improper storage of perishable items leading to foodborne illnesses
- Improper cooking temperatures
- Unclean work surfaces and utensils

e. Manual Handling

- Lifting heavy bags, boxes, and containers
- Carrying large items (e.g., trays, food bins)

f. Electrical and Mechanical Equipment

- Faulty electrical appliances or wiring
- Poorly maintained equipment leading to malfunctions (e.g., refrigerators, mixers)

g. First Aid and Medical Emergencies

- Injuries such as burns, cuts, or sprains
- Allergic reactions from food ingredients
- Difficulty in accessing first aid equipment quickly in a busy kitchen

h. Security and Personal Safety

- Unauthorized access to kitchen areas (e.g., open doors or unsecured spaces)
- Aggression or disputes between participants

2. Risk Evaluation

Each identified hazard is rated for its likelihood and impact using a 5-point scale:

- **Likelihood:** 1 (Unlikely) to 5 (Highly Likely)
- **Impact:** 1 (Minor) to 5 (Severe)

Fire Hazards

- **Likelihood:** 3 (Possible)
- **Impact:** 5 (Severe)
Controls:
 - Install fire alarms and extinguishers in appropriate areas.
 - Ensure all staff and volunteers are trained in fire safety and emergency evacuation procedures.
 - Perform regular fire drills.
 - Use fire-resistant materials and ensure appliances are correctly installed.

Slip, Trip, and Fall Hazards

- **Likelihood:** 4 (Likely)
- **Impact:** 3 (Moderate)
Controls:
 - Regular cleaning schedule for spills and food debris.

- Ensure floors are dry and well-maintained, with non-slip mats where necessary.
- Mark areas where cables or hoses are used to prevent tripping.
- Provide clear instructions on safe walking paths.

Kitchen Equipment and Tools

- **Likelihood:** 3 (Possible)

- **Impact:** 4 (Severe)

Controls:

- Use protective gloves and proper cutting techniques when using knives or slicers.
- Implement regular training on safe use of kitchen equipment.
- Use equipment with safety features (e.g., guards on slicers, fire suppressors on fryers).
- Ensure only trained staff and volunteers are allowed to use high-risk equipment.

Food Safety and Hygiene Risks

- **Likelihood:** 4 (Likely)

- **Impact:** 5 (Severe)

Controls:

- Implement a strict food safety protocol, including correct temperature checks for hot and cold food.
- Use colour-coded cutting boards and utensils for different food groups (e.g., meat, vegetables).
- Train staff and volunteers in food safety before every event, emphasising hand hygiene.
- Store perishable goods at the correct temperature and ensure daily checks are made.
- Set up hand-washing stations at key points throughout the kitchen.

Manual Handling

- **Likelihood:** 4 (Likely)

- **Impact:** 3 (Moderate)

Controls:

- Provide training in manual handling techniques for all staff and volunteers.
- Ensure appropriate lifting equipment (e.g., trolleys, lifting straps) is available for handling heavy items.
- Encourage teamwork for lifting heavy objects and train staff on proper posture and lifting techniques.

Electrical and Mechanical Equipment

- **Likelihood:** 2 (Unlikely)

- **Impact:** 4 (Severe)

Controls:

- Perform regular maintenance checks on all equipment to ensure it is functioning correctly.
- Provide clear instructions on the proper use and care of electrical and mechanical appliances.
- Make emergency shut-off switches easily accessible to all staff and volunteers.

First Aid and Medical Emergencies

- **Likelihood:** 3 (Possible)

- **Impact:** 4 (Severe)

Controls:

- Maintain well-stocked first aid kits in easily accessible areas.
- Train all staff in basic first aid and CPR.
- Provide instructions on how to report and respond to injuries.
- Ensure clear communication on the location of first aid supplies and emergency procedures.

Security and Personal Safety

- **Likelihood:** 2 (Unlikely)

- **Impact:** 3 (Moderate)

Controls:

- Restrict access to kitchen areas to authorised personnel.
- Use security systems (e.g., alarms, access cards) to control entry to restricted areas.
- Set up volunteer registration and orientation to ensure all participants are familiar with the kitchen's rules and layout.
- Establish a code of conduct to manage behaviour and minimise potential conflicts.

3. Mitigation Measures

Given that different groups of people will be working in the kitchen daily, the following mitigation measures are critical:

- **Staff and Volunteer Orientation:** Provide a brief safety orientation at the beginning of each event, ensuring that all volunteers and staff are familiar with the kitchen layout, emergency exits, food safety rules, and manual handling techniques.
- **Supervision:** A designated supervisor should be present during every event to oversee operations, ensure safety compliance, and respond to any issues that arise.
- **PPE (Personal Protective Equipment):** All staff and volunteers should wear appropriate PPE, such as gloves, aprons, hairnets, and slip-resistant shoes, and this should be reinforced at the start of each event.
- **Workplace Layout:** Design the kitchen layout for optimal flow and to reduce congestion, ensuring there is clear signage and direction for different areas of the kitchen (e.g., prep areas, cooking zones, packaging stations).
- **Equipment Use:** Clearly mark areas for equipment that require special training (e.g., knives, ovens, fryers) and restrict access to these areas to trained staff and volunteers only.
- **Emergency Procedures:** Review emergency procedures with each new group of volunteers before every event to ensure they understand the location of fire exits, emergency equipment, and the steps to take in the event of an incident.

4. Monitoring and Review

To ensure the effectiveness of this risk assessment, regular reviews and updates should be conducted, considering changes in operations, equipment, or the introduction of new hazards. Continuous feedback from volunteers and staff can help identify emerging risks, and adjustments should be made to maintain safety and health standards.

Risk Assessment review

Location: Our Big Kitchen Bondi- Outdoor

Assessment Date: 11/01/2025

Reviewed By: Kela Moraza

Next Review Date: 1/04/2025

1. Hazard Identification

The following hazards have been identified for outdoor activities at Our Big Kitchen Bondi.

a. Weather-Related Hazards

- Exposure to extreme temperatures (heat or cold)
- Rain, wind, or storms creating unsafe working conditions
- Sun exposure leading to dehydration or heat-related illnesses (e.g., heatstroke, sunburn)

b. Slip, Trip, and Fall Hazards

- Slippery or uneven ground (e.g., wet or muddy surfaces)
- Obstructions like rocks, uneven pathways, or debris
- Wet produce or cleaning materials causing slipping hazards

c. Manual Handling Risks

- Lifting heavy boxes or crates of produce
- Sorting and moving large amounts of produce or equipment
- Carrying or handling awkward or bulky items (e.g., bags of soil, large cleaning tools)

d. Animal and Insect Hazards

- Exposure to insects (e.g., bees, wasps, ants) or pests (e.g., rodents)
- Risk of bites or stings from animals/insects
- Risk of contamination from pests, especially in food handling areas

e. Equipment and Machinery Hazards

- Injury from equipment used outdoors (e.g., pressure washers, forklifts, pallet jacks)

- Tripping over or being struck by unused or poorly stored equipment
- Exposure to dust, debris, or other particles while cleaning

f. Contaminants and Hazardous Substances

- Exposure to cleaning chemicals or detergents
- Risk of contamination from soil or other outdoor substances

g. Environmental and Fire Hazards

- Fire risk from outdoor cooking or hot equipment
- Flammable materials in the area (e.g., dried leaves, paper, or packaging materials)

h. Security and Personal Safety

- Risk of theft or trespassing if areas are not secured
- Aggression or conflict between individuals participating in outdoor activities

2. Risk Evaluation

Each identified hazard is rated for its likelihood and impact using a 5-point scale:

- **Likelihood:** 1 (Unlikely) to 5 (Highly Likely)
- **Impact:** 1 (Minor) to 5 (Severe)

Weather-Related Hazards

- **Likelihood:** 4 (Likely)
- **Impact:** 4 (Severe)

Controls:

- Monitor weather forecasts regularly to avoid working in extreme conditions (e.g., extreme heat or storms).
- Provide shaded areas or tents for participants during hot weather.
- Supply water stations to prevent dehydration.
- Provide proper sun protection (e.g., hats, sunscreen, long sleeves) during high UV periods.
- Stop outdoor activities if dangerous weather (e.g., storms, high winds) is forecast.

Slip, Trip, and Fall Hazards

- **Likelihood:** 4 (Likely)
- **Impact:** 3 (Moderate)

Controls:

- Ensure outdoor work areas are cleared of obstacles, including debris and uneven surfaces.
- Regularly inspect pathways and areas used for sorting and cleaning for potential hazards (e.g., wet or muddy spots).
- Use appropriate footwear (non-slip shoes) for outdoor work.
- Set up warning signs in areas that may pose a risk of slipping, especially after rain or cleaning.

Manual Handling Risks

- **Likelihood:** 4 (Likely)
- **Impact:** 3 (Moderate)

Controls:

- Train all participants on safe lifting techniques and provide guidance on how to handle heavy or awkward items.
- Provide lifting equipment (e.g., trolleys, forklifts) where necessary to reduce physical strain.
- Encourage team lifting for heavy objects, and ensure adequate support for participants.

Animal and Insect Hazards

- **Likelihood:** 3 (Possible)
- **Impact:** 3 (Moderate)

Controls:

- Keep work areas clean and free of food scraps or waste to avoid attracting pests.
- Provide first aid training for insect stings or bites and maintain a first aid kit equipped for these emergencies.
- Provide pest repellents or barriers (e.g., insect nets) for areas prone to pests, particularly in food sorting areas.
- Regularly inspect and secure storage areas to prevent animal entry.

Equipment and Machinery Hazards

- **Likelihood:** 3 (Possible)

- **Impact:** 4 (Severe)

Controls:

- Regularly maintain and inspect outdoor machinery and equipment to ensure it is in safe working condition.
- Ensure participants are properly trained in the operation of outdoor equipment (e.g., forklifts, pressure washers).
- Clearly mark equipment zones and establish safety protocols for using and storing outdoor equipment.
- Ensure that power sources (e.g., electrical outlets) are protected from the elements and water.
- Provide appropriate PPE (e.g., goggles, gloves) when using cleaning or machinery equipment.

Contaminants and Hazardous Substances

- **Likelihood:** 3 (Possible)

- **Impact:** 3 (Moderate)

Controls:

- Ensure all outdoor cleaning chemicals are stored safely, with clear labelling and in a well-ventilated area.
- Ensure participants handling chemicals wear the appropriate PPE (e.g., gloves, masks).
- Use eco-friendly or food-safe cleaning products where possible.
- Provide clear training on how to handle cleaning materials and emergency procedures in case of spills or accidents.

Environmental and Fire Hazards

- **Likelihood:** 2 (Unlikely)

- **Impact:** 5 (Severe)

Controls:

- Maintain clear firebreaks and remove any dry vegetation, especially during the warmer months.
- Set up fire safety measures (e.g., fire extinguishers, fire blankets) in outdoor areas.

- Restrict the use of open flames or hot equipment (e.g., cooking equipment) in windy or dry conditions.
- Ensure all participants are trained in fire safety and emergency evacuation procedures for outdoor environments.

Security and Personal Safety

- **Likelihood:** 2 (Unlikely)

- **Impact:** 3 (Moderate)

Controls:

- Secure the outdoor work areas with fencing or locked gates when not in use.
- Provide communication devices (e.g., radios or mobile phones) to ensure participants can call for help if necessary.
- Monitor and supervise all outdoor activities, especially if large groups are involved, to ensure a safe working environment.
- Implement a volunteer registration system to track the people on site for safety purposes.

3. Mitigation Measures

The following measures should be in place to manage and reduce risks for outdoor activities:

- **Weather Management:** Regularly check weather forecasts and suspend outdoor activities if adverse conditions are predicted. Provide adequate shelter (e.g., tents, shaded areas) for hot weather and proper waterproofing for rainy conditions.
- **Training and PPE:** Ensure that all participants are trained on manual handling, safety protocols for outdoor work, and emergency procedures. PPE (e.g., gloves, high-visibility clothing, non-slip footwear) should be provided and worn by everyone involved in outdoor activities.
- **Supervision and Communication:** Designate supervisors for all outdoor activities to oversee operations and ensure safety protocols are being followed. Provide communication devices to supervisors and participants to maintain contact in case of an emergency.
- **First Aid:** Have well-stocked first aid kits readily available in outdoor work areas. Ensure that participants are trained in basic first aid and can recognise signs of heat-related illnesses, allergic reactions, and other common injuries.

- **Signage and Warnings:** Display clear warning signs to indicate hazardous areas, such as slippery spots, heavy equipment zones, and areas where chemicals are used.

4. Monitoring and Review

To ensure the effectiveness of this risk assessment, regular reviews should be conducted to assess the risks of new activities, equipment, or hazards. Updates to the risk assessment should occur as outdoor activities evolve or when new hazards are identified.