



## EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC**

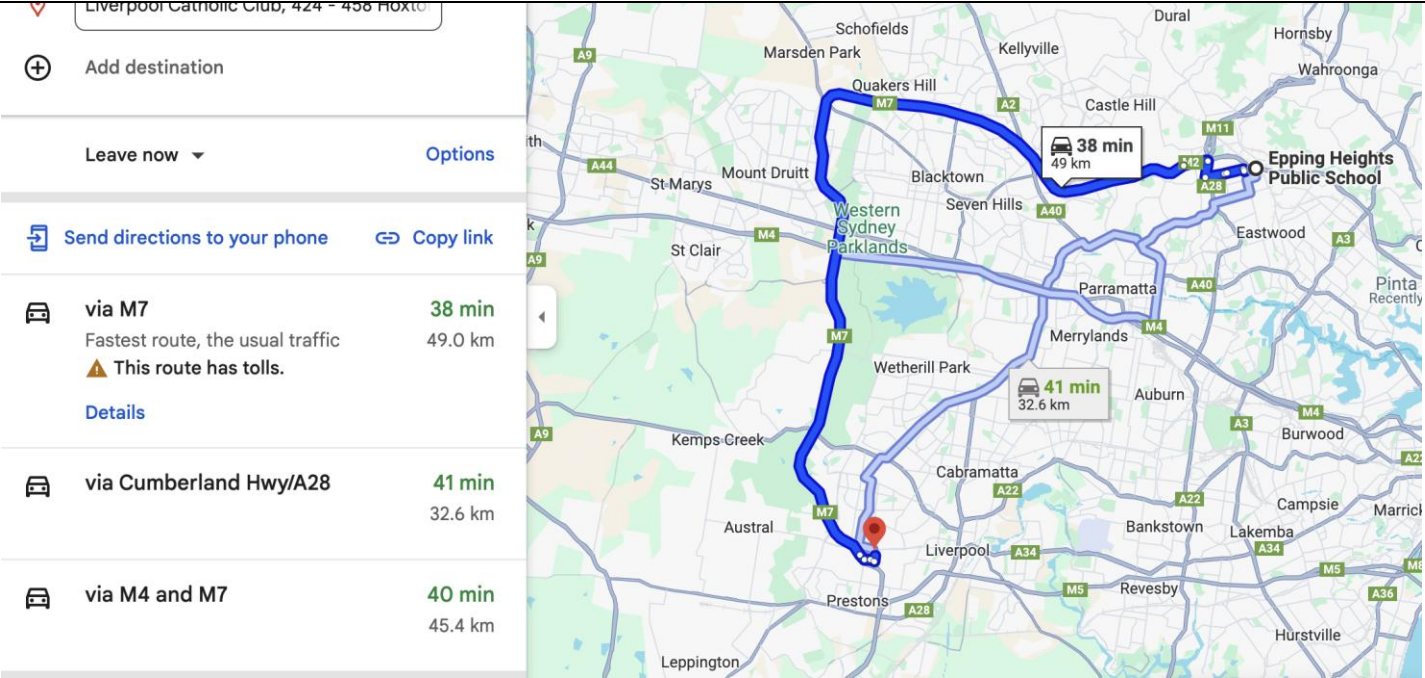
Out Of School Hours Care Inc.

ABN: 83425978

Email: [Eppingheightsoosh@hotmail.com](mailto:Eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsooshc.com.au](http://www.eppingheightsooshc.com.au)

Excursion details: <b>Stardust Excursion</b>			
<b>Date(s) of Excursion</b>	<b>22/4/2025</b>	<b>Excursion destination/address:</b>	Liverpool Catholic Club, 424 - 458 Hoxton Park Rd, Prestons NSW 2170
<b>Departure and arrival times</b>	<b>Depart Centre: 9am</b>	<b>Arrival: 9:30am</b>	<b>Departure: 2pm</b> <b>Arrive back at Centre: 2:30pm</b>
<b>Proposed activities</b>	Children will watch circus acts performed by trained professionals.		Water hazards? <b>Yes/No</b> If yes, detail in risk assessment below.
<b>Method of transport, including map of proposed route</b>	Educators and Children will travel via bus to the excursion grounds		

			
<b>Name of excursion coordinator</b>	Adam Pearson		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0400 312 495	
<b>Number of children attending excursion</b>	<b>Intended: 75</b>	<b>Number of educators/parents/volunteers</b>	<b>4</b>
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:			

<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>
---	--

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"> <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> </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	Moderate	<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> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>	All Children	Leaving/entering the bus & 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> </ul>	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> <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>		
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 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> </ul>	All Children	At the Excursion
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
Animal Bite / Scratch	Low	<ul style="list-style-type: none"> <li>- Animals are well trained</li> <li>- Children sit back away from animals and performers</li> <li>- Children are given strict instructions by staff before show about what is expected of them (not grabbing at animals during show)</li> </ul>	All Children	During Incursion

Sensory Overload	Moderate	<ul style="list-style-type: none"> <li>- Children are given the option to leave if needed and go to a quieter area</li> <li>- Children who are likely/prone to sensory overload are known by educators so they can be watched out for</li> <li>- Children are told in advance what to prepare for e.g. loud sounds, colours, activities etc.</li> </ul>	All Children (specifically one's who are prone to sensory overload)	During Incursion
Bus Sickness	Moderate	<ul style="list-style-type: none"> <li>- Children who are prone to bus sickness are asked to sick at the front of the bus or to tell an educator if they are feeling unwell</li> <li>- Educators are equipped with first aid bags/kits including vomit bags if necessary</li> </ul>	All Children	During Bus Rides
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>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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<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>		
--	--	--	--	--

<p><b>Plan prepared by: Joshua Beckett</b></p>	<p><b>Date: 22/04/25</b></p>
--	------------------------------

**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	



# Risk Management for Janlin Circuses P/L

---

Trading as Stardust Circus

2021

Janlin Circuses Pty Ltd, 269 Springwood Rd Yarramundi 2753 NSW p: 0408 945518 Email  
lindsaycircus@hotmail.com

## Risk Management for STARDUST CIRCUS 2021

### Event Brief

In the event of an emergency Site Manager Glenn West 0418 295756 or Circus Manager Jan Lennon 0408 945518 will call ATC Security to assist in contacting emergency services e.g. Police, Fire Brigade

Name	Stardust Circus Manager Jan Lennon 0408 945518      Site manager Glenn West 0418 295756
Date	25 June – 18 <sup>th</sup> July 2021
Venue	Rosehill Car Park No 2
Description	Circus performances and Amusements
Program	Performing animals and humans in a 1 hour 40 miniate show with intermission
Show Times	Various times starting Friday 25 <sup>th</sup> June 2021
Expected Attendance	Average 500 -per show
Road Closures	NIL
Alcohol	NIL
Canteen	Fairy Floss, Smiths Chips, Donuts, Dagwood Dogs, Cans of Soft Drink, Popcorn
Parking	Controlled by Circus Staff

## Risk Management for STARDUST CIRCUS 2021

Circus manager Jan Lennon 0408 945518      Site Manager Glenn West 0418 295756

DESCRIPTION	PROBABILITY	CONSEQUENCES	PERSON IN CHARGE /duties	ACTION
Electrical Incident	Unlikely	Minor	Glenn West Mobile 0418 295756 Manager Jan Lennon Mobile 0408 945518	<ul style="list-style-type: none"> <li>• Check for safety</li> <li>• Call Ambulance if necessary</li> <li>• Isolate problem equipment</li> <li>• Call qualified electrician to correct fault</li> </ul>
Power Failure	Unlikely	Minor	Glenn West 0418 295756	<ul style="list-style-type: none"> <li>• On site supply</li> <li>• Circus generators to be used if local supply fails</li> </ul>
Fire	Unlikely	Minor	Glenn West 0418 295756	<ul style="list-style-type: none"> <li>• Evacuate personnel if required</li> <li>• Extinguish fire</li> <li>• Call Fire Brigade/ Ambulance if necessary</li> </ul>
Structure Collapse	Very Unlikely	Unknown	Glenn West 0418 205756 Check structure is secure before area opened to public	<ul style="list-style-type: none"> <li>• Evacuate personnel if required</li> <li>• Call local Police, Council &amp; WorkCover</li> </ul>
				<ul style="list-style-type: none"> <li>•</li> </ul>

## Risk Management for STARDUST CIRCUS 2021

DESCRIPTION	PROBABILITY	CONSEQUENCES	PERSON IN CHARGE	ACTION
Alcohol	Unlikely	Minor	Ushers Site Manager Glenn West 0418 295756	<ul style="list-style-type: none"> <li>Remind patron that Alcohol is prohibited</li> <li>Request patron to leave</li> <li>Phone Police if necessary</li> </ul>
Patron trip & fall	Likely	Minor	Session Manager Glen West 0418 295756 St Johns trained staff	<ul style="list-style-type: none"> <li>Call ambulance if necessary</li> <li>Obtain details of incident &amp; witness if possible</li> </ul>
Food Poisoning	Unlikely	Minor	Session Manager Glenn West 0418 295756 St Johns trained staff	<ul style="list-style-type: none"> <li>Call ambulance if necessary</li> </ul>
Crime - public	Very Unlikely	Minor	Session Manager Glenn West 0418 295756	<ul style="list-style-type: none"> <li>Call police if necessary</li> </ul>
Broken Glass	Unlikely	Minor	Session Manager Glen West 0418 295756 St Johns trained staff	<ul style="list-style-type: none"> <li>Isolate area</li> <li>Call ambulance if necessary</li> <li>Circus cleaning staff to remove broken glass</li> </ul>
Crowd Control	Unlikely	Minor	Session Manager Glen West 0418 295756	<ul style="list-style-type: none"> <li>Circus ushers to monitor</li> </ul>
Toilet failure	Very Unlikely	Minor	Site Manager Glenn West 0418 295756	<ul style="list-style-type: none"> <li>Close affected toilet</li> <li>Call toilet contractor to repair</li> </ul>