



## EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC** Out Of School Hours Care Inc.

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Excursion details:			
<b>Date(s) of Excursion:</b>	28 <sup>th</sup> April 2025	<b>Excursion destination/address:</b>	1-5 Wheat Rd, Sydney NSW 2000
<b>Departure and arrival times</b>	<b>Depart Centre: 9am</b>	<b>Arrival: 9:30</b>	<b>Departure: 2:15</b> <b>Arrive back at Centre: 2:45</b>
<b>Proposed activities</b>	Sea Life Aquarium	Water hazards? Yes	

**Method of transport, including map of proposed route**

Bus

Search along the route

Work (Epping Heights Public School)

SEA LIFE Sydney Aquarium, 1-5 Wheat Ri

Leave now

Options

Send directions to iPhone Copy link

via M2 24 min  
Fastest route, the usual traffic  
This route has tolls.  
Details

via Blaxland Rd and Victoria Rd/A40 32 min  
20.5 km

11:58AM - 12:59PM 1 hr 1 min

Explore nearby SEA LIFE Sydney Aquarium

Restaurants Hotels Petrol stations Car Places More

<b>Name of excursion co-ordinator</b>	Adam Pearson		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 40</b>	<b>Number of educators/parents/volunteers</b>	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10		

<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
<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-High	<ul style="list-style-type: none"> <li>• Walk children in 2 lines in close groups 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>• Ensure that safe movement around the area is demonstrated to the kids</li> </ul>	All Children	Entering bus/leaving bus & During excursion

<p>Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Seek shade/shelter where appropriate</li> <li>• Give children time to be calm, safe, and secure</li> <li>• Leave excursion if extreme weather conditions or any critical emergencies</li> </ul>	<p>All Children &amp; Educator</p>	<p>While at Excursion</p>
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<p>Missing Child/absconding</p>	<p>Moderate</p>	<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> <li>• Discuss boundaries to children before transitioning between spaces</li> </ul>	<p>All Children</p>	<p>Leaving/entering the bus &amp; At the Excursion/transitioning to other areas</p>
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<p>Anaphylactic reaction/ allergies</p>	<p>Moderate</p>	<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>	<p>Children with Allergies</p>	<p>Throughout the day</p>
<p>Using the toilets/public toilets &amp; hand washing/hygiene</p>	<p>Moderate</p>	<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 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>• Educators to discuss boundaries &amp; safe areas with children</li> </ul>	<p>All Children</p>	<p>At the Excursion</p>

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 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>• Staff to child ratio to be upheld at all times</li> <li>• Children to be made aware of boundaries via discussion with educators</li> </ul>	All children	Transitioning and during the excursion
Head injuries	Moderate	<ul style="list-style-type: none"> <li>- • Make children aware of parts of the play equipment that have low ceilings</li> <li>- • Educators to be supervising play</li> </ul>	All children	During excursion
Large open areas/public spaces	Low-Moderate	<ul style="list-style-type: none"> <li>• -Children to be made aware of boundaries via discussion with educators</li> <li>• -Children to communicate with educators when transitioning between spaces</li> <li>• Active supervision &amp; consistent headcounts</li> </ul>	All Children	During Excursion
Walking through Carpark	Moderate	<ul style="list-style-type: none"> <li>• Walk children in 2 lines in close groups Educators positioned at front, middle and ends of groups</li> <li>• Road Safety to be discussed prior to excursion</li> </ul>	All Children	During Excursion

		<ul style="list-style-type: none"> <li>•</li> </ul>		
Animals/ Animal Bites	Low	<ul style="list-style-type: none"> <li>• Children to be instructed prior to excursion on how to interact with animals</li> <li>• Children to be closely monitored at all times</li> <li>• Staff to maintain child to staff member ratio</li> </ul>	All Children	During excursion
Water/ Drowning	High	<ul style="list-style-type: none"> <li>• Children to be given a safety briefing before leaving for the excursion</li> <li>• Children to be closely monitored at all times</li> </ul>	All Children	During Excursion



<p>Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult</p>	<p>Moderate</p>	<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>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</p>
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		<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>		
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		<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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<b>Plan prepared by: Jordan Anderson</b>	<b>Date: 30/03/2025</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> N/A 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				
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	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

## ACTIVITY/HAZARD

## RISK

## RISK CONTROLS

**Slip / Trip / Fall**

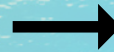
**LOW**



- Wet floor signs displayed (when required)
- All paths are kept clear of objects or debris to alleviate trip hazards
- Areas are well lit

**Child Protection**

**LOW**



- Groups are to be under teacher/adult supervision at all times
- WWCC Policy in place for all attraction staff

**Lost Child at Attraction**

**LOW**



- Groups are to be under teacher/adult supervision at all times during visit.
- Groups are to ensure adequate supervision ratios are in place
- Students are required to wear school uniform and carry an emergency school contact with them
- Lost children are encouraged to look for a staff member who can assist them if lost
- Lost children / parent procedures in place with team conducting regular response drills and training

**Animal Interaction &**

**Observation:**

- Bites From Animals
- Falling into Touchpool/Open tanks
- Animal Escape

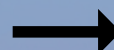
**MODERATE**



- Groups are to be under teacher/adult supervision at all times
- Groups are to follow instructions of attraction staff at all times within animal interaction areas
- We encourage all teachers/carers to remind students that animals prefer calm and quiet environments
- No animal interactions for hazardous or dangerous animals available
- Display doors are locked when not in use/attended
- First Aid trained staff in areas where animal interaction occurs > Staff member on touch pool display during attraction opening hours
- Animal Escape procedures in place with team conducting regular response drills and training

**Fire at Attraction**

**MODERATE/  
HIGH**



- Groups are to be under teacher/adult supervision at all times during visit.
- Teachers/adults supervising group are to remain calm and follow the instructions provided by staff over the PA system
- Attraction Emergency Response Plan in place, with team conducting regular emergency response drills and training
- Fire training provided for all staff as per NSW regulations
- Emergency Control Operators and Fire Wardens onsite during operating hours to investigate alarm activations
- Areas kept clean and tidy to minimise fire risk
- Building fitted with smoke detectors and fire alert system