

EHOSHC Excursion Risk Management Plan



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

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Excursion details:			
Date(s) of Excursion	Wednesday 3rd February 2025	Excursion destination/address: Hornsby Westfield	236 Pacific Hwy, Hornsby NSW 2077
Departure and arrival times	Depart Centre: 9am Arrival: 9:30am Departure : 2pm Arrive back at Centre: 2:30		
Proposed activities	Cinema/Film Viewing	Water hazards? No	
Method of transport, including map of proposed route	Bus		

21 min (10.1 km)



via Cumberland Hwy/Pennant Hills Rd/A28
Fastest route now due to traffic conditions

Epping Heights OSHC

128 Kent St, Epping NSW 2121

- > Follow Wycambe St to Midson Rd

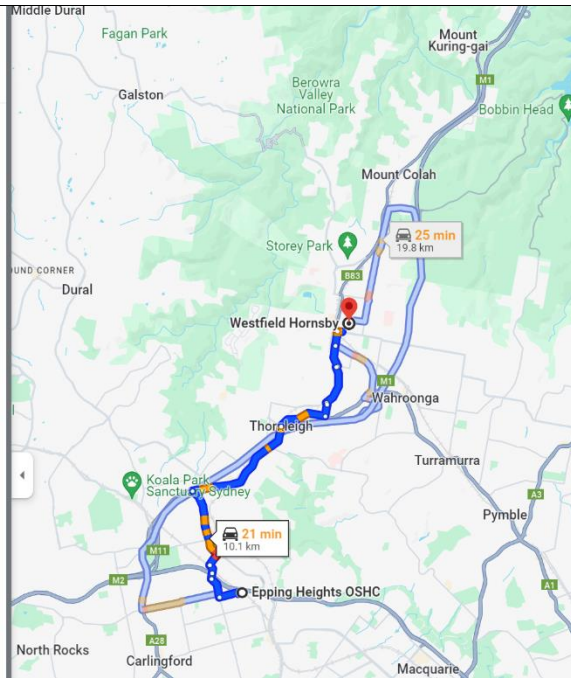
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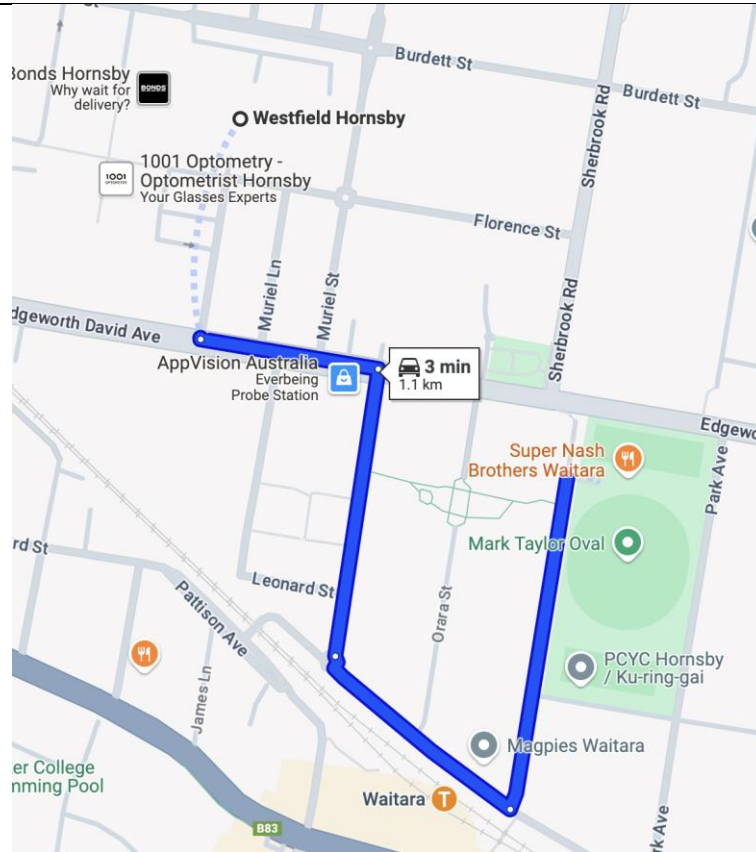
- > Take Beecroft Rd, Cumberland Hwy/Pennant Hills Rd/A28 and Malsbury Rd to Edgeworth David Ave in Hornsby

16 min (9.6 km)

Westfield Hornsby

236 Pacific Hwy, Hornsby NSW 2077





Name of excursion co-ordinator	Adam Pearson		
Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 75	Number of educators/parents/volunteers	6
Educator to child ratio, including whether this excursion warrants a higher ratio?	1:6 due to the nature of the activity. The children will be involved in crowded areas with the public, thus there is a low educator-to-child ratio.		

Please provide details.	
<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.

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, 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	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	High	<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. - Multiple toilets are located around the Island 	All Children	At the Excursion
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	High	<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>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</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>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: Jenna Mackaway	Date: 26/11/2024
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: N/A	

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 Plan for School Groups	
Guest: Epping Heights OSHC	Group Contact Person: Zoe Hanna
Cinema : Event Cinemas Hornsby	Date of planned visit: Monday 29 th April
Cinema Manager: Dylan Kiazim	Contact: dylan_kiazim@evt.com

Introduction:

Thank you for choosing Event Cinemas as your destination! Your patronage as part of the cinema going community is valued and we hope you have a great experience in our cinema.

Prior to your visit to our cinema, we would like you to take the time to read this Risk Management Plan, to help you prepare for your visit.

Safety Management System:

Event Cinemas have an effective safety management system in place. This allows us to manage risks as they arise to prevent incidents. This ensures that your experience with us is enjoyable and hassle free. Our safety management system fosters a proactive approach, which includes comprehensive emergency management procedures, biannual staff training and clear issue resolution processes.

At each cinema, we have in place:

- A manager in charge
- A qualified WH&S representative, who works with our managers if risks were to arise
- First Aid officer – rostered on all shifts
- First Aid kits
- Trained and skilled emergency wardens
- Emergency response communication systems, illuminated emergency exit signs and emergency lighting to assist in the event of an evacuation
- Firefighting equipment, which is checked in accordance with Australian Standards and as required
- Scheduled servicing of plant and equipment to keep our air-conditioning, lifts and escalators running without interruption
- Disabled access to each auditorium, unless otherwise advertised (please check with management)
- Office of Film and Literature Classification compliant guidance on every trailer and film we screen to allow you to make informed decisions about what you see
- Trained floor staff who supervise patrons during screenings

Hazard Identification:

If you see a hazard, that is, anything that has the potential to cause harm, such as a spilt drink on the floor, we ask that you advise the nearest staff member.

- All our sites are compliant with the Building Code of Australia. Some elements inherent in the cinema environment may prove hazardous to the students in your group.
- We would like you to be aware that at the cinema, we sell a variety of foods. We suggest you be aware of your student's individual needs before the visit.
- The lighting in the auditoria is compliant with the associated lighting standard, however, when the movie is screening the lights will be dimmed. Lights along the aisles are in place to help aid access and egress however we do ask you take care and try to reduce the need to move about the cinema. Arriving early to purchase refreshments and take a toilet break before the scheduled screening time is advisable.
- We serve drinks in bottles and cups. Whilst we serve our cups with lids, from time to time, we do experience spilt drinks in the Candy Bar area. Our staff are trained to watch out for this and will clean spills when they see them. We ask that if you do notice a spill to point it out to the nearest staff member, to protect your group's safety

Risk Assessment:

When a hazard is not able to be managed on the spot, our teams are trained to conduct formal Risk Assessments. We use the Risk Matrix to determine the risk score. The risk score determines the timeframe within which we manage the risk.

Based on the assessment outcome, risk control measures are put in place to eliminate or reduce the significance of the risk.

Risk Control and Evaluation:

We use the Hierarchy of Controls to assign risk control measures. Our managers and the WHS Representative monitor risk control measures ongoing to evaluate their success in managing risk.

We maintain a site Risk Register that contains a log of all the risks we've managed at the cinema. We also receive regular national updates regarding risk management. These updates keep us abreast of developments throughout the company and allow us to benefit from innovations implemented at other cinemas.

We have regional safety committee meetings where issues can be resolved and updates are communicated. Our internal safety specialist oversees our safety management system and we maintain a good relationship with our local, state and federal authorities to ensure we run our cinema in accordance with the law and to a standard of best practice



Before You Arrive:

Simple steps to take before your visit to Event Cinemas Hornsby are:

- Advise your students that we do not allow any of the following in our cinema: alcohol, cans, glass, hot food, laser pointers, large bags, video or sound recording equipment, personal stereos, rollerblades, bicycles, scooters or skateboards. Prams can only be positioned in the vacant wheelchair areas and cannot impede any aisle or exit. Wheelchair users have priority over use of these spaces.
- Neat, casual dress including footwear is the minimum standard required at all times.
- Photo I.D. is required for proof of age for MA 15+ and R 18+ rated ticket sales.
- Please arrive at least 20 minutes before your session time.

When you are in the cinema, please abide by the following advice:

- Make sure you have an up to date list of the names of the students in your group.
- When entering the cinema, instruct the students to form a line in single file to have their ticket ripped.
- Please refrain from talking during the movie.
- Please turn off all mobile phones.
- Be aware that our premises may be under constant recorded video surveillance.
- Please keep your personal items with you at all times as we cannot accept responsibility for any losses you may incur.
- These are "smoke free" premises. Smoking is not permitted under any circumstances

We do not allow any photography or video filming inside the cinema auditorium. Any person found using recording or photographic device, will be removed from premises.