

## FLASCA Excursion – Splashers Playground

### Week 1: Friday

#### Risk Management Plan: Splashers Playground (Friday 4<sup>th</sup> October 2024)

Centre details				
Company	Primary OSHCare	Centre	FLASCA	
Centre Operating Times	7am 6pm Monday to Friday			
Address	233 Bridge rd Forest Lodge 2037	Water hazards? Yes/No If yes, detail in risk assessment below.		
Name of co-ordinator	Cody Jaikiew			
Contact number of Centre	<b>Work Phone</b> 9660 4334	<b>Mobile</b> 0417 211 141		
Average number of children centre	<b>Incursions:</b> 75	Average number of educators	10	
	<b>Excursions:</b> 70	Average parents/volunteers		
Educator to child ratio, including whether this higher ratio is warranted? Please provide details.	Mainstream Ratio – 15 children: 1 educator Waterplay Ratio – 7 children : 1 educator			
Excursion checklist				
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion			
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult			
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services			

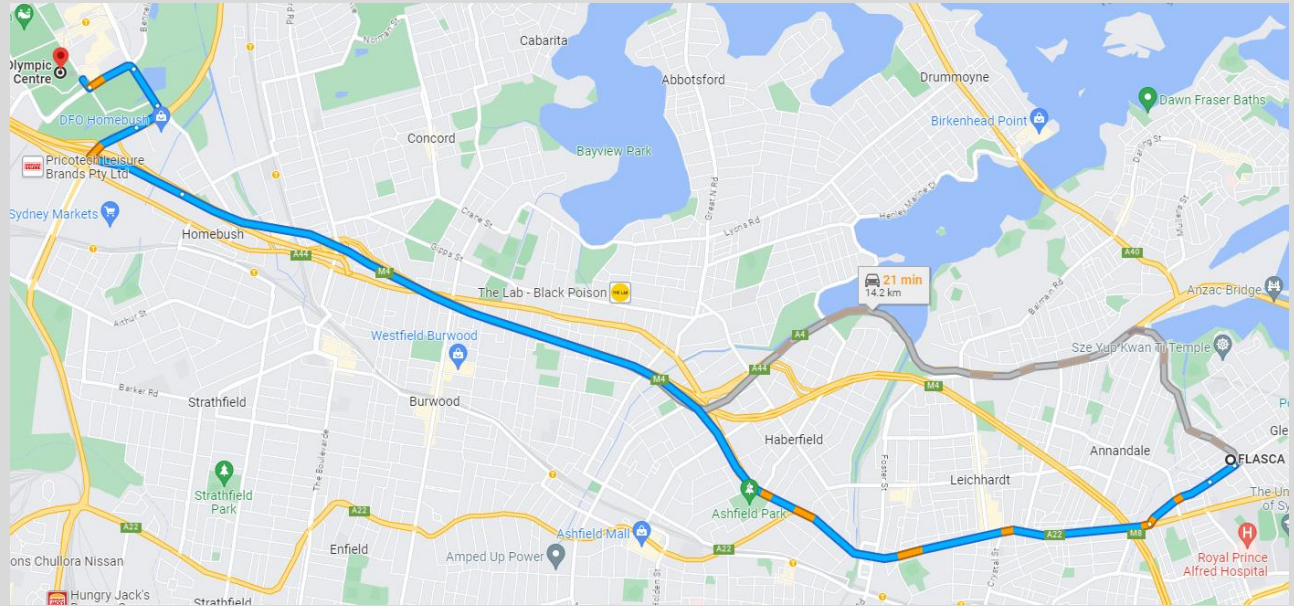
Medical information for each child

Other items, please list

**Risk assessment**

**Method of Transport (Including Proposed Route)**

Catch a hired bus from Flasca in Forest Lodge to Sydney Olympic Park Aquatic Centre in Homebush.



- Take Pyrmont Bridge Rd to Great Western Hwy/Parramatta Rd/A22 in Annandale
- Continue on Great Western Hwy/Parramatta Rd. Take M4 to Australia Ave in Sydney Olympic Park. Take the exit for Australia Ave from Homebush Bay Dr/A3
- Continue on Australia Ave. Take Sarah Durack Ave to Olympic Blvd  
Commute time approximates to **19 minutes**.

**Transport Procedures For:**

- Leaving the centre
- Entering and exiting the bus
- Entering the venue
- Leaving the venue
- Entering and exiting the bus
- Returning to the centre

**Leaving the Centre and Entering the Bus**

- Children are provided with sunscreen and FLASCA wristbands . Staff ensure everyone has drinking water available.
- A roll call is conducted prior to the children leaving the OOSH service grounds.
- The excursion coordinator is to ensure they know the number of children (total headcount).
- Each educator accompanies their group to the bathroom area with an educator waiting outside. The educator ensures all the children in their group are in their care before walking them to the bus.
- The educator counts the children in their group onto the bus.
- A roll call is conducted before the bus departs with another educator conducting a headcount of all children on the bus.

**Exiting 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 are with 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. Educators are encouraged to conduct their own group headcounts as we transition.

**Entering and Leaving the Venue**

- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.
- Prior to exiting the venue another roll call & headcount is conducted.

**Entering and Exiting the Bus**

- We then walk to our destination with the educators working to ensure the children are with 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. Educators are encouraged to conduct their own group headcounts as we transition.
- The educator counts the children in their group onto the bus.

			<ul style="list-style-type: none"> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> </ul> <p><b>Returning to the Centre</b></p> <ul style="list-style-type: none"> <li>- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- We then walk to our OOSH service grounds, where a roll call &amp; headcount is conducted.</li> </ul>		
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Entering Splashers Playground	Missing child	High	<ul style="list-style-type: none"> <li>• Children to use buddy system.</li> <li>• All children will wear hi-vis vest with centre number. Wristbands for senior children.</li> <li>• Educators to watch exits to ensure children do not attempt to leave.</li> <li>• Ensure children do not interact with members of the public.</li> </ul>	Children and Educators	Before and During Activity.
	Tripping, falling, collisions with others	Moderate	<ul style="list-style-type: none"> <li>• Children are strictly instructed <i>not</i> to run. They are reminded of the crowded interior environment. Safety briefing prior to excursion.</li> </ul>	Children and Educators	Before and During Activity.
Walking Around Splashers Playground	Trips, slips, falls, injuries, illness	Moderate	<ul style="list-style-type: none"> <li>• An educator to lead each group as per child:educator ratio.</li> <li>• Ensure each member of the group walks, not runs, and stays within sight of an educator.</li> </ul>	Children and Educators	Before and During Activity.
	Children may slip on wet floor	Moderate	<ul style="list-style-type: none"> <li>• Children are guided in where to walk and are encouraged to look where they are going.</li> <li>• Children are instructed to walk carefully in areas with water. Closely supervise children to ensure no rushing.</li> </ul>	Educators	Before and During Activity.

	Medical Emergencies	High	<ul style="list-style-type: none"> <li>Children to wear thongs/crocs when walking around water due to risk of sharp objects near the water</li> <li>Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions</li> <li>First Aid kit and Ice Packs prepared.</li> </ul>	Children and Educators	During Activity.
<b>Participating in water activities</b>	Water Safety		<ul style="list-style-type: none"> <li>Children to listen to instructions and follow accordingly</li> </ul>		Before and During Activity.
	Risk of drowning		<ul style="list-style-type: none"> <li>Staff to supervise children in water closely, all children should be able to stand in the water.</li> <li>Children are to signal OOSH staff if they are having trouble in the water</li> <li>Staff to closely supervise all children when in/near the water and all children to be within 3 metres of an educator</li> </ul>		Before and During Activity.
<b>Travel on bus from Forest Lodge Flasca Centre to Splashers Playground</b>	Children injured in the commuting process.	Medium	<ul style="list-style-type: none"> <li>Educators to initiate conversation with bus driver to ensure bus driver is not intoxicated or otherwise incapacitated from driving a bus.</li> <li>Children are instructed to wear seatbelts and Educators are to ensure this is done.</li> <li>If the condition of the bus itself is considered dangerous we will not go ahead with the excursion.</li> <li>Ensure children are sitting in their seats at all times, and are not distracting to the bus driver. Nobody is to move around the bus while the bus is in motion.</li> <li>Road accident en route to venue: If the accident is not serious: On regular road keep children safe by staying on the bus if it is safe to do so. If not,</li> </ul>	Educator/s Supervising Staff Members	On travel & arrival to the venue

			<p>move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. Contact centre and Manager as soon as possible.</p> <ul style="list-style-type: none"> <li>• If the accident is serious: Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. Assess casualties and administer first aid as best you can until emergency help arrives. Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</li> <li>• Mechanical Breakdown: Keep children safe by staying on the bus if it is safe to do so. If not move children to a safe location protected from oncoming traffic, sun and heat. Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives</li> </ul>		
<b>Disembarking from Bus into carpark areas</b>	Slips, trips, falls, collisions	Medium	<ul style="list-style-type: none"> <li>• Walk children, 2 lines in close groups.</li> <li>• Educators positioned at front, middle and ends of groups.</li> </ul>	Educators	During Excursion.
	Child may wander/abscond	Medium	<ul style="list-style-type: none"> <li>• Constant head counts, and checking on children.</li> <li>• Educators to communicate with one another and the children.</li> </ul>	Educators	During Excursion.
	Child may be struck by vehicles	Medium	<ul style="list-style-type: none"> <li>• Request bus driver drop us in a safe out of the way place (bus stop). Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. Educators to usher children to the nearest safe (grass) area for headcounts to ensure children are safe.</li> </ul>	Educators	As children exit the vehicle.

	Entering the Venue	Medium	<ul style="list-style-type: none"> <li>Maintain children close in groups.</li> <li>Close supervision.</li> <li>Educators encourage children to listen and implement appropriate behaviours.</li> </ul>	All Educators All Children	Whilst entering the venue.
	Venue transitioning.	Medium	<ul style="list-style-type: none"> <li>It is contingent on Educators to ensure that children are abstaining from wandering onto Olympic Boulevard. Children are ushered away from traffic flow and Educators stand between them and the road.</li> <li>Educators to maintain close supervision of children as they enter the venue.</li> </ul>	All Educators All Children	Whilst entering the venue.
<b>Eating lunch and recess</b>	Risk of sunburn	Medium	<ul style="list-style-type: none"> <li>Children to be seated in the shade while eating to reduce risk of sunburn. Sunscreen to be regularly reapplied.</li> </ul>	Educators	On the day
	Risk of allergies	Medium	<ul style="list-style-type: none"> <li>Ensure that no people nearby are eating foods the child is allergic to and ensure that any child with allergies is not given food that they are allergic to.</li> </ul>	Educators	On the day
<b>Environmental Impacts &amp; Emergency Evacuation</b>	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Medium	<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> </ul>	Educators & Children	Preparation before Excursion & During excursion
<b>Using the toilets &amp; hand washing</b>	Children using toilets at the venue	Medium	<ul style="list-style-type: none"> <li>Set clear rules and standards.</li> <li>Constant head counts and monitoring children's whereabouts.</li> </ul>	Educators & Children	Whilst using toilets and hand washing areas
	Missing child	High	<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> </ul>	Educators and Children	Whilst using toilets and hand washing areas

			<ul style="list-style-type: none"> <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>		
	Health & Hygiene	Medium	<ul style="list-style-type: none"> <li>• Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.</li> </ul>	Educators and Children	During the Excursion.
<b>Encounters with the public/other children</b>	Children engage in potentially unsafe interactions with the general public.	Moderate	<ul style="list-style-type: none"> <li>• Encounters with the public are discussed with children before departure to ensure safety of all children.</li> <li>• Educators to supervise and monitor the area/children for any potential issues/hazards.</li> </ul>	Educators and Children	During the Excursion.
<b>Sun Protection &amp; Dehydration</b>	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	<ul style="list-style-type: none"> <li>• Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</li> <li>• Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy.</li> <li>• Ensure families pack hats for their children each day.</li> <li>• Ensure children wear hats as necessary or stay under the shade. If UV is over 3 Provide shelter where necessary.</li> <li>• Regularly ensure children have opportunity to get a drink of water.</li> <li>• Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this).</li> <li>• Sunscreen will be applied throughout the day.</li> </ul>	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.



			<ul style="list-style-type: none"> <li>• Ensure children have brought their water bottles.</li> </ul>		
<b>Covid-19</b>	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	Medium-High	<ul style="list-style-type: none"> <li>• Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; Procedure.</li> <li>• Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19.</li> <li>• Ensure information of Covid-19 and any practices are updated as new information becomes available.</li> <li>• Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view.</li> <li>• Educators &amp; families are updated with any new information / updates on Covid-19.</li> <li>• 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.</li> <li>• 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 and seek medical advice.</li> <li>• All adults/Visitors/volunteers are to adhere to all Covid -19 rules and practices as per prescribed from the NSW government.</li> <li>• Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to.</li> </ul>	Coordinator, Educators, Families and Children.	Throughout the day.

		<ul style="list-style-type: none"> <li>• Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</li> <li>• Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</li> </ul>		
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Plan prepared by	Full name: Cody Jaikiew Signature: C.J. Role/Position: Coordinator	Date: 25/10/2023
Prepared in consultation with:	Full Name: Paris Jeffrey Signature: P.J. Role/position: Assistant Coordinator	Date: 25/10/2023
	Reviewed by: Hannah King Position: Assistant Coordinator Signature: H.K	Date: 14/08/2024
Communicated to all relevant staff:	Yes/No	
Risk assessment to be evaluated and reviewed on:	If this VC Program Activity is organised again.	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		