

FLASCA Excursion – Featherdale Wildlife Park (14TH April 2025)

14/04/25

Risk Management Plan

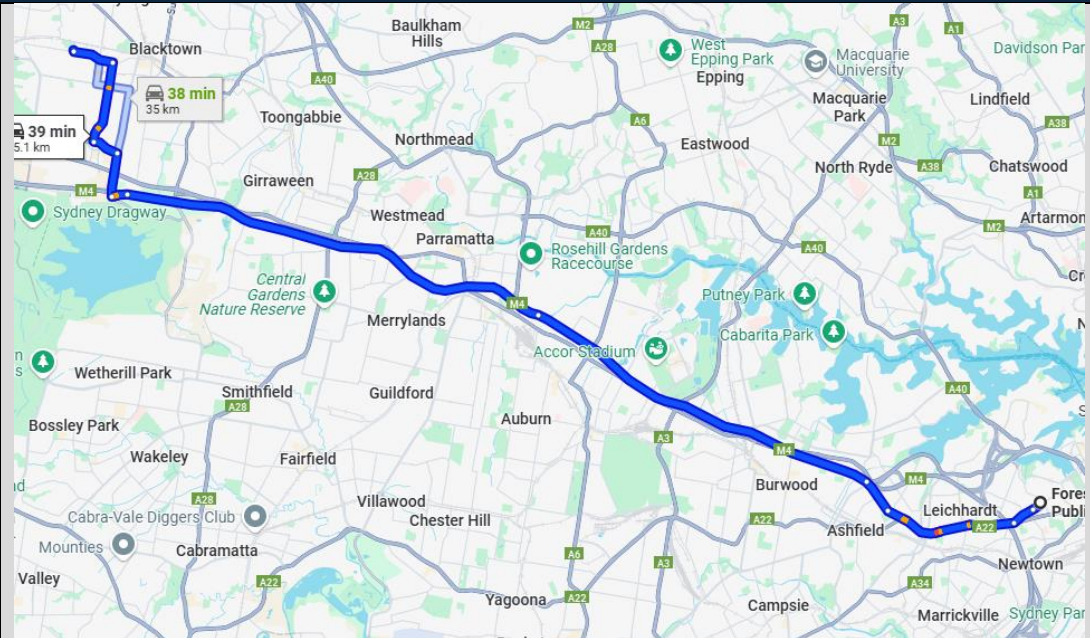
Centre details				
Company	Primary OSHCare	Centre	FLASCA	
Centre Operating Times	7am – 6pm Monday to Friday			
Address	233 Bridge rd Forest Lodge 2037	Water hazards? Yes/No <input type="radio"/> If yes, detail in risk assessment below.		
Name of co-ordinator	Hannah King			
Contact number of Centre	Work Phone 9660 4334	Mobile 0417 211 141		
Average number of children centre	Incursions: 85	Average number of educators	10	
	Excursions: 75	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)



1. Get on M4 in Ashfield from Great Western Hwy Parramatta Rd
2. Follow M4 to reservoir Rd in Prospect
3. Take exit towards Eastern Clrk/Blacktown from Western motorway
4. Continue on Reservoir Rd to destination

Approx travel time : 40 mins

- Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator). Children are provided with sunscreen and FLASCA vests. 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 who are in our care.
- Each educator accompanies their group to the bathroom area, with 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.
- 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 in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.
- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.
- Educators are to ensure that they have knowledge of where the children in their group are at all times.
- Prior to exiting the venue another roll call & headcount is conducted.
- We then walk to our bus, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and 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.
- A roll call & headcount is conducted before the bus departs.

- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking around the facilities	High winds, lightning strikes, fire	Moderate	<ul style="list-style-type: none"> • On days when winds reach over 65km/h the garden the on-site safety officer will close the garden to the public • Daily checks on trees for dead branches, hanging limbs • Visiting educators check the weather before visiting with regards to severe storms and high winds and postponed visit • During electrical storms, the on-site safety officer will close the garden 	On site Safety Officer and Educators	Before and During Activity.
	Heat- exhaustion, dehydration, sunburn	Moderate	<ul style="list-style-type: none"> • Children to bring a water bottle, which can be re-filled at the sinks or on-site water bubbler • Group facilitators to ensure they bring sunscreen for their group 	Children and Educators	Before and During Activity.

			<ul style="list-style-type: none"> • If there is a strong solar presence ensure the group gets some shade time 		
	Children being separated from the group	Moderate	<ul style="list-style-type: none"> • Organised groups of (maximum) 10 children to 1 Educator. • 30 minute headcounts and roll-calls conducted during group congregation periods (recess, lunch, etc.) • Garden is enclosed by fence and closed gates • Inform on-site security Park 100 if a child cannot be found, number 0412 718 611 	Children and Educators	Before and During Activity.
	Minor Injury (Graze, cut, bruise)	High	<ul style="list-style-type: none"> • Educators will instruct children to tell them if they sustain any injury on the excursion. • Educators will supervise all children and attend to any injuries they sustain as a normal first aid incident. 	Educators	Prior to excursion, during activity
	Major injury	High	<ul style="list-style-type: none"> • If possible, child should be moved off play equipment and first aid given. • If serious Ambulance should be called immediately. 	Educators	At any time of serious incident

<p>Petting/handling of animals</p>	<p>Skin being grazed by the animals</p>	<p>Low</p>	<ul style="list-style-type: none"> • Any animals to be held or pet by children do not have skin that can cause damage. • Animals to be held or pet by children have regular checks of claws/nails. • Featherdale City Hill employees & educators will closely monitor children while holding/petting animals to ensure safe procedures are followed. • Children to receive safety briefing regarding the handling of/interactions with animals prior to activity commencing. 	<p>Educators, Featherdale Employees, Children.</p>	<p>Before, during & after activity.</p>
	<p>Being bitten by the animals</p>	<p>Moderate</p>	<ul style="list-style-type: none"> • Any animals to be held/pet by children have completed training process to ensure they are conditioned to human interaction. • Any animals to be held/pet by children will be non-venomous. • Educators & Featherdale professionals will closely monitor 	<p>Educators, Featherdale Employees, Children.</p>	<p>Before, during & after activity.</p>

			<p>interactions between children and animals to ensure safe handling procedures are followed.</p> <ul style="list-style-type: none"> • Educators & Featherdale employees are trained in first aid procedures in the event of a bite. • Children to receive safety briefing regarding the handling of/interactions with animals prior to activity commencing. 		
	Back/body strain	Low	<ul style="list-style-type: none"> • All animals given to children to hold will be an appropriate size and weight. • All children will be briefed on the correct handling of animals prior to activity commencing. 	Educators, Featherdale Employees, Children.	Before, during & after activity.
General Interactions with Animals	Fear/Distress	Low	<ul style="list-style-type: none"> • All children will be briefed prior to activity commencing on which animals will be presented. • Children will have the choice to not 	Educators, Featherdale employees, children.	Before, during & after activity.

			<p>participate in the activity.</p> <ul style="list-style-type: none"> • Children will have the choice to handle/pet animals. 		
	Food contamination	Low	<ul style="list-style-type: none"> • Children will not eat during the incursion and will be clearly instructed to not bring food near the animals. • Children will be closely supervised by educators throughout the activity to ensure no food is brought near the animals. 	Educators & children	Before, during & after activity.
Travel on bus from Forest Lodge Flasca Centre to Featherdale Wildlife Park	Children injured in the commuting process.	Medium	<ul style="list-style-type: none"> • Educators to initiate conversation with bus driver to ensure bus driver is not intoxicated or otherwise incapacitated from driving a bus. • Children are instructed to wear seatbelts and Educators are to ensure this is done. • If the condition of the bus itself is considered dangerous we will not go ahead with the excursion. 	Educator/s Supervising Staff Members	On travel & arrival to the venue

			<ul style="list-style-type: none">• 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.• 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, 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.• 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.		
--	--	--	--	--	--

			<p>Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</p> <p>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</p>		
--	--	--	--	--	--

Plan prepared by	Full name: Hannah King Signature: H.K Role/Position: Coordinator	Date: 19/02/25
Prepared in consultation with	Full name: Demi Wu Signature: D.W Role/Position: Assistant Coordinator	Date: 19/02/25
Communicated to all relevant staff:	Yes/No	
Risk assessment to be evaluated and reviewed on:	If this excursion is run again.	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		

	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