

FLASCA Excursion – Ice Zoo Skating Club Alexandria

Week 1: Monday 30th September

Risk Management Plan: Ice Zoo Skating Club Alexandria

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	Work Phone 9660 4334	Mobile 0417 211 141		
Average number of children centre	Incursions: 85	Average number of educators	10	
	Excursions: 70	Average parents/volunteers		
Educator to child ratio, including whether this higher ratio is warranted? Please provide details.	Mainstream Ratio – 15 children: 1 educator Water play – 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			

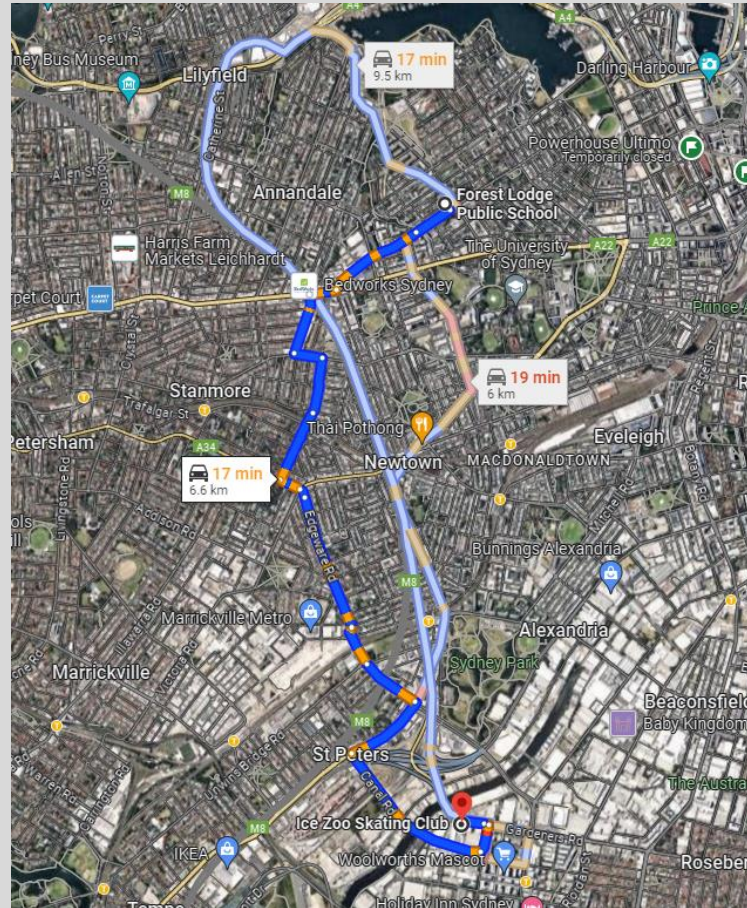
Medical information for each child

Other items, please list

Risk assessment

Method of Transport (Including Proposed Route)

Get a hired bus from Flasca in Forest Lodge to Ice Zoo Skating Club Alexandria.
Commute time approximates to **20 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

- Prior to the excursion children are divided into groups with an educator assigned to them (max. 15 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.

			<ul style="list-style-type: none"> When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items. We then walk to our OOSH service grounds, where a roll call & headcount is conducted. 		
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Entering and Exiting Ice Zoo Skating Club	Lost child	Moderate	<ul style="list-style-type: none"> Children to use buddy system. All children will wear OSHC bands and hi-vis vest with centre number Staff allocated group of children for the day 	Children and Educators	Before and During Activity.
	Tripping, falling, collisions with others	Moderate	<ul style="list-style-type: none"> Children are strictly instructed <i>not</i> to run. They are to be reminded of the crowded interior environment. 	Children and Educators	Before and During Activity.
Ice Skating	Falling/Tripping	Moderate	<ul style="list-style-type: none"> Children that have limited ability will be encouraged to skate around the edge of the rink and will be closely monitored by educators and centre staff. Penguin skating aids will be booked prior and provided to weak skaters. 	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 (eg. Large cut from skates)	High	<ul style="list-style-type: none"> Educators will inform Rink staff if serious injury has occurred and if the patrons on the ice will need to stop skating. If possible, child should be moved off the ice and first aid given. If serious Ambulance should be called immediately. 	Educators	At any time of serious incident

			<ul style="list-style-type: none"> Educators provide first aid as best they can such as stopped bleeding and immobilising child if necessary, while keeping them calm and warm. 		
	Finger Injuries whilst skating	High	<ul style="list-style-type: none"> Children will be instructed prior to the activity that when falling they should tuck their fingers into a fist to reduce the risk of another participant skating over their fingers. Children should also attempt to get back up off the ground quickly if unhurt and alert an educator / Rink staff if they are more seriously hurt. 	Educators and children	Prior to activity, during activity
	Injury due to poorly fitted skates	High	<ul style="list-style-type: none"> When putting on their skates, educators will ensure that the skates are properly fitted to the children. This is tight enough that two fingers cannot be inserted into the skate or the ankles cannot collapse or be inverted when standing up. 	Educators	Prior to activity and returning to the ice
Travel on bus from Forest Lodge Flasca Centre to Ice Zoo Skating Club	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. 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. 	Educator/s Supervising Staff Members	On travel & arrival to the venue

			<ul style="list-style-type: none"> • 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. • 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 		
Disembarking from Bus into carpark areas	Slips, trips, falls, collisions	Medium	<ul style="list-style-type: none"> • Walk children, 2 lines in close groups. • Educators positioned at front, middle and ends of groups. 	Educators	During Excursion.
	Child may wander/ abscond	Medium	<ul style="list-style-type: none"> • Constant head counts and checking on children. • Educators to communicate with one another and the children. • Ratio of 1:15 to ensure children's safety. 	Educators	During Excursion.
	Child may be struck by vehicles	Medium	<ul style="list-style-type: none"> • Request bus driver drop us in a safe out of the way place in the carpark. 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. 	Educators	As children exit the vehicle.
	Entering the Venue	Medium	<ul style="list-style-type: none"> • Maintain children close in groups. • Close supervision. • Educators encourage children to listen and implement appropriate behaviours. 	All Educators All Children	Whilst entering the venue.

	Venue transitioning.	Medium	<ul style="list-style-type: none"> We will be dropped off in a car park directly outside the ice skating rink . It is contingent on Educators to ensure that children are walked directly to the venue and supervised at a 1 : 15 ratio at all times. Educators to maintain close supervision of children as they enter the venue. 	All Educators All Children	Whilst entering the venue.
Walking Around the Facilities	Trips, slips, falls, injuries, illness	Medium	<ul style="list-style-type: none"> An educator to lead each group as per child: educator ratio. Ensure each member of the group walks, not runs, and stays within sight of an educator. Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves. 	All educators All children	Whilst walking around the premises.
	Risk of collision while walking	Medium	<ul style="list-style-type: none"> Supervise children carefully, ensuring that they leave adequate space between them and other children. 	All educators	On the day
	Children passing one other	Medium	<ul style="list-style-type: none"> Children to be aware of their surroundings and to 'give way' to others. 	All educators and children	On the day
	Getting hands/feet caught in and under materials	Medium	<ul style="list-style-type: none"> Ensure children walk carefully and avoid obstacles. 	All educators and children	On the day
	Risk of needing to evacuate the area due to fire etc. and children not knowing where to go	Medium	<ul style="list-style-type: none"> Let the staff know of the best ways to safely evacuate the children. Excursion supervisor is familiar with the evacuation plans of Macquarie Ice Rink. 	Educators	On the day
	Medical emergencies	High	<ul style="list-style-type: none"> Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions. 	Educators	On the day
	First aid required	High	<ul style="list-style-type: none"> Excursion Supervisor (floating) carries a medical bag 	Educators	On the day
	Missing child	High	<ul style="list-style-type: none"> Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator. Educators will have a walkie talkie to communicate to other staff whilst at the venue. 	Educators	On the day

			<ul style="list-style-type: none"> Educators will supervise tracks to ensure children do not leave the area. 		
Emergency Evacuation	Emergency crisis/situation	Medium	<ul style="list-style-type: none"> Give time for children to be calm, safe, and secure. Follow instructions advised by staff at the venue. 	Educators & Children	Preparation before Excursion & During excursion
Using the toilets & hand washing	Children using toilets at the venue	Medium	<ul style="list-style-type: none"> Set clear demarcations. Set clear rules and standards. Constant head counts and monitoring children's whereabouts. 	Educators & Children	Whilst using toilets and hand washing areas
	Missing child	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. 	Educators and Children	Whilst using toilets and hand washing areas
	Health & Hygiene	Medium	<ul style="list-style-type: none"> Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands. 	Educators and Children	During the Excursion.
Encounters with the public/other children	Children engage in potentially unsafe interactions with the general public.	Moderate	<ul style="list-style-type: none"> Encounters with the public are discussed with children before departure to ensure safety of all children. Educators to supervise and monitor the area/children for any potential issues/hazards. 	Educators and Children	During the Excursion.
Dehydration	Dehydration due to physical exertion	Low	<ul style="list-style-type: none"> Regularly ensure children have opportunity to get a drink of water. 	The Coordinator, Parents/Families,	Before leaving the centre &

			<ul style="list-style-type: none"> • Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this). • Ensure children have brought their water bottles and emergency water is available to children who do not have their own. 	Children Volunteers, and Educators.	during the excursion.
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	Medium-High	<ul style="list-style-type: none"> • Ensure Educators & Families are aware of our Covid-19 Policy & Procedure. • Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19. • Ensure information of Covid-19 and any practices are updated as new information becomes available. • Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view. • Educators & families are updated with any new information / updates on Covid-19. • 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. • 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. • All adults/Visitors/volunteers are to adhere to all Covid -19 rules and practices as per prescribed from the NSW government. • Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to. 	Coordinator, Educators, Families and Children.	Throughout the day.

			<ul style="list-style-type: none"> • Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all. • Educators are strongly recommended to wear PPE including gloves & face masks where necessary. 		
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Plan prepared by	Full name: Rebecca Walsh Signature: R.W. Role/Position: Assistant Coordinator	Date: 21/05/2024
Prepared in consultation with:	Full Name: Hannah King Signature: H.K. Role/position: Assistant Coordinator	Date: 21/05/2024
	Review by: Hannah King Signature: H.K Role/Position: Assistant Coordinator	Date 13/08/2024
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.		