

## FLASCA Excursion – Stardust Circus

Thursday 17<sup>th</sup> April 2025

### Risk Management Plan- Stardust Circus (17/04/25)

Centre details				
Company	Primary OSHCare	Centre	<b>FLASCA</b>	
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	<b>Work Phone</b> 9660 4334	<b>Mobile</b> 0417 211 141		
Average number of children centre	<b>Incursions:</b> 85	Average number of educators	10	
	<b>Excursions:</b> 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

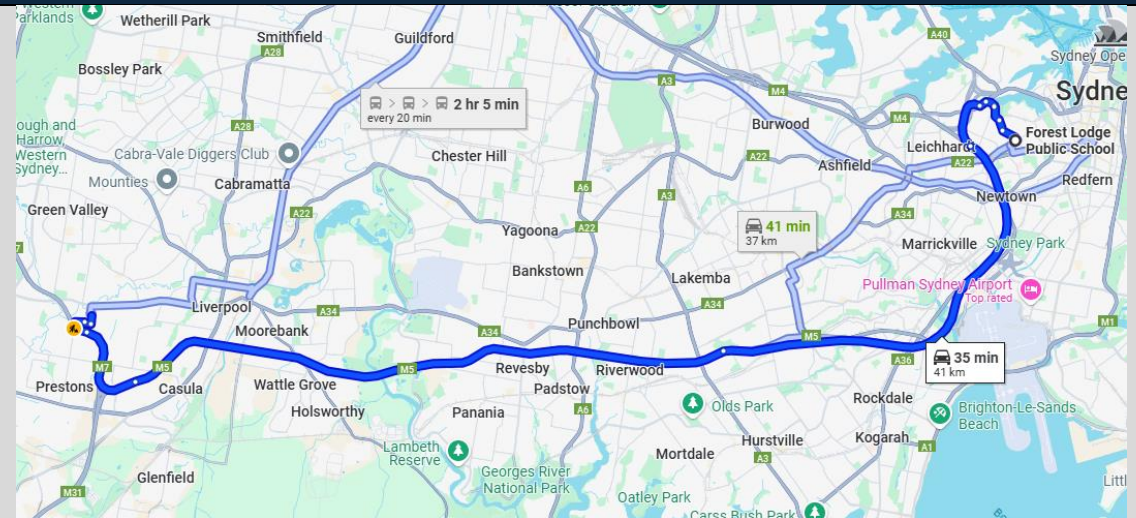
Other items, please list

## Risk assessment

### Method of Transport (Including Proposed Route)

#### Transport Procedures

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



1. Get on M8 in Annandale from Minogue Crescent and The Crescent
2. Follow M8 and M5 to Bernera Rd in Prestons Take the Bernera Rd exit from M7
3. Take Jemma Rd to your destination

*Travel time approx. 35 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.

			<ul style="list-style-type: none"> <li>• 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.</li> <li>• The educator counts the children in their group 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 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.</li> <li>• On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.</li> <li>• Educators are to ensure that they have knowledge of where the children in their group are at all times.</li> <li>• Prior to exiting the venue another roll call &amp; headcount is conducted.</li> <li>• 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</li> <li>• The educator counts the children in their group onto the bus.</li> <li>• A roll call &amp; headcount is conducted before the bus departs.</li> </ul> <p>When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items</p>		
<b>Activity</b>	<b>Hazard identified</b>	<b>Risk assessment (use matrix)</b>	<b>Elimination/control measures</b>	<b>Who</b>	<b>When</b>

<p><b>Walking around the facilities</b></p>	<p>High winds, lightning strikes, fire</p>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>• On days when winds reach over 65km/h the garden the on-site safety officer will close the garden to the public</li> <li>• Daily checks on trees for dead branches, hanging limbs</li> <li>• Visiting educators check the weather before visiting with regards to severe storms and high winds and postponed visit</li> <li>• During electrical storms, the on-site safety officer will close the garden</li> </ul>	<p>On site Safety Officer and Educators</p>	<p>Before and During Activity.</p>
	<p>Heat- exhaustion, dehydration, sunburn</p>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>• Children to bring a water bottle, which can be re-filled at the sinks or on-site water bubbler</li> <li>• Group facilitators to ensure they bring sunscreen for their group</li> </ul> <p>If there is a strong solar presence ensure the group gets some shade time</p>	<p>Children and Educators</p>	<p>Before and During Activity.</p>
	<p>Children being separated from the group</p>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>• Organised groups of (maximum) 10 children to 1 Educator.</li> <li>• 30 minute headcounts and roll-calls conducted during group congregation periods (recess, lunch, etc.)</li> <li>• Garden is enclosed by fence and closed gates</li> </ul>	<p>Children and Educators</p>	<p>Before and During Activity.</p>

			<ul style="list-style-type: none"> <li>• Inform on-site security Park 100 if a child cannot be found, number 0412 718 611</li> </ul>		
	Minor Injury (Graze, cut, bruise)	High	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Educators	Prior to excursion, during activity
	Major injury	High	<ul style="list-style-type: none"> <li>• If possible, child should be moved off play equipment and first aid given.</li> <li>• If serious Ambulance should be called immediately.</li> </ul>	Educators	At any time of serious incident
<b>Travel on bus from Forest Lodge Flasca Centre to Stardust Circus</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.</li> </ul>	Educator/s Supervising Staff Members	On travel & arrival to the venue

			<p>Nobody is to move around the bus while the bus is in motion.</p> <ul style="list-style-type: none"><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, 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.</li><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</li></ul>		
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			<p>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>		
<p><b>Stardust Circus Performance</b></p>	<p>Strobe lights/ bright lighting</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Children adverse to strobe lighting/bright lighting will be escorted outside of the tent area during performance</li> <li>• Parents to advise educators prior to embarking to performance of children's reactions/ aversions to strobe lighting</li> <li>• Educators to closely monitor children during performance to identify any signs of distress</li> </ul>	<p>Parents, children, educators</p>	<p>During performance</p>
	<p>Material may cause distress</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Children will be notified prior to beginning of performance that a quiet space outside of the performance tent is accessible with an educator if they are feeling distressed</li> </ul>	<p>Educators, children</p>	<p>During the performance</p>

			<ul style="list-style-type: none"> <li>• Educators to closely monitor children during performance to identify any signs of distress</li> </ul>		
	Loud noise	Low	<ul style="list-style-type: none"> <li>• Children adverse to loud noises/ speakers will be escorted outside of the tent area during performance</li> <li>• Parents to advise educators prior to embarking to performance of children's reactions/ aversions to loud noise</li> <li>• Educators to closely monitor children during performance to identify any signs of distress</li> </ul>	Parents, educators, children	During performance
	Interactions with the public	High	<ul style="list-style-type: none"> <li>• Children to be seated in sectioned areas with educators on the end of each row</li> <li>• Children advised prior to leaving for the excursions that they are not to engage with members of the public</li> <li>• Educators to escort children to and from bathroom facilities during the performance</li> </ul>	Educators, children	All day
<b>Eating and Drinking</b>	Choking	Moderate	<ul style="list-style-type: none"> <li>• Adequate supervision and assistance.</li> </ul>	Children and educators	Eating



			Children must be sitting while eating.		
	Allergies	Extreme	<ul style="list-style-type: none"> <li>• Remind parents the centre is nut-free.</li> <li>• First aid kit nearby.</li> <li>• Ensure no sharing of food.</li> <li>• Frequent handwashing.</li> <li>• Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy.</li> </ul> <p>Ensure children are seated down whilst eating or drinking.</p>	Children, parents, educators	Eating
<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> </ul>	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

			<ul style="list-style-type: none"> <li>Sunscreen will be applied throughout the day.</li> </ul> <p>Ensure children have brought their water bottles.</p>		
<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</li> </ul>	Coordinator, Educators, Families and Children.	Throughout the day.

			<p>displaying any related symptoms.</p> <ul style="list-style-type: none"> <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> <li>• Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</li> </ul> <p>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</p>		
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Plan prepared by	Full name: Hannah King Signature: H.K Role/Position: Coordinator	Date:20/02/25
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Prepared in consultation with	Full name: Lucy Watson Signature: L.W Role/Position: Assistant Coordinator	Date: 20/02/25
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<b>Likelihood</b>		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	