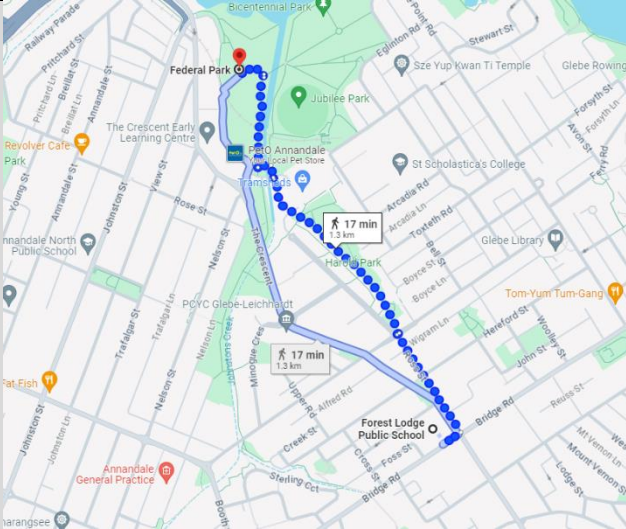


FLASCA Excursion – Easter Day- Federal Park

Wednesday 16th April 2025

Risk Management Plan: Federal Park (16/04/25)

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	Hannah King			
Contact number of Centre	Work Phone 9660 4334	Mobile 0417 211 141		
Average number of children centre	Incursions: 80	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)	<ol style="list-style-type: none"> 1. Head north-east on Bridge Road towards Ross St 2. Turn left on Ross St 3. Turn right onto Wigram Rd 4. Turn left 5. Slight left 6. Slight right at Dalgal Way 7. Turn left 8. Turn Right 9. Slight left 10. Turn left- destination on the left. <p>Commute time is approx. 17 minutes.</p> <p><i>Children must remain on the pedestrian side of the footpath away from incoming traffic. Educators act as buffers.</i></p> <p>Leaving the Centre</p> <ul style="list-style-type: none"> - 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). 

Transport Procedures

- 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 Bridge Rd.

Walking to the Venue

- 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.

Returning to the Centre

- Roll call & headcount is conducted.

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking to Venue	Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> • Organise children in 2 lines in close groups. • Educators positioned at front, middle and ends of groups. • 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 • Supervise children carefully, ensuring that they leave adequate space between them and other children • Children to be aware of their surroundings and to 'give way' to others • Ensure children walk carefully and avoid obstacles 	Children and Educators	Before and During Activity.
	Child may wander/abscond	Moderate	<ul style="list-style-type: none"> • Constant head counts, and checking on children • Educators to communicate with one another and the children • Ensure each member of the group walks, not runs, and stays within sight of an educator • Educators will have a walkie talkie to communicate to other staff whilst at the venue 	Children and Educators	Before, During and After Activity.

			<ul style="list-style-type: none"> • Educators will supervise tracks to ensure children do not leave the area. Educators positioned on the perimeter of the venue. • Educators will ensure children will not interact with the general public. They will check the bathrooms before the children enter, and will wait outside until the children are done. 		
	Child may be struck by vehicles	Moderate	<ul style="list-style-type: none"> • Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. • Briefing on safe crossing prior to leaving FLASCA. 	Educators	Before and During Activity.
	Medical Emergencies	Moderate/High	<ul style="list-style-type: none"> • Let the staff know of the best ways to safely evacuate the children • Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions • Educators will carry small first aid kits on them • Educators will have a walkie talkie to communicate to other staff whilst at the venue 		
Playing at the playground	Risk of injury	Moderate	<ul style="list-style-type: none"> • Escort children to age appropriate areas of the playground so they are not playing on equipment beyond their ability • Ensure children know how to use equipment properly through explaining how to use unknown equipment to children • Ensure children are being sensible on the equipment and are using it in an 	Educators and Children	During Activity

			<p>appropriate way through careful supervision.</p> <ul style="list-style-type: none"> • Ensure children do not walk/jump on walls/rocks nearby and are playing on the equipment the way it was designed to be played with • Educators to be prepared to help any children out who need it, ensuring they don't fall 		
Using the toilets & hand washing	Children using toilets at the venue	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. • Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands. 	<p>All educators</p> <p>All children</p>	Whilst using toilets and hand washing areas
Eating lunch and recess	Risk of sunburn	Medium	<ul style="list-style-type: none"> • Children to be seated in the shade while eating to reduce risk of sunburn. There is a shaded area on News Direct Rd. Sunscreen to be regularly reapplied. 	Educators	On the day

	Risk of allergies	Medium	<ul style="list-style-type: none"> • 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. 	Educators	On the day
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situatio	Medium	<ul style="list-style-type: none"> • Seek shade/shelter where appropriate. • Give time for children to be calm, safe and secure. 	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"> • The bathroom is shared with the Holey Moley centre next door. 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.
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	<ul style="list-style-type: none"> Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. Ensure that Educators, volunteers & families are aware of our Sun Safety Policy. Ensure families pack hats for their children each day. Ensure children wear hats as necessary or stay under the shade. If UV is over 3 Provide shelter where necessary. Regularly ensure children have opportunity to get a drink of water. Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this). Sunscreen will be applied throughout the day. Ensure children have brought their water bottles. 	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

<p>Covid-19</p>	<p>Illness, infections, hospitalisation, death of child/educator/adult Community surroundings</p>	<p>Medium-High</p>	<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. 	<p>Coordinator, Educators, Families and Children.</p>	<p>Throughout the day.</p>
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			<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: Hannah King Signature: H.K. Role/Position: Coordinator	Date: 20/02/25
Prepared in consultation with:	Full Name: Lucy Watson Signature: L.W Role/position: Assistant Coordinator	Date: 20/02/25
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.		

		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