

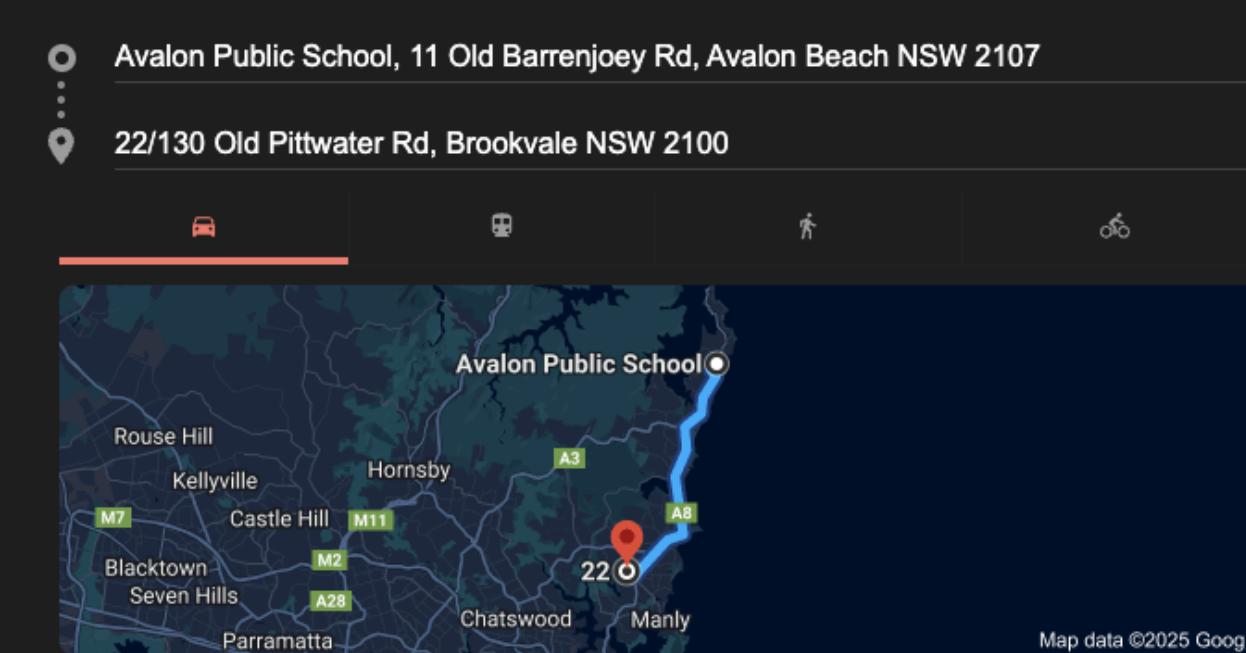
Avalon OOSH Excursion Risk Management Plan

Avalon OOSH

Out Of School Hours Care Inc.

Email: info@avalonoosh.com.au

Website: avalonoosh.com.au

Date(s) of Excursion	Friday 18th July 2025	Excursion destination/address:	Ninja Kids - Brookvale
Departure and arrival times	Depart Centre: 9:00am Arrival: 9:45am Departure: 1:15pm Arrive back at Centre: 2:00pm		
Proposed activities	Free play on indoor obstacle course/gymnasium	Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including map of proposed route	<p>📍 Avalon Public School, 11 Old Barrenjoey Rd, Avalon Beach NSW 2107</p> <p>···</p> <p>📍 22/130 Old Pittwater Rd, Brookvale NSW 2100</p>  <p>Map data ©2025 Google</p>		

Name of excursion co-ordinator	Sarah		
Centre Contact Details	Landline: 0299189672		Mobile: N/A
Number of children attending excursion	Intended: 55	Number of educators/parents/volunteers	8
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:8 (1 Extra educator if there are children with disability/special needs)		
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 Including accounting for children at all times.	<ul style="list-style-type: none"> - A roll call is conducted prior to the children leaving the Avalon OOSH building. The responsible person is to ensure they know the number of children who are in our care. - Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished - Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group - Two educators count the children 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 stay within 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 and others spaced out throughout the middle of the group. - On arrival at our destination a headcount is conducted. - Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted. 		

	<ul style="list-style-type: none"> - We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe. - Two educators count the children 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 as the children alight. The bus is checked for any remaining children and items. - We then walk to the Centre, where a roll call & headcount is conducted.
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<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Excursion Bag & Children's medication
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> List of children attending the excursion	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Walkie Talkies
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Medical information for each child	<input type="checkbox"/> <input type="checkbox"/> Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	- Walk children in 2 lines in close groups	All Children	Entering bus/leaving bus

		<ul style="list-style-type: none"> - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required 		<p>&</p> <p>During excursion</p>
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Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate - Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies 	All Children & Educator	While at Excursion
Missing Child/absconding	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
Anaphylactic reaction/ allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. 	Children with Allergies	Throughout the day

		<ul style="list-style-type: none"> - Staff are trained in First aid, anaphylaxis and allergy awareness. - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack 		
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Using the toilets/public toilets & hand washing/hygiene	Moderate	<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. - Toilets located at venue 	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> - Have sickness bags available on the bus - Ensure children do not eat or drink on the bus - Ensure children are seated down whilst eating or drinking - All staff trained in first aid 	All Children	On the Bus & While eating/drinking

Slips, trips, falls - Climbing on obstacle course - Running and falling over on equipment (metal hazards eg. trampoline) - Burns/ blisters	Moderate	<ul style="list-style-type: none"> - Children must wear enclosed shoes - Educators positioned to ensure quick access to children in need - All staff trained in first aid - Being mindful of how many children are on certain equipment at once - Children not to jump into foam pits at the same time or on top of each other 	All Children	At excursion / on obstacle course
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- Cuts/ bruises				
Falling from heights (landing incorrectly when jumping off platform onto blow up mattress)	Moderate	<ul style="list-style-type: none"> - Children are given safety debriefs and demonstrations on proper landing technique by staff - Safety debriefs from OSHC before leaving centre - Discuss safety rules with children prior use at venue - Educators positioned to ensure quick access to children in need - All staff trained in first aid 	All Children	At excursion / jumping platform
Encounters with the public/other children	Low/ Moderate	<ul style="list-style-type: none"> - Encounters with 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 	All Children	Inside Venue

Car Park/ Collision with Car	Low	<ul style="list-style-type: none"> - Educators to be spaced out between children walking through car park - No stopping or waiting in car park 	All	When walking into venue
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Plan prepared by: Avalon OOSH	Date: 30/06/2025
Communicated to: All Staff on the day & Families (via website, and printed in centre)	
Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:	
NO	
Comment if needed:	

Consequence

	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	
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Ninja Kids OOSH RISK ASSESSMENT

LOCATION: Ninja Kids Brookvale

DATE OF PROPOSED ACTIVITIES:

NUMBER OF CHILDREN ATTENDING:

EDUCATOR TO CHILD RATIO: 1:8

RISK ASSESSMENT

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES
		Hazard x Risk = Risk Level			
Lost Child	Child	5	1	5	<ul style="list-style-type: none">OOSH educators to conduct roll class and headcounts before and after leaving venue.
Heatstroke/Dehydration	Children and staff	2	2	4	<ul style="list-style-type: none">Children to bring water bottle and have access to water fountain in the gym. Staff to give adequate drink breaks and offer less strenuous activities during extreme heat.
Bathroom supervision	Children	2	2	4	<ul style="list-style-type: none">Staff to ask children to use bathroom before activity commences and notify staff if they need to go to the bathroom during class. Staff to ensure child goes straight to the bathroom and back to the group.

Injury to a child	Children	3	2	6	<ul style="list-style-type: none"> Appropriate first aid procedures followed by trained staff member while other staff move the remaining children away. If an ambulance is needed and a staff member leaves with the child, the class may need to be discontinued if the ratio is compromised.
Injury to a staff member	Staff	3	2	6	<ul style="list-style-type: none"> Appropriate first aid procedures followed by trained staff member while other staff move the remaining children away. If an ambulance is needed and a staff member leaves with the child, the class may need to be discontinued if the ratio is compromised.

HAZARD AND RISK IDENTIFICATION

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES
		Hazard x Risk = Risk Level			
Safety of electrical equipment.	Children and staff	3	2	6	<ul style="list-style-type: none"> Ensure all portable electrical equipment, leads, cables and power boards are tested and tagged as required. All leads/cables are secured Leads/cables are not to be placed in thoroughfares Leads connections are protected from weather or any other liquid No daisy chaining of extension cords and power cords. Generator is safely positioned and access to the area is restricted.

Slips, trips and falls	Children and staff	3	2	6	<ul style="list-style-type: none"> • All pathways and thoroughfares are kept free of trip hazards. • Site assessment/inspection to identify trip hazards to avoid trip hazards • Signage where necessary • Appropriate footware must be worn by staff and children.
Eating and Drinking	Children and staff	2	2	4	<ul style="list-style-type: none"> • Children to be allowed space to sit whilst eating and drinking to lower risk of choking. Staff to be aware of any child's allergies.
Equipment fault	Children and staff	2	2	4	<ul style="list-style-type: none"> • Ninja Kids staff to check equipment regularly
Child protection for children under 18 years of age	Children	2	1	2	<p>All staff and volunteers over the age of 18 years of age must have a current WWCC.</p>

Risk Rating		
Hazard (Severity)	Value	Risk (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value x Risk Value = Risk Level

Ranking of Risk (Risk Level)	
1 – 4	Low Risk
5 – 15	Medium Risk
16 - 25	High Risk

Low Risk – risk can be acceptable.

Medium Risk – acceptable with adequate control measures in place. **High Risk** – action must be prioritised and timetabled to reduce risk to an acceptable level.