

## Excursion Risk Management Plan: Flip Out

Excursion details			
Date(s) of excursion	15th January 2019	Excursion destination:	Flip Out, Castle Hill (Castle Hill 2154)
Departure and arrival times	Leave NTOOSHC 9:30am, Return to NTOOSHC approx. 3.00pm		
Proposed activities	Bus to Flip out, Morning tea, trampolining, lunch, return to NTOOSHC via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to front of school on Bobbin Head Rd. Catch bus to Flip Out, as per attached proposed route. Return trip - As above back to North Turramurra Public School.		
Name of RPD	TBC	Contact Number of RPD	02 9449 5661
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed.		
Educators on Excursion (Names):	Educator Training:	Educator's Contact Details (to be completed on staff copy of RA only):	Educators to sign once they have read and understood the Risk Management Plan:
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Plan Prepared By:	Kathryn Arnold	Date Prepared:	16th November 2018
Additional Venue Information:	Yes- photos attached		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			
Excursion checklist			
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds	<input type="checkbox"/> Centre phone on divert to RPD mobile		
<input type="checkbox"/> Roll of children attending the excursion & contact numbers	<input type="checkbox"/> Excursion T-shirts worn by each child		
<input type="checkbox"/> List of Medical information for each child attending excursion	<input type="checkbox"/> Medication and action plans for each child with a medical condition		
<input type="checkbox"/> Camera	<input type="checkbox"/> All children checked for food applicable, full water bottle and hat		
<input type="checkbox"/> mobile Phone & Spare battery with cable	<input type="checkbox"/> Permissions Checked		
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Venue and Bus confirms		
<input type="checkbox"/> Blank incident reports and Medication Form	<input type="checkbox"/> Cones to mark off out of bounds and in bound areas, and hazards		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between bus and Flip Out	<ul style="list-style-type: none"> <li>Car movement in the carpark</li> </ul>	Extreme	<p>Children will be reminded of road safety prior to the excursion and are only to be in the carpark whilst an Educator is walking directly with the group</p> <p>The educators will position themselves on the road side when walking to and from Flip out to keep the children safe.</p> <p>Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators &amp; Children</p>	Children will be advised as to instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk from the bus to the park	Moderate
Trampolining	<ul style="list-style-type: none"> <li>Collisions</li> <li>Injury due to improper landings</li> </ul>	High	<p>Upon arrival at Flip out, the children will be briefed by Flip out staff on trampolining rules. These rules are also sign posted throughout the arena.</p> <p>NTOOSHC Educators will positioned in the various areas of the arena as follows for supervision and direction of the children:</p> <p>1 staff moving around the all age's area (on the left side of the arena as you walk up the main steps by the reception counter.</p> <p>1 staff member moving around the foam pit, the &lt;10 trampolining area &amp; dodgeball arena.</p> <p>3<sup>rd</sup> staff member will roam between areas dependant on child movement.</p>	<p>Flip out staff</p> <p>Educators</p>	<p>Upon arrival at Flip Out</p> <p>During the excursion</p>	Moderate
		High	<p>Flip out has set rules around maximum numbers of children jumping on a trampoline at any one time and has designated areas for children under 10.</p>	<p>Flip out staff/ NTOOSHC Educators &amp; Children</p>	<p>Upon arrival at Flip Out and during the excursion</p>	Low

			<p>This information is discussed with the children upon arrival and sign posted around the arena.</p> <p>Flip out position their staff throughout the arena to ensure their rules are abided by.</p> <p>Flip out staff will provide instruction and supervision during the jump time to ensure safe landing techniques are used.</p>			
	<ul style="list-style-type: none"> <li>Slips on Steps and wall running areas</li> </ul>	High	<p>Grip socks are issued to all children upon arrival and must be worn while in the arena.</p> <p>Steps have gripping tape applied to them to catch onto the socks as a slip preventative. NTOOSHC Educators to provide supervision to children when using the steps and remind them to hold rails and not run.</p>	<p>Flip Out staff</p> <p>Flip Out staff &amp; NTOOSHC Educators</p>	<p>Upon arrival</p> <p>During the excursion</p>	Low
	<ul style="list-style-type: none"> <li>Foam Pit – Breathing in loose foam particles</li> </ul>	High	<p>NTOOSHC Educators and Flip out staff to discuss with the children correct jumping techniques when jumping into the foam pit (such as with mouth closed).</p> <p>NTOOSHC Educators to be aware of any children on the excursion who may be asthmatic and ensure their medication is on hand if required.</p> <p>NTOOSHC Educators to visually monitor children moving around their area for any signs of breathing difficulty and implement illness procedures as needed.</p>	NTOOSHC Educators	Upon arrival and during the excursion	Low
	<ul style="list-style-type: none"> <li>Injury from falling off or jumping off</li> </ul>	High	<p>During the safety briefing at the commencement of the jumping session, Flip out staff will advise the</p>	Flip out staff & NTOOSHC Educators	Upon arrival and during the excursion	Low

	<p>the trampolines</p> <ul style="list-style-type: none"> <li>Falling onto the springs or frame of the trampolines</li> <li>Overheating /dehydration from high temperature inside the arena</li> <li>Moving to &amp; from bag area</li> </ul>	<p>Moderate</p> <p>High</p> <p>Moderate</p>	<p>group they are to use the steps to get on and off the trampolines to reduce the risk of falls &amp; injury.</p> <p>Flip out staff and NTOOSHC Educators will be positioned to ensure supervision of the children and their use of the rules.</p> <p>Flip out has installed padding which covers the springs and trampoline frames. Flip out staff are also positioned to ensure supervision of all jumpers in accordance to the sign posted rules.</p> <p>NTOOSHC Educators to remind children to stop for hydration breaks during their jump time. This should occur at least every 30 mins (3-4 times during their jump time)</p> <p>Children will be notified of the location where bags will be stored before activity commences. Educators will ensure children go together, minimum as pairs,</p>	<p>Flip out staff</p> <p>NTOOSHC Educators &amp; Children</p> <p>NTOOSHC Educators &amp; Children</p>	<p>During the excursion</p> <p>Upon arrival and during the excursion</p> <p>Upon arrival and during the excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p>
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>All Educators will have walkie talkies to identify children moving between areas.</p> <p>Educators to wear their NTOOSHC uniform &amp; name tags at all times</p> <p>Educators will conduct roll calls and headcounts</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</p> <p>Before departure.</p> <p>Prior to departing, arrival at the venue, before</p>	Moderate

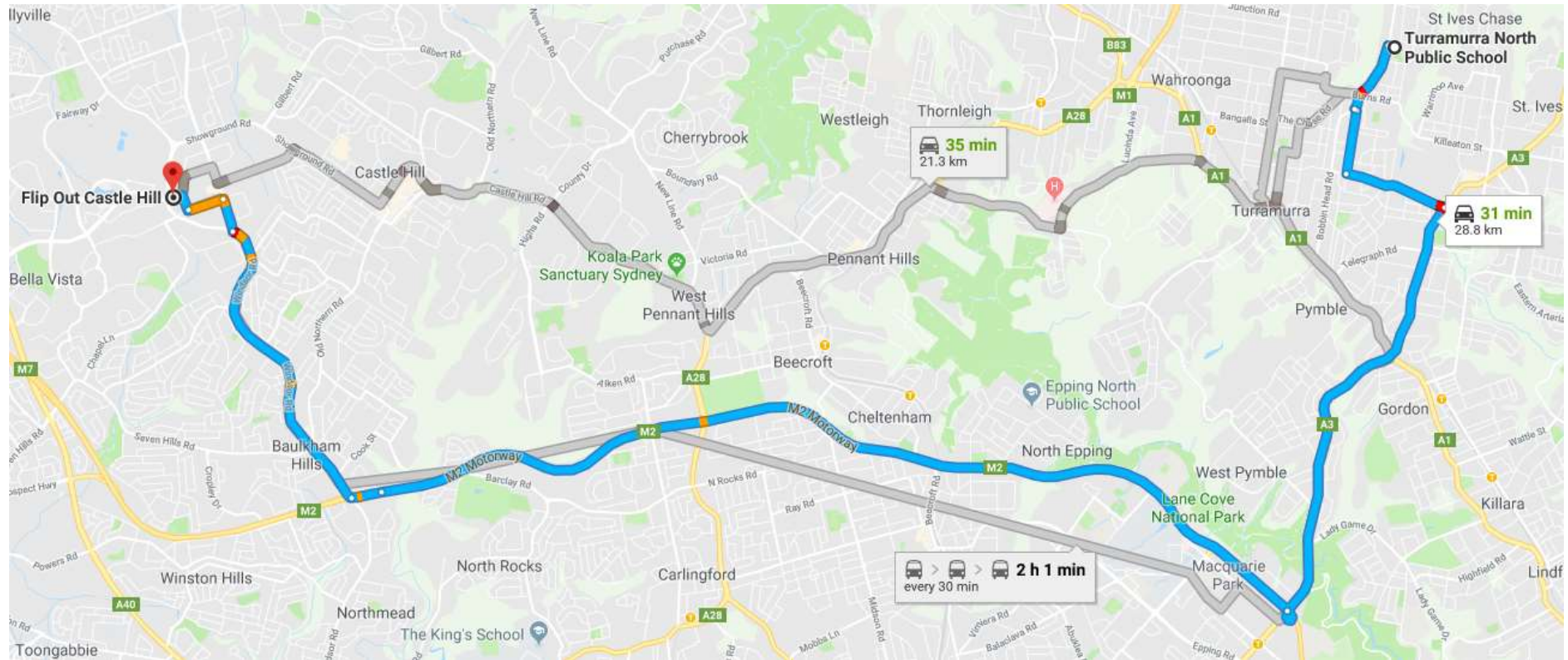
	<ul style="list-style-type: none"> <li>Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.</li> </ul>	Extreme	<p>UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen every 2hrs.</p> <p>Children and staff will be expected to wear hats when walking to and from the bus and whilst on the excursion. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for full drink bottles prior to the excursion. Any child without water will be given a sealed pre-purchased water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated. Bubblers are available at the park as needed</p> <p>Educators will seek shade for children during morning tea and lunch breaks.</p>	<p>Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p>	<p>lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p> <p>Educator to check on open-sunscreen every 2hrs.</p> <p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p> <p>At Morning Tea and Lunch</p>	Low
	<ul style="list-style-type: none"> <li>Toilet Supervision</li> </ul>	Moderate	<p>Staff will walk groups to and from the bathrooms to ensure safety. Children will be notified of the</p>	<p>Educators</p>	<p>On arrival at the venue and then throughout the day</p>	Low

			location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.			
	<ul style="list-style-type: none"> <li>• Serious injury to a child</li> </ul>	Moderate	Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Children and Educators	Before and during excursion	Moderate
	<ul style="list-style-type: none"> <li>• Serious injury to a staff member</li> </ul>	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Educators and Instructors	During excursion	Moderate
	<ul style="list-style-type: none"> <li>• Photographs being taken of the children by bystanders</li> </ul>	High	Where an Educator sees a member of the public taking photographs in the direction of the NTOOSHC children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.	Educators	During the excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>• Choking whilst drinking</li> </ul>	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low

	and/or eating	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low				
	<ul style="list-style-type: none"> <li>Food Allergies</li> </ul>						Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	Low
							Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	Low
							Children's will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by Educators	Prior to excursion.	Low
	<ul style="list-style-type: none"> <li>Food Poisoning</li> </ul>	High	Children & Families will be reminded to pack suitable foods that are packaged for transport to flip out – i.e. Ice packs to keep things cool and bags may be stored outdoors in the heat of the day.	Children and their families & NTOOSHC Educators	Prior to the excursion	Low				

Risk	Benefit
<ul style="list-style-type: none"> <li>Injury in carpark</li> <li>Lost children at Flip out</li> <li>Sunburn, sunstroke, dehydration, extreme hot weather</li> <li>Sharing food with children with allergies</li> <li>Injury from falling over, tripping, improper landing or misuse of the trampolining equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviours when out in the community</li> <li>Developing physical skill through trampolining and playing in the arena</li> <li>Entertainment through interacting with other students and enjoyment of jumping &amp; bouncing around</li> <li>Making friend</li> <li>Developing a sense of self by challenging fears or self-imposed limits</li> <li>FUN!</li> </ul>

### Map of Planned Route





Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	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

## PHOTOS OF VENUE

