



EHOSHC Excursion Risk Management Plan

Epping Heights OSHC
 Out Of School Hours Care Inc.
 ABN: 83425978

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Excursion details:	
Date(s) of Excursion	Tuesday 1st October 2024
Excursion destination/address:	360 Action Park – Unit 2/16-18 Anella Ave, Castle Hill NSW 2154
Departure and arrival times	Depart Centre: 9:30 Arrival: 10:30 Departure : 2 Arrive back at Centre: 3
Proposed activities	360 Action Park & Castle Hill Heritage Park Water hazards? Yes/No If yes, detail in risk assessment below.
Method of transport, including map of proposed route	<p>Bus</p> <ul style="list-style-type: none"> ○ Epping Heights Public School, 128 Kent St, Epping NSW 2121 ○ Flip Out Castle Hill Is Now 360 Action Park, Unit 2/16-18 Anella Ave, Castle Hill NSW 21 <div style="text-align: center; margin-top: 10px;"> </div>
Name of excursion co-ordinator	Adam Pearson or Zoe Hanna

Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator if there are children with disability/special needs)		
<p>Procedures for:</p> <ul style="list-style-type: none"> - Leaving the centre - Entering and exiting the bus - Entering the venue - Leaving the venue - Entering and exiting the bus - Returning to the centre <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> - A roll call is conducted prior to the children leaving the EHOSHC 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. - 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. 		

Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children's medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required - At Jump'd there is a higher risk of this. Educators will need to watch children to minimise this risk, 	All Children	Entering bus/leaving bus & During excursion
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 	All Children	Leaving/entering the bus

		<ul style="list-style-type: none"> - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:10 		<p style="text-align: center;">& At the Excursion/transitioning to other areas</p>
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. - 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 	Children with Allergies	Throughout the day
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. - At Jump'd there is only ONE toilet for each gender. Be aware that this may take more 	All Children	At the Excursion

		time for children to wash hands or go to the toilet		
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
Trampolines	Moderate	<ul style="list-style-type: none"> - Children to be given safety briefing before leaving centre and on arrival at action park. - Park has limit on number of children that can be on trampolines at a time. - Supervision on trampolines required 	All Children	Inside 360 Action Park
Laser Tag	Low	<ul style="list-style-type: none"> - Educator to monitor which children are going in - Educators to be mindful of young children playing, that may scare easily - Send children in small groups, not on their own - Children to be given safety briefing and advised on appropriate behaviour while playing 	All Children	Inside laser tag rooms

Plan prepared by: Zoe Hanna	Date: 30/08/2024
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: NA	

Comment if needed:

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix						
		Consequence				
		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



OHS Risk assessment and control form

Completed by: Vicky Tsaganas

Position: Store Manager



Flipout Site: 16/18 Anella Ave, Castle Hill NSW 2154				
Document number RAC0715	Initial Issue date 30-07-2014	Current version 1.27	Current Version Issue date 1-07-2023	Next review date 30-6-2024

Risk assessment name 360 ACTION PARK CASTLE HILL

Step 1: - Identify the Activity and the location of the activity

Description of Activity	Trampoline jumping, Laser Tag & Wall running
Description of Location	Open Plan Amusement Centre/Warehouse

Step 2: - Identify who may be at risk by the activity: A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk

Persons at Risk	Staff Customers
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Step 3 to 7: - Identify Hazards, Risks and risk controls.

1. An activity may be divided into tasks. For each task identify the hazards and associated risks
2. List existing risk controls and determine a risk rating.
3. Additional risk controls may be required to achieve an acceptable level of risk (Use hierarchy for risk controls). Re-rate the risk if additional risk controls used.

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls (Refer to last page) (Step 5)			Additional risk controls required (Step 6)	Risk Rating with additional controls (Refer to last page) (Step 7)		
				C	L	R		C	L	R
Trampoline jumping	Colliding with another person on the trampoline		Limiting the number of people to 1 per mat at all times Controlling age of jumpers within allocated areas	2	C	M	Signage posted around the arena, constant supervision by crew members and supervisors	2	D	L
Trampoline jumping	Improper landing during jumps or starts		Correct Instruction and supervision from staff members to ensure safe jumping technique is adopted, 2 feet together	4	D	M	Signage posted around the arena, constant supervision by crew members and supervisors	4	E	M
Trampoline jumping	Falling off or jumping from the trampoline		Use stairs to get off, safety nets & pads around the trampoline to reduce the risk of falling off the trampoline	3	C	M	Signage posted around the arena, constant supervision by crew members and supervisors	3	D	M
Trampoline jumping	Falling onto the springs or frame		Padding covers the frame, hooks and springs	2	C	M	Signage posted around the arena, constant supervision by crew members and supervisors	2	D	L

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls (Refer to last page) (Step 5)			Additional risk controls required (Step 6)	Risk Rating with additional controls (Refer to last page) (Step 7)		
				C	L	R		C	L	R
<i>Covid19</i>	The spread of Covid19 due to lack of social distancing throughout centre		<ul style="list-style-type: none"> Limit patrons to 200 per store Use of touch free hand sanitiser throughout store Store sanitised every 30mins All tables spaced as per COVID guidelines Staff to be trained in reminding patrons to stay 1.5m apart Party host for all parties to control food handling 	2	D	L	Signage posted around the arena, constant supervision by crew members and supervisors	2	D	L
<i>Walking down stairs</i>	Potential slippery surfaces on stair tread in socks		Ensure adequate grip stair tread is on the stairs, along with the tape against the edge to grip onto the socks	2	C	M	Signage posted around the arena, constant supervision by crew members and supervisors	2	D	L
<i>Wall running</i>	Improper landing whilst attempting to wall run		Staff on supervision of wall runner to advise customers and staff to utilise appropriate jumping technique of 2 feet together	3	D	M	Signage posted around the arena, constant supervision by crew members and supervisors	3	E	M
<i>Wall running</i>	Feet sliding whilst wall running		Ensure only grip socks, or shoes with grip are worn whilst on the wall runner to ensure adequate footing and to reduce the slippage factor	3	D	M	Signage posted around the arena, constant supervision by crew members and supervisors	3	E	M

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls (Refer to last page) (Step 5)			Additional risk controls required (Step 6)	Risk Rating with additional controls (Refer to last page) (Step 7)		
				C	L	R		C	L	R
<i>Demonstrations</i>	Staff injuries occurring whilst demonstrating to customers	Injuries may occur to innocent bystanders	Ensure only staff with adequate training and ability are running demonstrations. Any staff members that have had previous broken bones within the last 12 months are not to conduct demonstrations	4	C	H	Ensure all staff have medical clearance prior to running demonstrations Reduce the number of unauthorised demonstrations, and staff jumping on the trampolines whilst on shift. Focus staff on supervision of customers. Issue warnings to staff that do not abide by the requirements	4	D	M
<i>Laser Tag</i>	Physical Injuries In Arena		Rules for no running, crawling or climbing. Rules for enclosed footwear. Adequate Lighting	4	C	H	Staff to ensure guests understand rules. Staff to check footwear. Staff to monitor CCTV during game and remove any players not complying	4	D	M

Step 8: - List Emergency procedures and controls. List Emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

Music is turned off, Microphone announcement via Store Manager or Supervisor on shift advising all patrons to head towards the exit lead by a Flip Out Staff member. Manager on shift to phone relevance, police, fire or ambulance and liaise with them until advised otherwise.

All patrons and staff to meet in the emergency location at the far end of the car park

Step 9:- Additional controls Implementation

Date all controls implemented: 01-06-2019

I Vicky Tsaganas have implemented the controls identified in step 6.

Signature:

Step 11: - Authorisation

Authorised by: Vicky Tsaganas

Date: 21-04-2023

Signature:

Step 10: - List legislation, standards and codes of practice relevant to this risk assessment

Step 12: - Acknowledgement of Understanding

All persons performing these tasks must sign that they have read and understood the risk assessment

Note: for activities, which are low risk or include a large group of people (e.g. open days, BBQ's, student classes etc.), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified in the risk assessment).

Name:	Signature	Date

Flipout Concise OHS Risk Rating Table

Step 1 – Consider the Consequences (C)	Step 2 – Consider the Likelihood (L)	Step 3 – Calculate the Risk (R)																																											
<p>What are the consequences of this event occurring? Consider what <u>could reasonably</u> happen with existing controls in place or if an incident has occurred consider what <u>could have reasonably</u> happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.</p>	<p>What is the likelihood of the consequence identified in step 1 happening? Look at the descriptions and choose the most suitable Likelihood</p>	<p>1. Take the consequences rating (1-5) and select the correct column</p> <p>2. Take the likelihood rating(A-E) and select the correct row</p> <p>3. Select the risk rating where the two ratings cross on the matrix below.</p> <p>VH = Very high, H = High, M = Medium, L = Low</p>																																											
<p>5. Severe : death or permanent disability to one or more persons</p> <p>4. Major : hospital admission required</p> <p>3. Moderate :medical treatment required</p> <p>2. Minor : first aid required</p> <p>1. Insignificant: injuries not requiring first aid</p>	<p>A. Almost certain: expected to occur in most circumstances</p> <p>B. Likely: will probably occur in most circumstances</p> <p>C. Possible: could occur at some time</p> <p>D. Unlikely: is not likely to occur in normal circumstances</p> <p>E. Rare: may occur only in exceptional circumstances</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5" style="background-color: #4b0082; color: white;">CONSEQUENCES</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="background-color: #0000ff; color: white; writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th style="background-color: #0000ff; color: white;">A</th> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">B</th> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">C</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">D</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">E</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> </tr> </tbody> </table>			CONSEQUENCES					1	2	3	4	5	LIKELIHOOD	A	M	H	H	VH	VH	B	M	M	H	H	VH	C	L	M	H	H	VH	D	L	L	M	M	H	E	L	L	M	M	M
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Risk level	Required action
Very high	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.

Low Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.