



## Excursion Risk Management Plan

Excursion details: **Ul#mate Family Fun**

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<b>Date(s) of Excursion</b>	24/01/2025	<b>Excursion destination/address:</b>	5/1B Redbank Rd, Northmead NSW 2152
<b>Departure and arrival #mes</b>	<b>Depart Centre: 9am</b>	<b>Arrival: 9:20pm</b>	<b>Departure : 2:30pm Arrive back at Centre: 2:50pm</b>
<b>Proposed activities</b>	Trampoline, Slides, play Equipment		Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.
<b>Method of transport, including map of proposed route</b>	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Bus</p> </div> <div style="flex: 2;"> </div> </div>		
<b>Name of excursion co-ordinator</b>	Adam Pearson or Annalise Pringle		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 75</b>	<b>Number of educators/parents/volunteers</b>	7

<p>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</p>	<p>1:10 (1 Extra educator if there are children with disability/special needs)</p>
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<p>Procedures for:</p> <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished</li> <li>- Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group</li> <li>- Two educators count the children 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 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.</li> <li>- On arrival at our destination a headcount is conducted.</li> <li>- Educators are to ensure that they have knowledge of where the children are at all times.</li> <li>- Prior to exiting the venue another headcount is conducted.</li> <li>- 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.</li> <li>- Two educators count the children onto the bus.</li> </ul>
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	<ul style="list-style-type: none"> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- 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.</li> <li>- We then walk to the Centre, where a roll call &amp; headcount is conducted.</li> </ul>
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**Excursion checklist**

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children’s medicaUon
<input type="checkbox"/> List of children acending the excursion	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Contact informaUon for each child	<input type="checkbox"/> Mobile phone / other means of communicaUng with the service & emergency services
<input type="checkbox"/> Medical informaUon for each child	<input type="checkbox"/> Other items, please list

<b>Hazard iden#fied</b>	<b>Risk Ra#ng (use matrix)</b>	<b>Elimina#on/control measures</b>	<b>Who</b>	<b>When</b>
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> <li>- Walk children, 2 lines in close groups</li> <li>- Educators posiUoned at front, middle and ends of groups</li> <li>- Educators to encourage children to Ue up shoes laces and assist if required</li> </ul>	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"> <li>- Seek shade/shelter where appropriate</li> <li>- Give time for children to be calm, safe, and secure</li> <li>- Leave excursion if extreme weather conditions or any critical emergencies</li> </ul>	All Children & Educator	While at Excursion
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Missing Child/absconding	Moderate	<ul style="list-style-type: none"> <li>- Walk children, 2 lines in close groups and educators positioned at front, middle and ends of groups</li> <li>- Constant head counts, and checking on children</li> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>	All Children	Leaving/entering the bus & At the Excursion/ transitioning to other areas
Anaphylactic reaction/ allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack</li> </ul>	Children with Allergies	Throughout the day

Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> <li>- An Educator to check toilet areas for any hazards before children enter</li> <li>- 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</li> <li>- Children to go in small groups of same gender</li> <li>- Regular head counts and roll calls</li> <li>- Educators to walk children in groups at a Ume and remain near toilet block area until children have finished</li> <li>- Children to always communicate with educators about going to and from the toilets.</li> </ul>	All Children	At the Excursion
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> <li>- Have sickness bags available on the bus</li> <li>- Ensure children do not eat or drink on the bus</li> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>	All Children	On the Bus & While eating/drinking
Tripping over ramp	Moderate	<ul style="list-style-type: none"> <li>- Educators remind children to walk up the ramp in a sensible fashion</li> <li>- children are monitored by staff to ensure that children are using the ramp safely</li> </ul>	All Children	At the Excursion
Trampoline springs	Minor	<ul style="list-style-type: none"> <li>- Children directed to jump towards to the middle of the trampoline</li> <li>- Staff trained in first aid</li> <li>- Foam guards on top of all springs</li> </ul>	All Children	At the Excursion

Collisions on slides	Moderate	<ul style="list-style-type: none"> <li>- Staff positioned in all areas that children are active in</li> <li>- Educators to monitor children, only allowing one person at a time on slides</li> <li>- Staff trained in first aid and concussion management</li> </ul>	All Children	At the Excursion
Stairs	Moderate	<ul style="list-style-type: none"> <li>- Educators to remind children to walk up stairs</li> <li>- Educators to instruct children to go up and down stairs on the left hand side, to allow foot traffic to pass through</li> </ul>	All Children	At the Excursion

<p>Covid- 19 Illness, infecUons, hospitalisaUon, death of child/educator/adult</p>	<p>Moderate</p>	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</p> <p>Maintain communicaUon between NSW Health department, Department of EducaUon, ECED and any other relevant organisaUon in relaUon to Covid-19</p> <p>Ensure informaUon of Covid-19 and any pracUces are updated as new informaUon becomes available</p> <p>Ensure all such important informaUon and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; families are updated with any new informaUon / updates on Covid-19</p> <p>Ensure that when adults enter the service, they pracUce social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>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</p> <p>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 to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and pracUces as per prescribed from the NSW government</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	<p>Throughout the whole day</p>
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Children will be given regular hand washing routines throughout the day, dependant on activity and what they



are exposed to

<b>Plan prepared by:</b>	<b>Date:</b>
<b>Communicated to:</b> All Staff on the day & Families (via website, and printed in centre)	
<b>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</b> Yes / No	
Comment if needed:	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

Risk Matrix					
Likelihood	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



## **RISK MANAGEMENT POLICY**

### **SCHOOLS AND GROUPS**

This document is designed to provide schools and other organised groups with risk management information and procedures in order for them to carry out an assessment and to minimise the risk of accidents and injury at Ultimate Sydney.

Ultimate Sydney consists of a large trampoline arena, a trampoline dodge ball arena, Big kids play area, Kids world play arena and other associated amenities and facilities. Included in the facility are illuminated exit points, fire and smoke detectors, alarmed emergency exit doors, disabled toilets, first aid room and portable first aid kits and a least one dedicated First Aid officer onsite at all times, evacuation plan (kept in office).

Visitors are responsible for the identification of all risks to which they may be exposed and need to advise staff members of any potential risks they observe. Both on the trampolines and around the building there are risks of which all visitors need to be aware.

ULTIMATE SYDNEY ADHERES TO ALL SAFETY REQUIREMENTS AND STANDARDS SET BY AALARA AND ATPA

#### **1. Arriving at Ultimate Sydney**

Groups may come to the Indoor Play Centre by bus, motor vehicle or on foot. Visitors need to ensure that they watch out for cars entering and leaving the car park. Drivers of motor vehicles need to especially watch out for children in the car park and whilst entering and leaving the property.

## **2. Obtaining Entry and Equipment**

All Groups should check in at the front counter on arrival to collect their Ultimate wrist band, no one is given access to the arenas without this. Ultimate Sydney makes jump socks available to all groups (one free pair will be included for first visit; further pairs can be purchased for \$2.50). Jumpers need to ensure that they use jump socks at all times. (Please note no keys, shoes etc. are allowed on the trampoline or play areas and Ultimate Sydney takes no responsibility for your belongings)

## **3. New Participants**

The school teachers and group leaders need to make Ultimate Sydney aware of any participants who are new to the venue. Ultimate Sydney can then arrange for instruction to be given at the commencement of their play/jump session. A trained Ultimate Sydney staff member will be onsite during all pre booked group visits.

## **4. Participation in Trampolining and our Play Centre**

Visitors should inspect the condition of the trampolines to ensure that it is safe to jump. If there are any damaged mats or issues staff should be immediately notified and the area isolated. Jumpers should be aware of the other users of the trampolines. There shall be NO double bouncing, NO rough Housing/wrestling/racing/tackling or landing on your head.

All participants are required to behave in a sensible controlled manner ie. not pulling or pushing each other, not throwing objects at each other, not leaving objects on the trampoline surface, not taking any food or drink onto the arenas, no touching, climbing, leaning or hanging on nets. All participants need to participate in activities which are safe and appropriate for their level of competence. Participants should not engage in abusive, abrasive or disorderly conduct. Participants should cooperate with Ultimate Sydney staff and follow their direction when given. They should adhere to all safety signage throughout the Centre at all times.

## **5. Requirements for Teachers and Group leaders**

While Ultimate Sydney staff may instruct, lead, demonstrate or assist in an activity, the teacher in charge or group leader is responsible for overall group supervision.

Teachers and group leaders need to make all participants aware that

- There are potential risks associated with the sport of trampolining and general play
- Flipping can be dangerous and participants should not attempt anything above their skill level.
- In the event of an accident jumpers should notify a staff member immediately.
- Ultimate Sydney signage and instructions should be adhered to at all times.

## **6. General assumption of risk.**

The activities and amenities provided in Ultimate Sydney have a certain amount of risk attached. By entering Ultimate Sydney, patrons, visitors and their guardians accept that there is a degree of risk and release Ultimate Sydney and their staff from any responsibility, cost or legal liability associated with any injuries or damages which may result from using the amenities, participating in any activity, or through the actions of others within the centre.

## **A SIGNED WAIVER SHOULD BE COMPLETED BY ALL PARTICIPANTS AND /OR THEIR GUARDIAN**

Thank you

Owners / Directors / Manager's and Staff

Ultimate Sydney