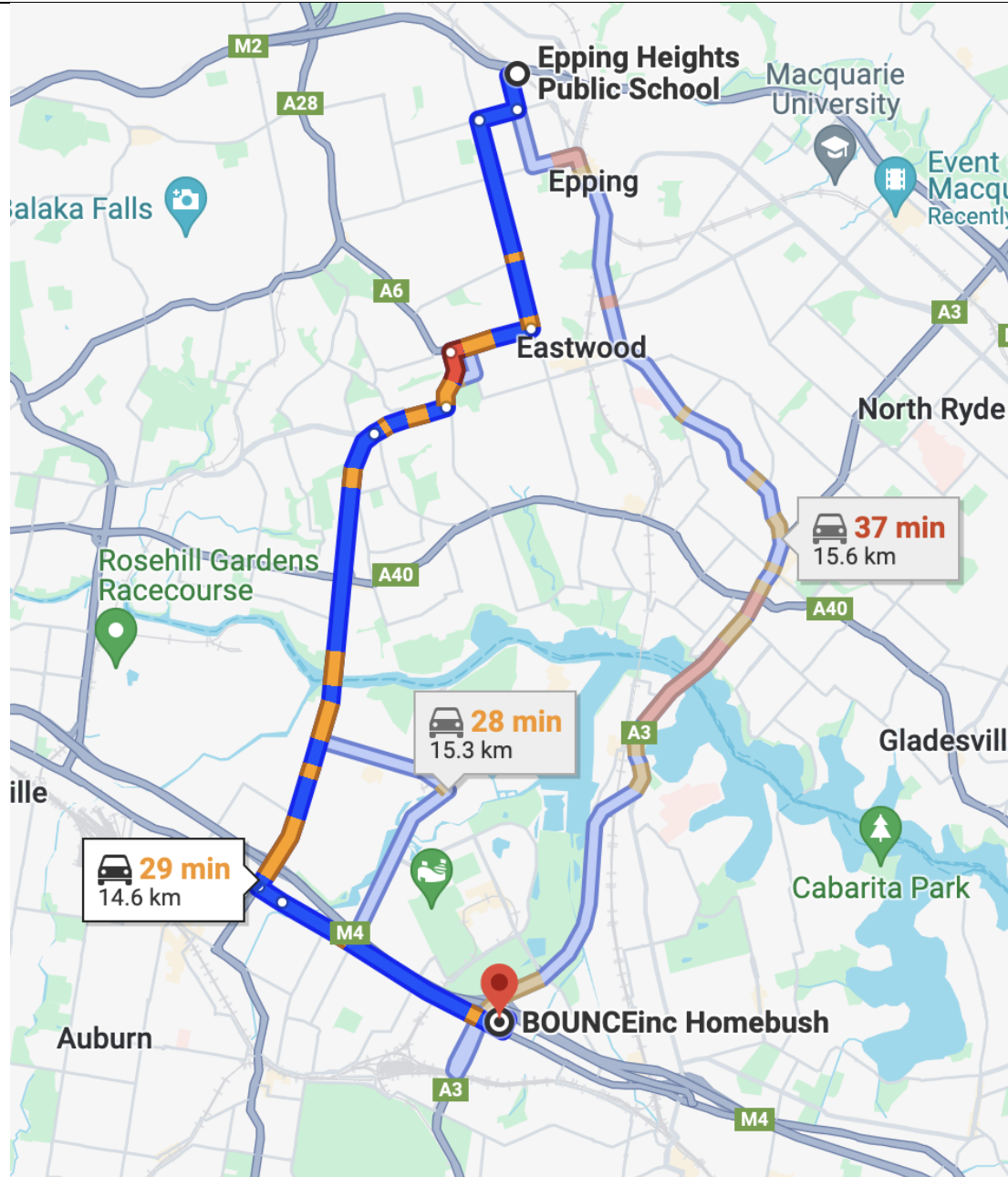




EHOSHC Excursion Risk Management Plan

Eppingheightsoosh@hotmail.com
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Excursion details:			
Date(s) of Excursion:	16/04/25	Excursion destination/address:	201 Parramatta Rd, Homebush West NSW 2140 Park: Marjorie Jackson Pkwy, Sydney Olympic Park NSW 2127
Departure and arrival times	Depart Centre: 9:15am	Arrival: 9:45am	Departure : 2:30pm Arrive back at Centre: 3:00pm
Proposed activities	Bouncing at a trampoline park and then having lunch and playing at a local park	Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including map of proposed route (take screenshot from Google maps).	Bus		



Name of excursion co-ordinator

Adam Pearson or Annalise Pringle

Centre Contact Details	Landline: 0298690602	Mobile: 0459883456	
Number of children attending excursion	Intended: 45	Number of educators/parents/volunteers	5
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)		
Procedures for: <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 Including accounting for children at all times.	<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. 		

	<ul style="list-style-type: none"> - 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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Excursion checklist	
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<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 - Caution when using the stairs to enter and exit the building 	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn,	Moderate	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate - Give time for children to be calm, safe, and secure 	All Children & Educator	While at Excursion

storms, high winds), Fire / floods, emergency crisis/situation		<ul style="list-style-type: none"> - Leave excursion if extreme weather conditions or any critical emergencies 		
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/transitioni ng 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. - 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 	All Children	At the Excursion

		<ul style="list-style-type: none"> - 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. 		
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
Road/Cars	High	<ul style="list-style-type: none"> - Ensure all children are always on the footpath when walking in the carpark or near roads - Children are to be in 2 pairs in lines when walking near the road - This will be especially enforced when entering and exiting the bus 	All Children	To/From Excursion
Cuts/Abrasions from Course	Moderate	<ul style="list-style-type: none"> - Children will be informed how to follow the correct safety measures when bouncing at the venue. - Children will ensure that correct personal space is left when bouncing 	All children	During excursion
Misuse of equipment	High	<ul style="list-style-type: none"> - Ensure all children are aware of the consequences of misusing the equipment on the course 	All Children	During excursion

		<ul style="list-style-type: none"> - Educators to actively monitor children at all times - Educators will remove children who are not following the correct procedures. 		
Ponds at Park causing a water hazard	Low	<ul style="list-style-type: none"> - Children will be informed that these ponds are out of bounds and will not be interacting with them at the park. 	All Children	During excursion
High Risk Play	Moderate	<ul style="list-style-type: none"> - The nature of the trampolining park, involves high risk play and may cause children injury - Educators will actively supervise children throughout activity. - Children will receive a safety briefing before participating in activity - First aid kits will be brought coupled with educators being certified to respond to any first aid events that may occur due to the activity. 	All Children	During excursion
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators & Families are aware of our Covid-19 Policy & procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

	<p>Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view</p> <p>Educators & families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice 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 practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p>		
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		<p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves & face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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Plan prepared by: Zara Cunningham and Patrick Muras	Date: 17/03/2025
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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:

Yes

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
L i k e l i h o o d	Almo st certa in	Moderate	High	High	Extreme	Extreme
	Likel y	Moderate	Moderate	High	Extreme	Extreme
	Possi ble	Low	Moderate	High	High	Extreme
	Unlik ely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Risk Analysis & Management Plan

Schools & Groups

Bounce aims to provide as safe and healthy environment for our visitors.

We have our own health & safety procedures and should you have further queries about this, please contact us on [1300 000 540](tel:1300000540)

Purpose

For excursions to our venues, certain groups are required to conduct a risk analysis & management plan.

This is to be forwarded as required to the organiser of the group

Process

Breakdown

The excursion/day into activities (eg. Off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)

Activities

- Identification of hazards that may exist, what harm may result, and to whom - consider consequences should an incident occur
- The practices currently in place to reduce the frequency or consequences of injury
- Identification if further controls are possible- (risk versus education outcome) does the control measure actually introduce any new risks?
- Identification & documentation of who puts each control in place and in what time frame

See tables below to determine the consequence, likelihood and risk rating

When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:

- Substitute - lower risk activity with same educational outcome
- Redesign - change or reorder activities
- Isolate – provide clear instructions to children at the start of an activity
- Admin controls – plan & coordinate each activity of an excursion
- Personal protective equipment – last option that should be considered but in some cases the only practical control

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Consequence Table

Likelihood Table

Level	Descriptor	Example
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur at some time

Combine the possible consequence and the likelihood to get the risk rating

	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Severe
A - Almost Certain	High	High	Extreme	Extreme	Extreme
B - Likely	Medium	High	High	Extreme	Extreme
C - Possible	Low	Medium	High	Extreme	Extreme
D - Unlikely	Low	Low	Medium	High	Extreme
E - Rare	Low	Low	Low	High	High

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Risk Assessment

Specific activity (Eg toilet stop at busy service station)	Hazard (Eg motor vehicles, sharps in toilets)	Risk & Consequences Identify how this may cause harm. Think about likelihood & exposure.	Risk rating Use the tables to determine the rating	Current controls What is in place to reduce the severity or likelihood of an injury occurring?	Further controls To be implemented – include date and who is responsible. Check to make sure you have not introduced a new risk.
Bus drop off & pick up point	Located in medium density traffic area. BUS must park at designated point for off-loading or on-boarding bus.	Children & staff may be exposed to extra hazard when exiting or on entering the bus.	C 2	Staff must ensure children are well monitored and grouped when exiting or entering the bus	School/Group Coordinator to group into appropriate children to staff ratio. Additional Needs children may/will require 1 to 1 staff member at all times.
Crowded venue	Children may wander and become separated from their group.	Child may become stressed and disorientated.	2D	Staff to actively supervise children at all times.	Coordinator will move freely around venue so as to actively supervise and engage staff and children where necessary.
Safety whilst on trampolines	Children may have an accident or sustain an injury	Children may bump or knock into one another, may fall onto another child causing injury whilst on the trampoline	2C	Safety briefing given by advanced first aid trained BOUNCE referee prior to ANY jumping. Referees will enforce rules & jump safe	Every trampoline area is monitored by safety trained referees who will enforce rules and encourage safety. Safety rules are displayed at the entrance of each trampoline court.
Emergency situation	Fire may break out or another threatening situation.	Children and staff may become injured	2D	Venue is equipped with fire safety system to rapidly detect response and contain a fire	Venue staff re trained in handling emergency situations & will facilitate a speedy and safe exit out of the building.

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Normal Operations

People

- Students to wear uniform at all times to be easily identifiable
- Adult to child ratios required for the age group of children
- We encourage high adult to children ration for special needs groups
- All lower level areas in venue accessible by wheelchair and ambulant bathroom facility available on ground level
- Every trampoline arena is manned by a first aid trained BOUNCE referee. Referees are trained to enforce rules, encourage safety and are trained in international industry best practice
- Every group will be given a safety briefing by one of our BOUNCE referees prior to any jumping

Equipment & Communication

- Teachers & co-ordinators encourage students to use trampolines safely
- One referee at each trampoline arena has a two way communication radio
- Emergency response staff are tried to facilitate speedy and safe exit of trampoline and non-trampoline areas should equipment malfunction or break
- Stairwells and 4 fire exits are located & accessible from lower level of building for safe evacuation in emergency situations
- All areas in BOUNCE are security controlled and only permitted staff can enter these areas

Environment

- The Bus drop off point is in a medium density light commercial & industrial area
- Please ensure that students are monitored and supervised outside our premises at all times
- BOUNCE is equipped with state of the art fire safety equipment that can rapidly detect, respond and contain a fire
- BOUNCE is a controlled environment. Students cannot jump unless they have permission or access rights

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School & Groups Co-ordinator Notes