

Risk Management Plan Centre: Ultimate Family Entertainment Centre

Excursion details			
Date(s) of excursion	9th of July 2024	Excursion destination:	Ultimate Family Entertainment Centre
Departure and arrival times	Leave COOSH at 9am - Arrive at Ultimate Family Centre at approximately 9:30am Leave Ultimate Family Centre at 1pm and Arrive back at Concord Public School at 1:30pm		
Proposed activities	Bus to Ultimate family centre, play time, lunch, return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including entering and exiting	<p>Entering: Walk outside OOSH to front of school on Burwood Road. Catch the coach bus to the ultimate family centre and depart outside the venue. Children will follow educators into the venue.</p> <p>Departing: Children lineup in the foyer of the play centre until the bus arrives. Children will follow educators lead on to the bus. Children will disembark the bus on Burwood Road bus stop next to the School Gates and follow educators back into COOSH.</p> <p>Accounting for all children: All children will be accounted for when embarking and disembarking the vehicle through headcount. When embarking and disembarking the bus, one educator will stand by the bus door and count each children individually. When onboard the bus and after entering the venue, the educators will do a final headcount before leaving the vicinity of the bus/venue. A digital roll on the centre phone will be used to ensure that all children are accounted for.</p>		
Name of RPD	TBC	Contact Number of RPD	0449 734 922
Number of children attending excursion	Estimated: 25 Actual: 25	Number of educators/parents/volunteers	Estimated: 3 Actual: 3
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:9		
Educators on Excursion (Names): * TBC * TBC * TBC	Educator Training: only): * * * * *	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: * * * * *
Plan Prepared By:	Christina Chami	Date Prepared:	18/06/24

Additional Venue Information:	
Seatbelt/Safety Restraint?	Yes - Seatbelt will be available for children on the coach as confirmed by Concord Coaches
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	
Excursion checklist	
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds	
<input type="checkbox"/> Roll of children attending the excursion & contact numbers	<input type="checkbox"/> Excursion vests 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"/> Hand Sanitisers	<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"/> Walkie Talkies
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Venue and Bus confirms
<input type="checkbox"/> Blank incident reports and Medication Forms	
<input type="checkbox"/> Soap Pump for toilets	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between bus and Ultimate family centre	<ul style="list-style-type: none"> Walking through the car park 	Low	The bus will stop directly at the front door of the centre. Children will line up with two educators until all children have exited the bus and then be directed by the educators to the venue.	Educators and children		Moderate
		Moderate	Children will be allocated a buddy prior to the excursion. They must hold hands with their buddy whilst walking through the centre. There will be a staff member walking in the front, middle and back of the line. All children will be wearing their high vis	Educators and Children		

			vest that has the coosh contact details written on the back.			
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear their hi vis excursion vests whilst on the excursion. The vests have the contact details of coosh written on the back. Staff will be positioned within different points of the centre to ensure all children are visible at all times. All staff will have walkie talkies to identify children moving between areas. The play centre has a locked child gate located at the front of the centre.</p> <p>Educators will conduct roll calls and headcounts.</p>	<p>Educators to organise vests</p> <p>Educators</p>	<p>Vests to be worn by each child before departing the OOSH building.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Low	<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</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>Educator to check on open-sunscreen every 2hrs.</p> <p>Children directed by Educators, Whilst on</p>	Low

			<p>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.</p>	<p>Children-directed by Educators</p>	<p>excursion</p> <p>Before departure and reminders throughout the day.</p>	
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	<p>All children will be reminded to go to the bathroom before leaving the school, once we arrive at the play centre and prior to leaving the play centre. If children need to use the bathroom, staff will walk groups to and from the bathrooms to ensure safety. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p>	Educators	<p>On arrival at the venue, prior to leaving the venue and throughout the excursion.</p>	Low
	<ul style="list-style-type: none"> Serious injury to a child 	Moderate	<p>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.</p>	Children and Educators	<p>Before and during excursion</p>	Moderate

	<ul style="list-style-type: none"> • Serious injury to a staff member 	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"> • Infection control 	Moderate	Staff will take soap pumps for the toilets and will have all children apply hand sanitiser prior to eating and after playtime.	Educators	Prior to and during Excursion	Low
	<ul style="list-style-type: none"> • Accessible restricted areas 	Moderate	Staff will be made aware of these areas and will supervise them adequately. Constant head counts will be conducted to ensure all children are within the supervised areas. Children will be made aware of these areas and will be told that they are out of bounds.	Educators & Children	During excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> • Choking whilst drinking and/or eating 	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
	<ul style="list-style-type: none"> • Food Allergies 	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators Educators	Before departing for the excursion and whilst on excursion. During Excursion.	Low Low

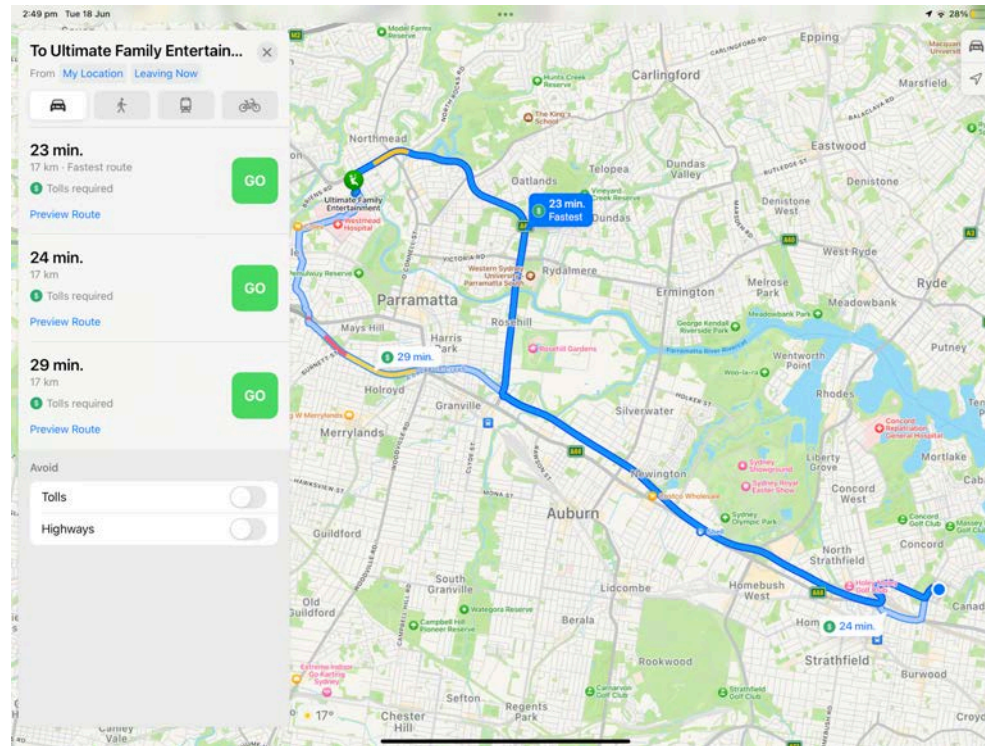
			<p>Parents are reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>During the Vacation Care planning process.</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p>
<p>Playing on the indoor equipment</p> <ul style="list-style-type: none"> • Climbing frames/wall • Trampolines • Slides • Foam pits 	<ul style="list-style-type: none"> • Child may trip/fall on equipment • Unsafe/ Faulty Equipment 	Moderate	<p>Ensure staff at Ultimate Family Entertainment explain the rules/guidelines of appropriate behaviour</p> <p>Group discussion with children about safety and appropriate behaviour prior to excursion</p> <p>Actively supervise children at all times. Staff to spread out throughout the centre to ensure all areas are supervised diligently</p> <p>First aid kit available. All COOSH staff are trained in first aid.</p> <p>We expect Family Entertainment centres to abide by their regulations and standards and ensure equipment is upkept.</p> <p>Staff to ensure all equipment is safe to use and if not, staff are to redirect children to another area, mark it off as out of bounds and inform the staff at the centre of the risk.</p>	<p>Ultimate family centre staff</p> <p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Ultimate family centre</p> <p>Educators</p>	<p>Prior to play time.</p> <p>Prior to excursion.</p> <p>During the excursion.</p> <p>During the excursion.</p> <p>Ultimate family centre staff.</p>	<p>Moderate</p> <p>Moderate</p>

Risk	Benefit
<ul style="list-style-type: none"> • Lost children • Sharing food with children with allergies 	<ul style="list-style-type: none"> • Development of social skills & expected behaviours when out in the community

- Serious injury to a child
- Infection control
- Faulty equipment

- Entertainment through interacting with other students and enjoyment of being outside of Centre
- Making friends
- Developing a sense of self by challenging fears or self imposed limits
- Trying new activities
- FUN!

Map of Planned Route



Risk Matrix

Consequence

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	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