

Excursion Risk Management Plan: Inflatable World

Excursion details			
Date(s) of excursion	8th of October, 2024	Excursion destination:	Inflatable World (1/707 Forest Road Peakhurst)
Departure and arrival times	Leave COOSH at 10am, Arrive at inflatable world at approx 10:30am. Leave inflatable world at 1:45pm. Return to COOSH approx. 2:15pm.		
Proposed activities	Bus to Inflatable World, recess, playing at inflatable world, lunch return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside COOSH, to front of school on Stanley Street. Walk to the bus which will be located on Burwood Road. A head count is completed before all children enter the bus. Catch a bus to Inflatable World, as per attached proposed route. Return trip - As above back to Concord Public School.		
Name of RPD	Emily Gould	Contact Number of RPD	0408 901 741
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers: TBC	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:9 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:	Emily Gould	Date Prepared:	28/08/2024
Additional Venue Information:	No		
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"/> 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
<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 Entrance	<ul style="list-style-type: none"> Car movement in the car park Tripping on uneven ground to access premises 	Extreme	Children will be reminded of road safety prior to the excursion and are only to be in the car park whilst an Educator is walking directly with the group	Educators and children	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, through the car park into Inflatable world	Low – Moderate
		Moderate	The Educators will position themselves on the road when walking through the car park to keep the children safe.	Educators		
			Control of children exiting bus / car - Buses to unload children as close to entrance of building as possible and then park - Supervisors of children to control movements to front door and into centre - Facility inspection to include access and egress to and from building and premises as a whole	Educators		
				Educators & Children		
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies 	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
		Extreme		Educators		Low

			<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>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.</p>	<p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	
General	<ul style="list-style-type: none"> Lost Child Toilet Supervision 	<p>Extreme</p> <p>Moderate</p>	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts</p> <p>Staff will walk groups to and from the bathrooms and inspect prior to each use 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>	<p>Educators to organise T-Shirts</p> <p>Educators</p> <p>Educators and children</p>	<p>Shirts 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> <p>Children directed by Educators, Whilst on excursion</p>	<p>Moderate</p> <p>Low</p>

	<ul style="list-style-type: none"> • Serious injury to a child 	Moderate	<p>All children will be asked to use the bathroom before their climb to avoid continual small groups going to the bathroom.</p> <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-directed by Educators	On arrival at the venue and then throughout the day	Low
	<ul style="list-style-type: none"> • Serious injury to a staff member 	Moderate	<p>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</p>	Educators	During the excursion	Low
	<ul style="list-style-type: none"> • Photographs being taken of the children by bystanders 	High	<p>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.</p>	Educators	During the excursion	Low

Wandering child	<ul style="list-style-type: none"> • Child goes missing from centre during time on site • Child being hit by car in car park or adjacent roadways • Child being taken or abused by another person 	High	<p>Nets to be secured to prevent egress from within the courts, with the exception of the main entry / exit into the playground area</p> <p>Emergency response established for missing child procedures and staff trained</p> <p>Earpieces to be used to get assistance from staff in the case of a missing or injured child</p> <p>Supervision Standards to be displayed and adhered to by carers of the children</p>	Inflatable world staff & Educators	During the excursion	Low
Inflatable Playground Equipment	<ul style="list-style-type: none"> • Deflating equipment • Stuck between inflatables • Misuse of blowers 	Moderate	<p>Staff trained in the procedure for responding to deflating equipment</p> <p>Staff to monitor and prevent children attempting to squeeze between inflatables</p> <p>Blowers in public areas to be covered by the blue</p>	Inflatable world staff & Educators	During the excursion	Moderate

			blower covers. Staff to monitor movement around any accessible blowers. Earpieces to be used to get assistance from senior staff in the case of blower or deflation			
Communal areas	Trip and fall Body collisions Hot drink spills Fluid spills Biological hazards and contamination	Moderate	Centre Manger and Supervisor to monitor and control patrons and their children's activities Earpieces to be used to get assistance from staff in the case of unwanted behaviour Cleaning procedures in place Refer to COVID Safe Plan	Inflatable world staff & Educators	During the excursion	Low

Risk	Benefit
<ul style="list-style-type: none"> ● Wandering children ● Slippery surfaces ● Car movement when crossing roads ● Injury from faulty/misused equipment ● Lost child ● Serious injury to children/staff ● Exposure to people from the public 	<ul style="list-style-type: none"> ● Development of social skills & expected behaviours when out in the community ● Developing physical skill through playing on a wide range of inflatables ● Entertainment through interacting with other students ● Experience different problem solving activities on the inflatables ● Making friends ● Developing a sense of self by challenging fears or self-imposed limits ● FUN!

Map of Planned Route

Best 27 min 1 hr 4 3 hr 13 1 hr 10

Concord Public School, Burwood Rd & Star

Inflatable World Peakhurst, 1/707 Forest R

Add destination

Leave now Options

Send directions to your phone Copy link

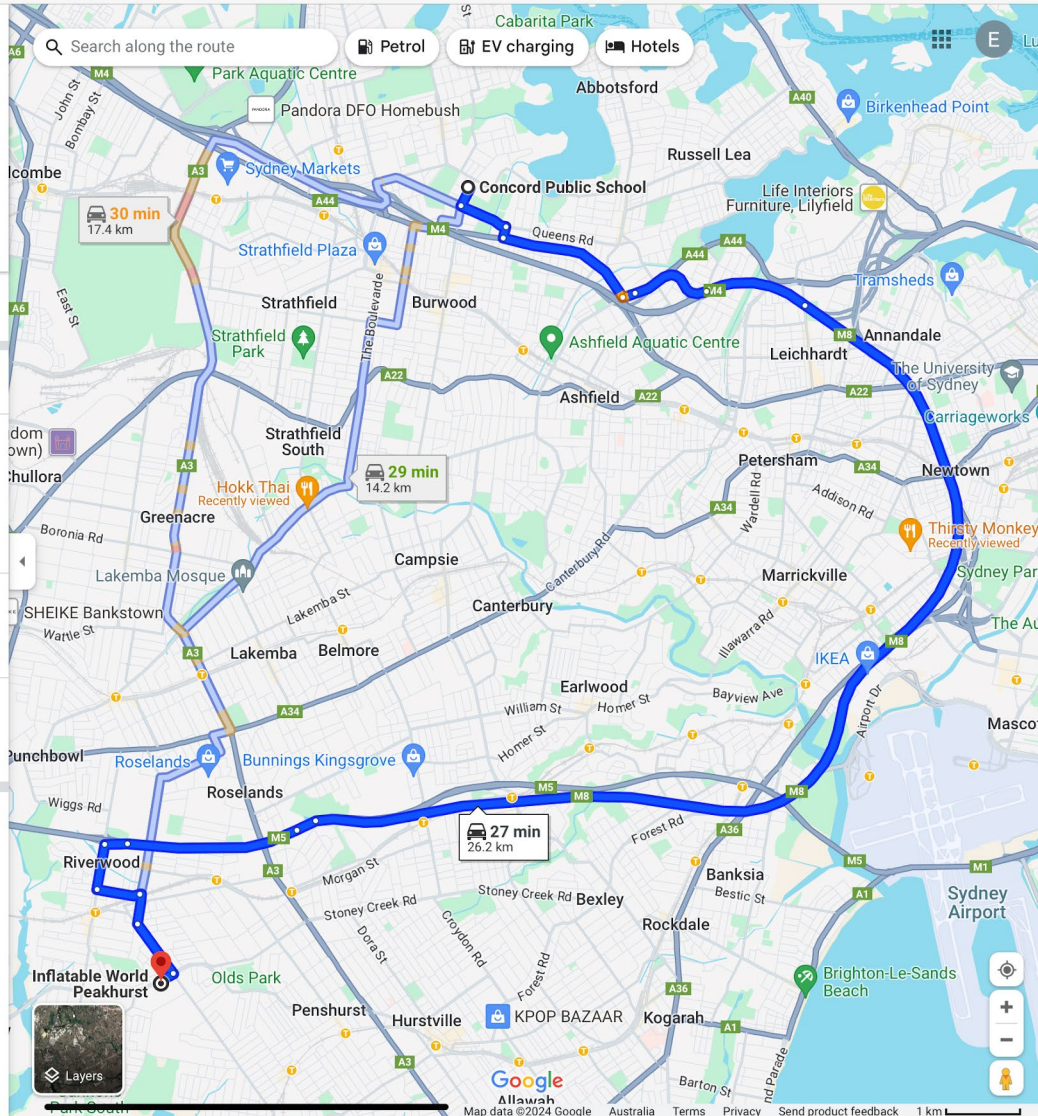
via M8 **27 min**
 Fastest route, the usual traffic
 26.2 km
 ⚠️ This route has tolls.
 Details

via Punchbowl Rd **29 min**
 14.2 km

via A3 **30 min**
 Some traffic, as usual
 17.4 km

Explore nearby Inflatable World Peakhurst

Restaurants Hotels Petrol stations Car Places More



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

