

Risk Management Plan: Inflatable Jumping Castle

Details			
Date(s)	Fri 20 th December 2019	Location:	COOSH Centre – 66 Burwood Road, Concord, 2137, NSW
Departure and arrival times	N/A		
Proposed activities	- Jumping on jumping castle - Games	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	- N/A		
Name of RPD	TBC	Contact Number of RPD	02 9701 0921
Number of children attending	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this day warrants a higher ratio? Please provide details.	1:15 Ratio as per normal staffing ratio. No higher staffing requirements needed		
Educators (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	* * * *	* * * *
Plan Prepared By:	Monique Celler	Date Prepared:	3 rd December 2019
Additional Venue Information:	Address: Burwood Road, Concord, NSW, 2137 Phone: 02 9701 0921		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating

Jumping castle	<ul style="list-style-type: none"> Overcrowding of children on the jumping castle 	Moderate	Restricting students to a certain number on the jumping castle at one time, when necessary restrictions to certain age groups can be put in place i.e. K- year 3, year 4- year 6	Educators and children	During	Low
	<ul style="list-style-type: none"> Physical injury to children i.e. sprains, strains, bruises, broken bones etc. 	Moderate	Ensure appropriate clothing is worn i.e. no jewellery, shoes, buckles. Ensure appropriate behaviour is maintained by students. Ensure anchorage devices i.e. metal pins, are appropriately secured.	Children	During	Low
	<ul style="list-style-type: none"> Electrical hazards 	High	Ensure all power points, extension chords and electrical chords are secured and remain present in a safe and dry environment. Make sure the blower/ inflation device is secure.	Educators	Before and during	Low
	<ul style="list-style-type: none"> Uplifting of jumping castle 	Moderate	Make appropriate anchorage systems are in place and remain intact throughout the day.	Educators	Before and during	Low
Eating & Drinking in centre	<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 and children	During	Low
	<ul style="list-style-type: none"> Food Allergies 	Extreme	Children's allergies will be discussed with educators prior children arriving in centre to ensure all educators are aware.	Educators	Before start	Low
			Medication is to be kept with each child/ educators throughout the day to ensure prompt access in the case a child needs medication.	Educators	During	

			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	
General	<ul style="list-style-type: none"> Lost/Missing Child 	Extreme	<p>Educators will conduct several roll calls and headcounts throughout the day</p> <p>Educators will make sure gates are closed and the building/school secure.</p> <p>Educators will ensure that parents properly and promptly sign out their child so that the attendance records remain accurate.</p> <p>Children will be informed of out of bound areas and reminded to tell educators before leaving the space allocated for usage at that time.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and parents.</p> <p>Educators and children</p>	<p>During</p> <p>During</p> <p>During</p> <p>During</p>	Low
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Moderate	<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 educators</p>	<p>During</p>	Low
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	<p>Children will be reminded to follow usual COOSH bathroom policy whereby they ask the teacher, are issued a bathroom pass and told to take a 'buddy'.</p> <p>In accordance with COOSH policies kindergartens must take someone with them that is not a kindergarten but rather in an older year.</p> <p>Only one pair at a time. If a large group wishes to go at once then an educator must accompany them.</p>	<p>Educators and children</p> <p>Educators & Children</p>	<p>During</p>	Low

	<ul style="list-style-type: none"> • Serious injury to a child 	Moderate	<p>Educators will recommend all children use the bathroom prior to beginning any activity or at allocated times where supervision is more readily available.</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, 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, children and educators will return to the centre immediately.</p>	<p>Educators</p> <p>Educators and children</p>	<p>During</p>	<p>Low</p>
	<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, 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, children and educators will return to the centre immediately.</p>	<p>Educators</p>	<p>During</p>	<p>Low</p>

Risk	Benefit
<ul style="list-style-type: none"> • Sunburn, sunstroke, dehydration, extreme hot weather • Injury from falling over or tripping 	<ul style="list-style-type: none"> • Development of social skills & expected behaviour when sharing the jumping castle • Development of physical co-ordination when jumping • Entertainment through interacting with other students • FUN!

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

