

## Excursion Risk Management Plan: Kicks Tenpin & Arcade Paramatta

Excursion details			
Date(s) of excursion	14th of January 2025	Excursion destination:	Kicks Bowling and Arcade Paramatta
Departure and arrival times	Leave COOSH AT 10:30am. Arrive at Kicks Bowling at 11:15am and leave the venue at 2pm. Return to COOSH approx. 3:00pm		
Proposed activities	Bus to the venue, bowling , unlimited arcade games and 9D game, then bus back to coosh.	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside concord public school to front of school on Burwood Road. Before entering the bus, a head count will be conducted. We will catch a bus to Bowling, as per attached proposed route. A head count is conducted as the children get off the bus. The bus will stop at the front entrance of the venue. Another headcount will be conducted. Return trip - As above, back to Concord Public School.		
Name of RPD	TBC	Contact Number of RPD	0408 901 741
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio Include 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):  * TBC	Educator Training:  * TBC	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:	Emily Gould	Date Prepared:	19/11/24
Additional Venue Information:	No		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			
Excursion checklist			
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds		<input type="checkbox"/> Centre phone	
<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"/> 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"/> Soap Pump for toilets	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between the bus and the Kicks Bowling Entrance	<ul style="list-style-type: none"> <li>Falling on the concrete</li> </ul>	Low	Distance from the bus to the entrance is short. Closed shoes will be worn by all children and staff.	Children & Educators	At the start of the excursion.	Low
	<ul style="list-style-type: none"> <li>Children wandering off with cars passing by</li> </ul>	Low	Educators will be positioned in the front, middle and back of the line monitoring the children. All children will be wearing hi-vis yellow vests.	Children	At the start and end of the excursion.	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	High	Children will be provided a 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"> <li>Allergies</li> </ul>	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 staff member 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

			<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>	
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear yellow vests whilst on the excursion.</p> <p>Educators wear their bright blue work tops.</p> <p>Educators will conduct roll calls. Headcounts will be conducted before boarding the bus, getting off the bus, once we have arrived at the venue, every 20 minutes whilst at the venue, before we leave the venue, before getting on the bus and once we have arrived back at school.</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Educators</p>	<p>Vests to be worn by each child before departing the OOSH building.</p> <p>Before departure.</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"> <li>Toilet Supervision</li> </ul>	Moderate	<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.</p>	<p>Educators and children</p>	<p>Children directed by Educators, Whilst on excursion</p>	Low
	<ul style="list-style-type: none"> <li>Serious injury to a child i.e falling on steps,</li> </ul>	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</p>	<p>Children-directed by Educators</p>	<p>During the excursion</p>	Low

	slippery floors etc		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.			
	<ul style="list-style-type: none"> <li>Scary arcade games</li> </ul>	Low	Where a child is scared or fears an arcade game due to images, graphics or darkness, a COOSH educator will remove the child from the game or area of the game if required. They will be guided to more friendly games that suit their age bracket.	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>Serious injury to a staff member</li> </ul>	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	During the excursion	Low

	<ul style="list-style-type: none"> <li>Photographs being taken of the children by bystanders</li> </ul>	High	Where an Educator sees a member of the public taking photographs in the direction of the COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.	Educators	During the excursion	Low
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Risk	Benefit
<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> <li>Food Allergies</li> <li>Lost Child</li> <li>Photographs being taken of the children by bystanders</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills</li> <li>Development of expected behaviours when out in the community</li> <li>Interacting with peers in a new environment</li> <li>Meeting new people</li> <li>Exploring a new environment</li> <li>Responds to child suggestions</li> <li>Allowing kids to respond to instructions effectively</li> <li>FUN!</li> </ul>

**Map of Planned Route**

Best 18 min 55 min 3h 12m 58 min

Search along the route

Start: Concord Public School, Burwood Rd & Star...  
 End: Kicks Tenpin & Arcade, level 3/1 Eels Pl, P...  
 Add destination

Leave now Options

[Send directions to your phone](#) [Copy link](#)

	via M4	<b>18 min</b>	14.6 km
	Best route		
	This route has tolls.		
	<a href="#">Details</a>		
	via M4 and James Ruse Dr	<b>18 min</b>	14.8 km
	via Victoria Rd	<b>21 min</b>	15.8 km

Explore nearby Kicks Tenpin & Arcade

Restaurants

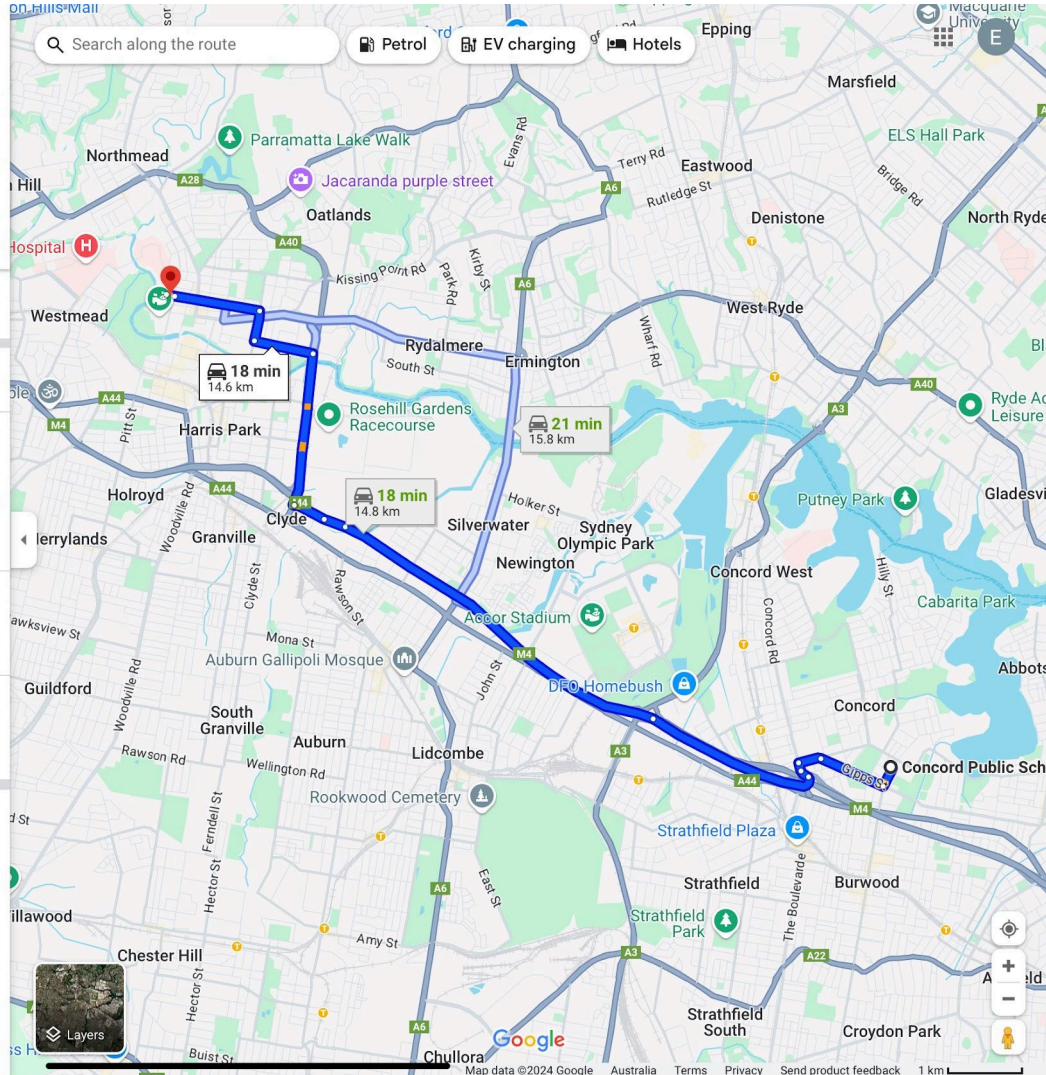
Hotels

Petrol stations

Car Places

More

[Layers](#)



Risk Matrix

Consequence

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	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High