

Excursion Risk Management Plan: Tru Ninja Penrith

Excursion details			
Date(s) of excursion	15th of April 2025	Excursion destination:	Tru Ninja (120 Mulgoa Rd, Jamisontown NSW 2750)
Departure and arrival times	Leave COOSH at 9:30am. Arrive at the Ninja Parc at 10:30am Leave Ninja Parc at 1:00pm. Return to COOSH approx. 2:00pm		
Proposed activities	Bus to Tru Ninja, 2 hour play time at Tru Ninja, 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 the school gate on Stanley Street. Catch the coach bus to Tru Ninja, as per attached proposed route. Return trip back to Concord Public School, entering through the school gate located on Stanley Street.		
Name of RPD	Christina Chami	Contact Number of RPD	0408 901 741
Number of children attending excursion	Estimated: 30 Actual: TBC	Number of educators/parents/volunteers	Estimated: 3 Actual: TBC
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 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): * TBC	Educators to sign once they have read and understood the Risk Management Plan: * * * * *
Plan Prepared By:	Christina Chami	Date Prepared:	12th of March 2025
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	
<input type="checkbox"/> Roll of children attending the excursion & contact numbers		<input type="checkbox"/> Excursion vests worn by each child	
<input type="checkbox"/> Child Information Listing for the session		<input type="checkbox"/> Medication and action plans for each child with a medical condition	

<input type="checkbox"/> Hand sanitiser	<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"/> Walkie talkies
<input type="checkbox"/> Blank 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 the entrance of Tru Ninja	<ul style="list-style-type: none"> Car movement in the car park 	High	<p>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</p> <p>The bus will park directly in front of the entrance of Tru Ninja to minimise movement in the carpark.</p>	<p>Educators and children</p> <p>RPD to inform the bus driver on where to stop the bus</p>	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 and through the car park	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies 	High Extreme	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating. No drinking or eating is permitted on the bus.</p> <p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. The child information listing is printed out at the beginning of the session which contains all children's medical conditions which the RPD shares with the staff.</p>	<p>Educators and Children</p> <p>RPD and Educators</p>	<p>During excursion</p> <p>Before departing for the excursion and whilst on excursion.</p>	Low Moderate

			<p>For children who require medication, their medication box is packed in the excursion bag, this includes all their medication, their action plan and is clearly labelled with their name and their medical condition.</p> <p>Medication is to be kept with staff 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. Supervised eating times ensures that educators are observing if any of the children are eating nuts.</p> <p>Hand washing occurs prior to meal times and hand sanitising must occur after meal times to avoid the spread of any allergy's.</p>	<p>Educators</p> <p>Educators and Parents</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Prior to the excursion</p> <p>During Excursion</p> <p>Prior to excursion and during meal times</p> <p>During excursion</p>	
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>All children will wear excursion vests whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts</p> <p>Children will have a partner for the excursion, they will hold their partners hand walking to and from</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Children, directed by educators</p>	<p>Vests to be worn by each child before departing COOSH.</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>Prior to and during excursion.</p>	Moderate

	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Low	<p>the bus and will be instructed to look out for their partners during the excursion.</p> <p>Children will be informed on what to do if they get lost.</p> <p>Staff are to communicate through walkie talkies when children are moving from one supervised area to another</p> <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. The excursion is predominantly indoors, therefore this will decrease the risk.</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 leaving COOSH. 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>Educators and children</p> <p>Educators</p> <p>Educator to check during WHS checklist. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen</p> <p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to excursion</p> <p>During the excursion</p> <p>Prior to and during excursion</p> <p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	Low
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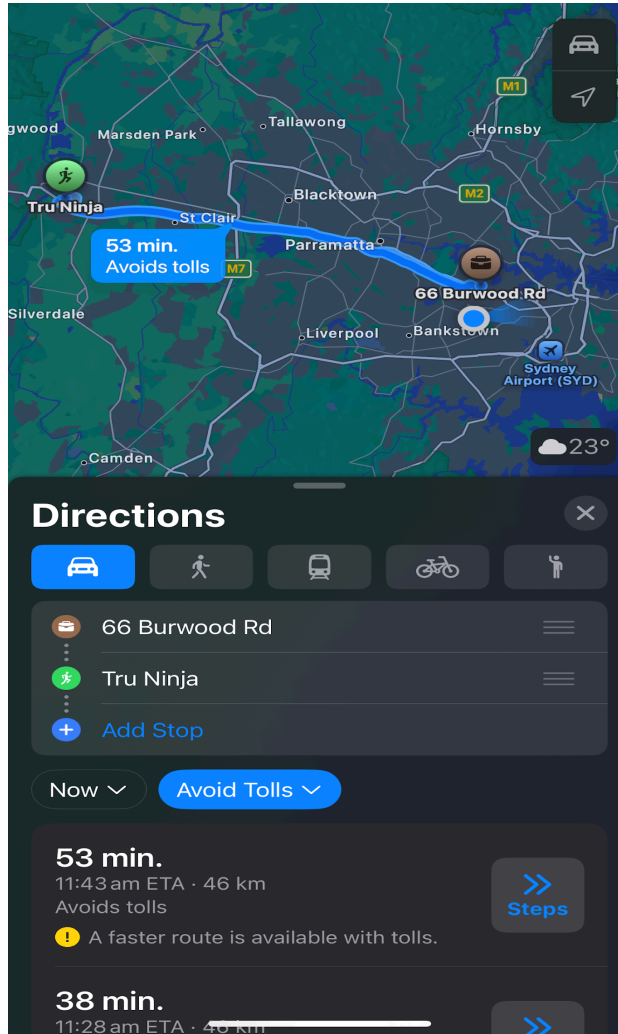
	<ul style="list-style-type: none"> ● Toilet Supervision 	Moderate	<p>Staff will walk groups to and from the bathrooms and inspect prior to each use to ensure safety. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p> <p>All children will be asked to use the bathroom before beginning the activity to avoid continual small groups going to the bathroom.</p>	<p>Educators</p> <p>Children and Educators</p>	<p>On arrival at the venue and then throughout the day</p> <p>Upon arrival to the venue - prior to the commencement of the activity</p>	<p>Low</p>
	<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>	<p>Educators</p>	<p>During the excursion</p>	<p>Moderate</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 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</p>	<p>Educators</p>	<p>During the excursion</p>	<p>Low</p>

	<ul style="list-style-type: none"> • Infection control • Photographs being taken of the children by bystanders 	<p>Moderate</p> <p>High</p>	<p>educators, the bus driver will be called and the children returned to the centre</p> <p>Staff will take soap pumps for the toilets and hand sanitiser. All children must wash their hands before meal times and sanitise after. Hand sanitiser will be given to children after the activity ends.</p> <p>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.</p>	<p>Educators</p> <p>Educators</p>	<p>During the excursion</p> <p>During the excursion</p>	<p>Moderate</p> <p>Low</p>
Injuries from equipment	<ul style="list-style-type: none"> • Slips, trips and falls when on the equipment and stairs • Falling from heights (landing incorrectly when 	<p>High</p> <p>High</p>	<p>Children are given grip gloves that must be worn during the activity.</p> <p>Discuss safety rules with children prior to excursion</p> <p>All staff are trained in first aid and cpr in the case of an emergency</p> <p>Children are given safety debriefs and demonstrations on proper landing technique by staff</p>	<p>Venue to provide, staff to ensure children wear them for the duration of the activity</p> <p>Educators</p> <p>Educators</p> <p>Venue staff</p>	<p>During excursion</p> <p>Prior to excursion</p> <p>During excursion</p> <p>Prior to activity commencement</p>	<p>High</p> <p>High</p>

	<ul style="list-style-type: none"> jumping off platform onto blow up mattress) Encounters with the public/other children Faulty Equipment Injury on high ramps and metal bars throughout the equipment Getting stuck in the foam pit 	<p>Moderate</p> <p>High</p> <p>High</p> <p>High</p>	<p>Encounters with public are discussed with children before departure to ensure safety of all children</p> <p>A venue visit is conducted by two staff members prior to the booking of the excursion to ensure all equipment is safe. If faulty equipment appears on the day of the excursion, staff will inform venue staff and deem that area out of bounds for all children.</p> <p>Supervision is increased in these areas to prevent these injuries from occurring</p> <p>Supervision is increased in these areas to prevent these injuries from occurring</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>Prior and during excursion</p> <p>Prior to booking the excursion and during excursion</p> <p>During the excursion</p> <p>During the excursion</p>	<p>Moderate</p> <p>High</p> <p>Moderate</p> <p>Moderate</p>
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Risk	Benefit
<ul style="list-style-type: none"> ● Lost children ● Food allergies ● Serious injury to a child ● Infection control ● Slips, trips and falls ● Falling from heights ● Encounters with public ● Faulty equipment ● Injury on high ramps and metal bars ● Getting stuck in the foam pit ● Sharing food with children with allergies 	<ul style="list-style-type: none"> ● Development of social skills & expected behaviours when out in the community ● Developing physical skill through climbing on equipment ● Entertainment through interacting with other students ● Making friends ● Developing a sense of self by challenging fears or self-imposed limits ● Trying new things and experiences ● Enhances fitness & Coordination – Enhances movement, balance, and agility. ● Improves Confidence ● Encourages Teamwork ● Teaches risk assessment and adaptability ● High Energy & Fun – Keeps kids active and engaged.

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