

## Excursion Risk Management Plan: Underworld Laser

Excursion details			
Date(s) of excursion	Thursday 10th of July 2025	Excursion destination:	Underworld Laser (Suite 1, Level 1/44-60 Allison Cres, Menai NSW 2234)
Departure and arrival times	Leave COOSH at 10:00am. Arrive at Underworld Laser at 11:00am Leave Underworld Laser at 2:00pm. Return to COOSH approx. 3:00pm		
Proposed activities	Bus to Underworld Laser, 2 hour play time at Underworld Laser, 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 Underworld Laser, 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:	3rd of June 2025
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"/> 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 school and to the bus	<ul style="list-style-type: none"> <li>Car movement on the road</li> </ul>	Moderate	Children will be reminded of road safety prior to the excursion. The bus will arrive on a quieter street, Stanley Street. Children are to walk down the street in two lines holding hands with their partner. Staff are to be scattered on the front, middle and end of the line, redirecting children when needed.	Educators and children	During excursion	Low
Walking between the bus and the entrance of Underworld Laser	<ul style="list-style-type: none"> <li>Car movement in the car park</li> </ul>	Moderate	The bus will park directly in front of the entrance of Underworld Laser to minimise movement in the carpark. Children and staff to maintain the line arrangements.	RPD to inform the bus driver on where to stop the bus, Educators and Children to maintain line arrangements		
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	High	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 or outside of meal times without staff supervision.	Educators and Children	During excursion	Low

	<ul style="list-style-type: none"> <li>Food Allergies</li> </ul>	Extreme	<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>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 entire 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 allergies.</p>	<p>RPD and Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>Prior to the excursion</p> <p>During Excursion</p> <p>Prior to excursion and during meal times</p> <p>During excursion</p>	Moderate
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear excursion vests at all times whilst on the excursion.</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 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>	Moderate

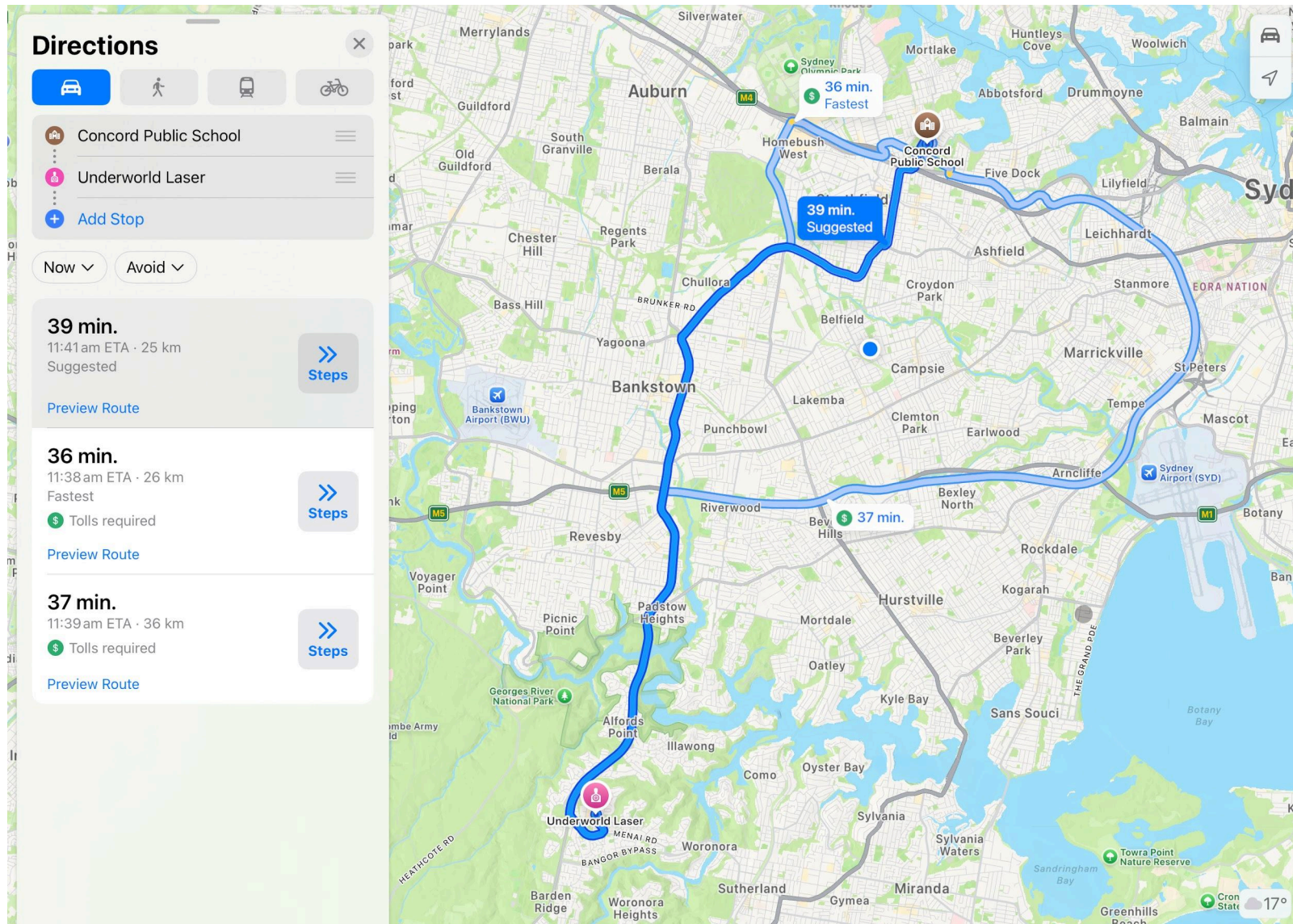
			<p>Children will have a partner for the excursion, they will hold their partners hand walking to and from the bus and will be instructed to look out for their partners during the excursion.</p> <p>Children will be informed on what to do if they get lost during the safety briefing before the excursion.</p> <p>Staff are to communicate through walkie talkies when children are moving from one supervised area to another to ensure they arrive their safely.</p>	<p>Children, directed by educators</p> <p>Educators and children</p> <p>Educators</p>	<p>Prior to and during excursion.</p> <p>Prior to excursion</p> <p>During the excursion</p>	
	<ul style="list-style-type: none"> <li>Dehydration</li> </ul>	Low	<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>	Educators and children	Prior to and during excursion	Low
	<ul style="list-style-type: none"> <li>Toilet Incidents</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. 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>Children-directed by Educators</p> <p>Educators</p>	<p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> <li>Serious injury to a child</li> </ul>	Moderate	<p>Where a child has a serious injury, one staff member will render first aid, whilst the others move the</p>	Children and Educators	During the excursion	Low

			<p>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>			
	<ul style="list-style-type: none"> <li>• Serious injury to a staff member</li> </ul>	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"> <li>• Infection control</li> </ul>	Moderate	<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>	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>• Photographs being taken of the children by bystanders</li> </ul>	Moderate	<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. The area will be reserved for the coosh kids only.</p>	Educators	During the excursion	Low

	<ul style="list-style-type: none"> <li>Children falling asleep on the bus</li> </ul>	Moderate	Staff to conduct 20 minute checks on the bus to check if there are any children sleeping. If there are, staff must check on the child every 20 minutes and complete the sleep and rest checklist.	Educators	During the excursion	Low
Injuries from equipment	<ul style="list-style-type: none"> <li>Slips, trips and falls when on the equipment, ramps and stairs</li> <li>- Running in a dark space</li> </ul>	High	<p>Children are reminded to be aware of their surroundings when participating in laser tag. Children are to follow the safety briefing by the coosh staff prior to the excursion as well as the underworld laser safety briefing prior to the commencement of the activity as well as the underworld laser rules.</p> <p>All staff are trained in first aid and cpr in the case of an emergency. All staff are to maintain active supervision where possible when the children are in the laser tag area.</p>	<p>Venue to provide, staff to ensure children wear them for the duration of the activity</p> <p>Educators</p>	During excursion	High
	<ul style="list-style-type: none"> <li>Encounters with the public/other children</li> </ul>	High	Encounters with the public are discussed with children before departure to ensure safety of all children. The venue is reserved for coosh only which will minimise encounters with the public.	Educators	During excursion	Low
	<ul style="list-style-type: none"> <li>Faulty Equipment</li> </ul>	Moderate	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.	Educators & venue staff	Prior to excursion day & during excursion	Moderate

Risk	Benefit
<ul style="list-style-type: none"> <li>• Food allergies</li> <li>• Infection control</li> <li>• Slips, trips, falls &amp; running in a dark space</li> <li>• Faulty equipment</li> <li>• Toilet incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Development of social skills &amp; expected behaviours when out in the community</li> <li>• Making friends</li> <li>• Trying new things and experiences</li> <li>• Teaches risk assessment and adaptability</li> <li>• High energy &amp; fun</li> <li>• Safety understanding</li> </ul>

### Map of Planned Route





# Risk Matrix

L i k e l i h o o d	Consequence					
		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