

## Excursion Risk Management Plan: Flip Out

Excursion details			
Date(s) of excursion	8th of October 2025	Excursion destination:	Flip Out, Villawood, 2163
Departure and arrival times	Leave COOSH at 10:00am, Return to COOSH at approx. 2pm		
Proposed activities	Bus to Flip out, trampolining, lunch, return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to front of school on Burwood Rd/Stanelly Street, Concord. Catch bus to Flip Out, as per attached proposed route. Return trip - Catch bus from Villawood Flipout to Concord Public School.		
Name of RPD	TBC	Contact Number of RPD	TBC
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10		
Educators on Excursion (Names):  * TBC * TBC * TBC * TBC * TBC	Educator Training:  * TBC * TBC * TBC * TBC * 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:	19th November 2024
Additional Venue Information:	N/A		
<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 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 Flip Out	<ul style="list-style-type: none"> <li>Car movement in the carpark</li> </ul>	Extreme	Children will be reminded of road safety prior to the excursion and are only to be in the carpark 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 to the park	Moderate
	<ul style="list-style-type: none"> <li>Children may be injured, unaccounted for, or exposed to danger during the process of boarding or leaving the transport vehicle</li> </ul>	Moderate	<p>A risk assessment and headcount will be conducted before embarking and after disembarking to ensure all children are accounted for.</p> <p>A nominated staff member will stand at the bus/vehicle door to assist children safely on and off.</p> <p>Children will embark/disembark in small groups under staff direction to prevent crowding or rushing.</p> <p>An educator will conduct a roll call against the attendance sheet before the vehicle departs and immediately upon disembarking.</p>	All Staff & RPD		

			<p>Children will be instructed to sit quickly and remain seated with seatbelts fastened until told otherwise.</p> <p>Staff will position themselves at the front and back of the group to maintain supervision while moving to and from the vehicle.</p> <p>The boarding/disembarking area will be checked to ensure it is safe, free from traffic, and accessible.</p> <p>A buddy system is established between the children</p> <p>Staff to check the bus for any children once all children have departed</p> <p>Staff will carry the first aid kit, medication, service phone, rolls, and emergency contacts at all times.</p>			
Trampolining	<ul style="list-style-type: none"> <li>Collisions</li> <li>Injury due to improper landings</li> </ul>	<p>High</p> <p>High</p>	<p>Upon arrival at Flip out, the children will be briefed by Flip out staff on trampolining rules. These rules are also sign posted throughout the arena.</p> <p>COOSH Educators will positioned in the various areas of the play centre as follows for supervision and direction of the children:</p> <p>Flip out has set rules around maximum numbers of children jumping on a trampoline at any one time and has designated areas for children under a certain age.</p>	<p>Flip out staff</p> <p>Educators</p> <p>Flip out staff/ COOSH</p>	<p>Upon arrival at Flip Out</p> <p>During the excursion</p> <p>Upon arrival at Flip Out and during the excursion</p>	<p>Moderate</p> <p>Low</p>

			<p>This information is discussed with the children upon arrival and sign posted around the arena.</p> <p>Flip out position their staff throughout the centre to ensure their rules are abided by.</p> <p>Flip out staff will provide instruction and supervision during the jump time to ensure safe landing techniques are used.</p>	Educators & Children		
	<ul style="list-style-type: none"> <li>Slips on Steps and wall running areas</li> </ul>	High	<p>Grip socks are issued to all children upon arrival and must be worn while in the arena.</p> <p>Steps have gripping tape applied to them to catch onto the socks as a slip preventative. COOSH Educators to provide supervision to children when using the steps and remind them to hold rails and not run.</p>	<p>Flip Out staff</p> <p>Flip Out staff &amp; COOSH Educators</p>	<p>Upon arrival</p> <p>During the excursion</p>	Low
	<ul style="list-style-type: none"> <li>Jumping and playing kids with medical requirements</li> </ul>		<p>COOSH Educators to be aware of any children on the excursion who may be asthmatic and ensure their medication is on hand if required.</p> <p>COOSH Educators to visually monitor children moving around their area for any signs of breathing difficulty and implement illness procedures as needed.</p>		<p>Upon arrival and during the excursion</p>	Low
	<ul style="list-style-type: none"> <li>Overheating /dehydration from high temperature inside the arena</li> </ul>	High	<p>COOSH Educators to remind children to stop for hydration breaks during their jump time. This should occur at least every 30 mins (3-4 times during their jump time)</p>	COOSH Educators	<p>Upon arrival and during the excursion</p>	Low

General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear excursion vests whilst on the excursion. Educators will be positioned in specific areas to supervise correctly. All staff will have walkies to identify children moving between areas.</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 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>	Moderate
	<ul style="list-style-type: none"> <li>Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.</li> </ul>	Extreme	<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 before leaving for the excursion and for the return back to school.</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 the OOSH building. 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>Educator to check. Sunscreen reminders to be given by educators to put it on every time they are outside.</p> <p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Educator to check on sunscreen application</p> <p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	Low

	<ul style="list-style-type: none"> <li>• Toilet Supervision</li> </ul>	Moderate	Staff will walk groups to and from the bathrooms 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.	Educators	On arrival at the venue and then throughout the day	Low
	<ul style="list-style-type: none"> <li>• Serious injury to a child</li> </ul>	Moderate	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	Children and Educators	Before and during excursion	Moderate
	<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 and Instructors	During excursion	Moderate
	<ul style="list-style-type: none"> <li>• Infection control</li> </ul>	Moderate	Staff will take soap pumps for the toilets	Educators	Prior to 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 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>Food Allergies</li> </ul>	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	Low
			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.	Low
			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.	Children, directed by educators	Prior to excursion.	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>Injury in carpark</li> <li>Lost children</li> <li>Sharing food with children with allergies</li> <li>Injury from falling over or tripping</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviours when out in the community</li> <li>Developing physical skill through playing on equipment</li> <li>Entertainment through interacting with other students and enjoyment of being outside in a public environment</li> <li>Making friends</li> <li>Gaining knowledge and respect of external places</li> <li>Developing a sense of self by challenging fears or self imposed limits</li> <li>FUN!</li> </ul>

## Map of Planned Route

**Navigation Options:**

- Best
- 31 min
- 1h 4m
- 2h 59m
- 54 min

**Search along the route:** Petrol, EV charging, Hotels

**Route Suggestions:**

- via Hume Hwy/Remembrance Driveway/A22** **31 min** 13.8 km  
Fastest route now due to traffic conditions  
[Details](#)
- via Juno Parade and Hume Hwy/Remembrance Driveway/A22** **32 min** 13.4 km  
Heavier traffic than usual
- 5:55 PM – 6:59 PM** **1 hr 4 min**  
450 > T3 >

**Explore nearby Flip Out Villawood:**

- Restaurants
- Hotels
- Petrol stations
- Car Places
- More

**Map Details:**

- Map data ©2024 Google
- Australia
- Terms
- Privacy
- Send product feedback
- 2 km



# 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