

Excursion Risk Management Plan: Flip Out

Excursion details			
Date(s) of excursion	15th of July 2026	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):	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	*	*
* TBC	* TBC	*	*
Plan Prepared By:	Emily Gould	Date Prepared:	21st of May 2026
Additional Venue Information:	N/A		
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 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"> Car movement in the carpark 	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. Bus can stop/arrive outside of Flipouts entrance for precaution.	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"> Children may be injured, unaccounted for, or exposed to danger during the process of boarding or leaving the transport vehicle 	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"> Collisions 	High	<p>Upon arrival at Flip out, the children will be briefed by Flip out staff on trampolining rules. These rules are also outlined/posted throughout and around 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 staff</p> <p>Educators</p>	<p>Upon arrival at Flip Out</p> <p>During the excursion</p>	Moderate
	<ul style="list-style-type: none"> Injury due to improper landings 	High	<p>Flip out has set rules around maximum numbers of children jumping on a trampoline at any one time</p>	<p>Flip out staff/ COOSH</p>	<p>Upon arrival at Flip Out and during the excursion</p>	Low

			<p>and has designated areas for children under a certain age. 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"> Slips on Steps and wall running areas 	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 must 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 & COOSH Educators</p>	<p>Upon arrival</p> <p>During the excursion</p>	Low
	<ul style="list-style-type: none"> Jumping and playing kids with medical requirements 		<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"> Overheating /dehydration from high temperature inside the 	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

	arena or weather		<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>			
General	<ul style="list-style-type: none"> Lost Child Toilet Supervision 	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>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.</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</p>	<p>Educators to organise vests</p> <p>Educators</p> <p>Educators and children</p> <p>Children-directed by 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> <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"> • Serious injury to a child • Serious injury to a staff member • Infection control 	<p>Moderate</p> <p>Moderate</p>	<p>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>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> <p>Staff will take soap pumps for the toilets</p>	<p>Educators</p> <p>Children and Educators</p>	<p>On arrival at the venue and then throughout the day</p> <p>Before, during and after excursion</p>	<p>Low</p> <p>Moderate</p>
Eating & Drinking on Excursion	<ul style="list-style-type: none"> • Choking whilst 	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

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

Map of Planned Route

Best 27 min 1h 1m 3h 20m 1h 16m

O Concord Public School, Burwood Rd & St
 Flip Out Villawood, 3/824 - 850 Woodville

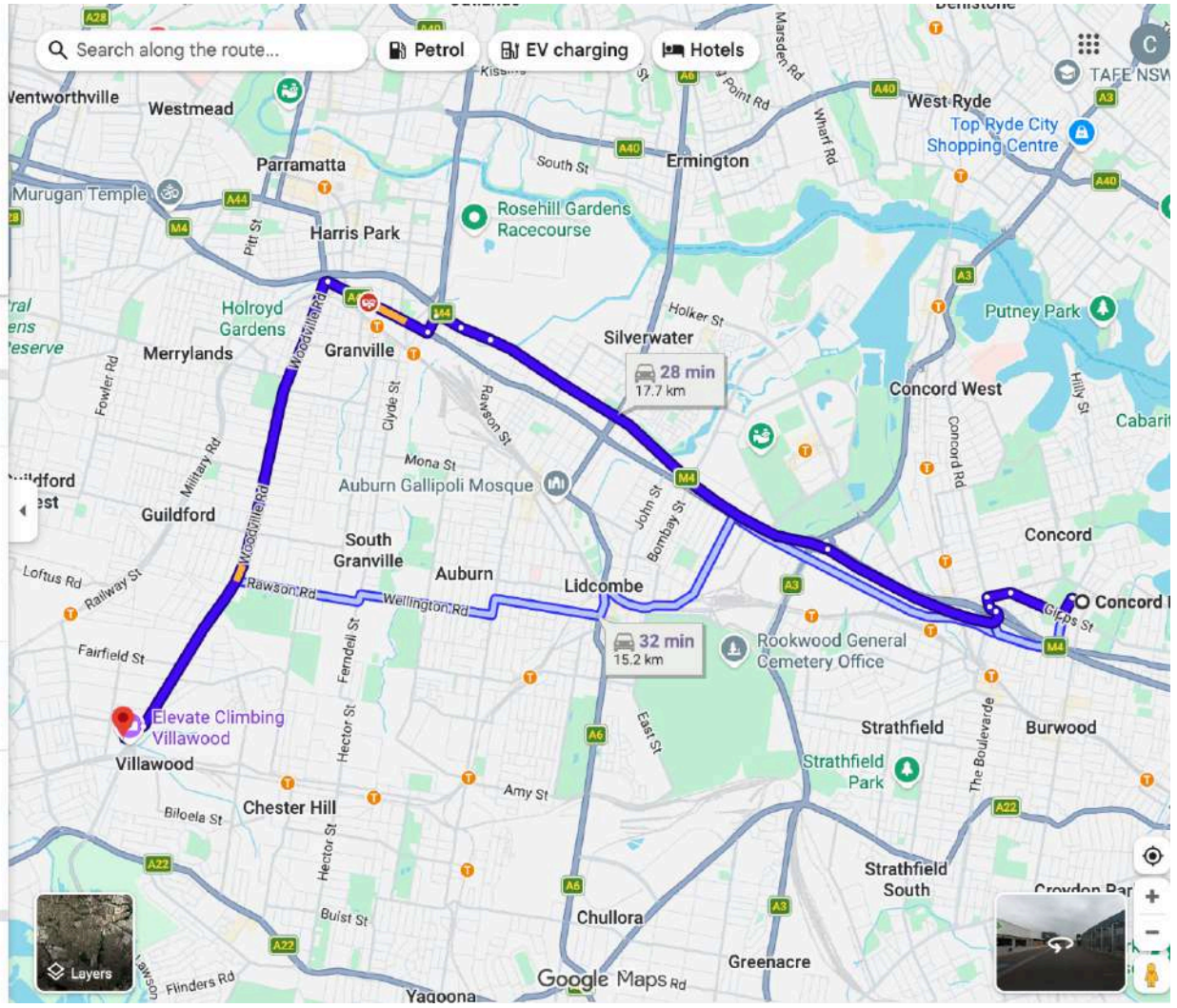
+ Add destination

⌚ Leave now Options



📱 Send directions to iPhone Copy link

 via M4 and Woodville Rd Fastest route now due to traffic conditions ⚠️ This route has tolls. Details Preview	27 min 17.8 km
 via A44 Some traffic, as usual	32 min 15.2 km
 via M4, Great Western Hwy/Parramatta Rd/A44 and Woodville Rd Some traffic, as usual	28 min 17.7 km

📱 Explore nearby Flip Out Villawood



← from Flip Out Villawood, 3/824 - 850 Woodville R...
to Concord Public School, Burwood Rd & Stanle...


29 min (17.9 km)  


via Woodville Rd and M4
Fastest route, despite the usual traffic
⚠️ This route has tolls.


Flip Out Villawood
3/824 - 850 Woodville Rd, Villawood NSW 2163

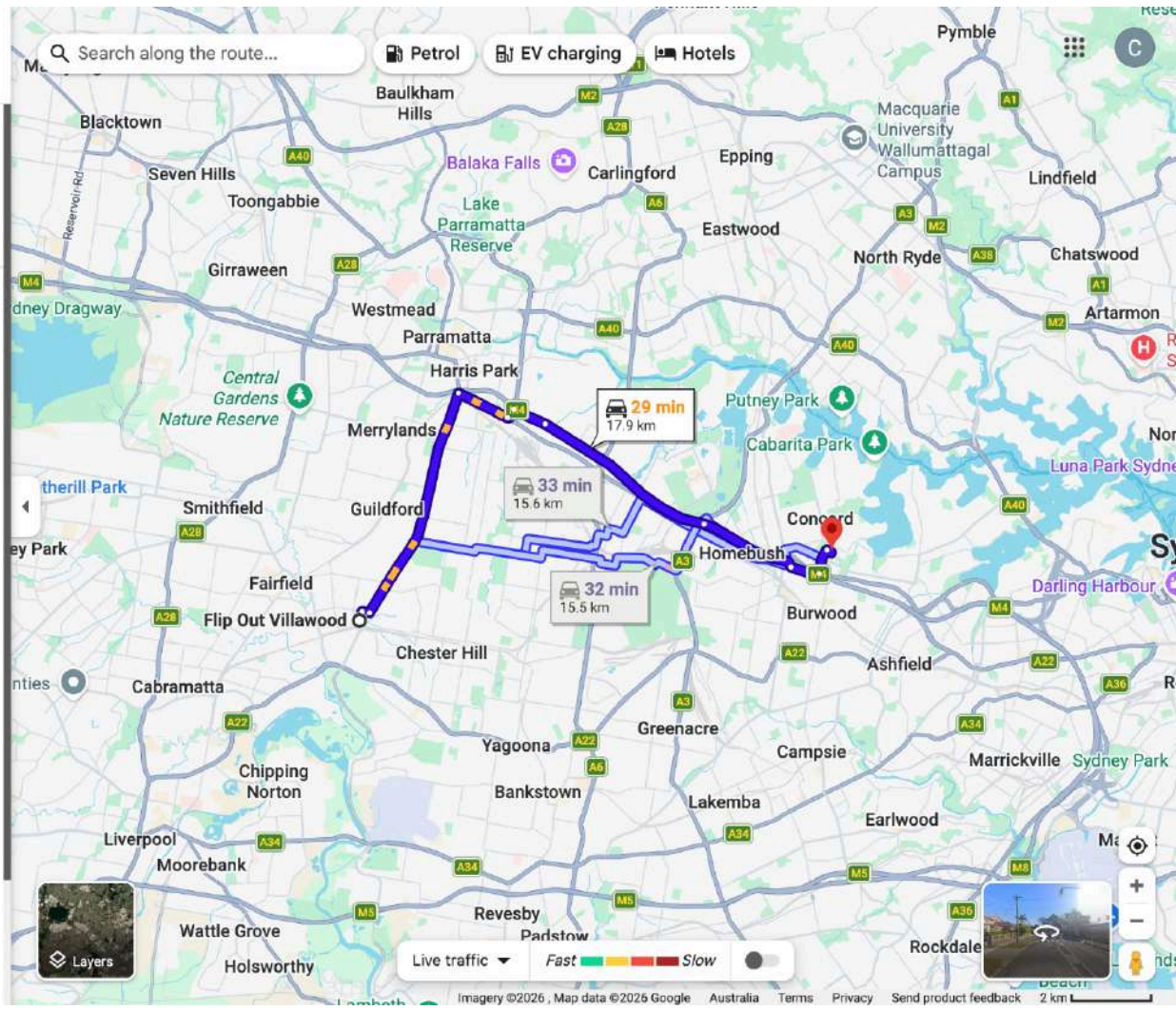
- > Follow Woodville Rd to Great Western Hwy/Parramatta Rd/A44 in Holroyd
12 min (6.4 km)
- > Take M4 to Broughton St in Concord
12 min (10.7 km)
- > Continue on Broughton St. Drive to Stanley St
2 min (800 m)

Concord Public School
Burwood Rd & Stanley Street, 66 Burwood Rd, Concord NSW 2137

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29 min

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 Get app



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