

## FLASCA Excursion – Flip Out

Wednesday 23<sup>rd</sup> April 2025

### Risk Management Plan- Excursion: Flip Out Revesby (Wednesday 23<sup>rd</sup> April 2025)

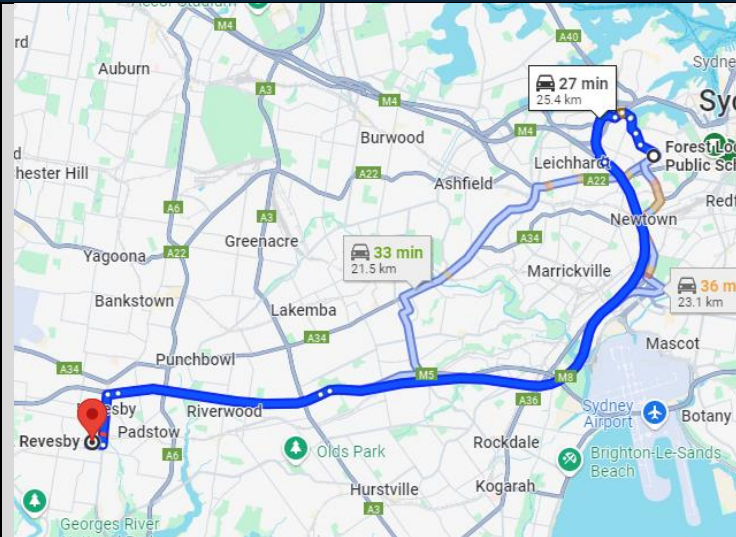
| Centre details   |  |   |               |  |
|--|--|---|---------------|--|
| Company  | Primary OSHCare  | Centre  | <b>FLASCA</b> |  |
| Centre Operating Times   | 7am – 6pm Monday to Friday   |   |               |  |
| Address  | 233 Bridge rd Forest Lodge 2037  | Water hazards? Yes/No <input type="radio"/><br>If yes, detail in risk assessment below. |               |  |
| Name of co-ordinator   | Hannah King  |   |               |  |
| Contact number of Centre   | <b>Work Phone</b> 9660 4334  | <b>Mobile</b> 0417 211 141  |               |  |
| Average number of children centre  | <b>Incursions:</b> 85  | Average number of educators   | 10            |  |
|  | <b>Excursions:</b> 75  | Average parents/volunteers  |               |  |
| Educator to child ratio, including whether this higher ratio is warranted? Please provide details. | Mainstream Ratio – 15 children: 1 educator<br>Waterplay Ratio – 7 children: 1 educator                     |   |               |  |
| Excursion checklist  |  |   |               |  |
| <input type="checkbox"/> First aid kit   | <input type="checkbox"/> List of adults participating in the excursion                                     |   |               |  |
| <input type="checkbox"/> List of children attending the excursion                                  | <input type="checkbox"/> Contact information for each adult  |   |               |  |
| <input type="checkbox"/> Contact information for each child  | <input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services |   |               |  |

Medical information for each child

Other items, please list

## Risk assessment

### Method of Transport (Including Proposed Route)



1. Get on the M8 in Annandale from Minogue Cres and The Crescent
2. Follow M8 & M5 to the River Rd in Revesby
3. Take the River Rd exit from M5
4. Continue on the River Rd to destination

#### ***Estimated commute time 27 minutes***

- Prior to the excursion children are divided into groups with an educator assigned to them (max. 15 children per educator). Children are provided with sunscreen and FLASCA vests. Staff ensure everyone has drinking water available.
- A roll call is conducted prior to the children leaving the OOSH service grounds.
- The excursion coordinator is to ensure they know the number of children who are in our care.

#### **Transport Procedures:**

- Leaving the centre
- Entering and exiting the bus

- Entering the venue
- Leaving the venue
- Entering and exiting the bus
- Returning to the centre

- Each educator accompanies their group to the bathroom area, with educator waiting outside. The educator ensures all the children in their group are in their care before walking them to the bus.
- The educator counts the children in their group onto the bus.
- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.
- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.
- We then walk to our destination, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.
- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.
- Educators are to ensure that they have knowledge of where the children in their group are at all times.
- Prior to exiting the venue another roll call & headcount is conducted.
- We then walk to our bus, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.
- The educator counts the children in their group onto the bus.
- A roll call & headcount is conducted before the bus departs.
- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.

|   |  |                              | <ul style="list-style-type: none"> <li>We then walk to our OOSH service grounds, where a roll call &amp; headcount is conducted.</li> </ul>  |                      |                                 |
|---|--|------------------------------|--|----------------------|---------------------------------|
| Activity                                      | Hazard identified                          | Risk assessment (use matrix) | Elimination/control measures   | Who                  | When                            |
| <b>Entering and exiting Flip Out Revesby</b>  | Lost Child                                 | Moderate                     | <ul style="list-style-type: none"> <li>Children to use buddy system when entering and exiting the venue.</li> <li>All children will wear hi-vis OSHC vests and bands with centre number</li> <li>Staff allocated group of children for the day.</li> </ul>   | Educators & children | Before, during & after activity |
|   | Tripping, falling, collisions with others  | Moderate                     | <ul style="list-style-type: none"> <li>Children are strictly instructed not to run. They are reminded of the crowded interior environment</li> </ul>   | Educators & children | Before, during activity         |
|   | Child absconding                           | High                         | <ul style="list-style-type: none"> <li>Staff are positioned at the front, middle and end of the line while children are entering and exiting the venue.</li> <li>Staff are allocated group of children for the day.</li> <li>Children with high support needs and/or are at high risk of absconding will have an educator accompany them in and out of the venue.</li> </ul> | Educators & children | Before, during, after activity  |
| <b>Travel on bus from Forest Lodge Flasca</b> | Children injured in the commuting process. | Medium                       | <ul style="list-style-type: none"> <li>Educators to initiate conversation with bus driver to ensure bus driver is not</li> </ul>   | Educators & children | Before, during activity         |

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| <p><b>Centre Flip<br/>Out Revesby</b></p> |  |  | <p>intoxicated or otherwise incapacitated from driving a bus.</p> <ul style="list-style-type: none"> <li>• Children are instructed to wear seatbelts and Educators are to ensure this is done.</li> <li>• If the condition of the bus itself is considered dangerous we will not go ahead with the excursion.</li> <li>• Ensure children are sitting in their seats at all times and are not distracting to the bus driver. Nobody is to move around the bus while the bus is in motion.</li> <li>• Road accident en route to venue: If the accident is not serious: On regular road keep children safe by staying on the bus if it is safe to do so. If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. Contact centre and Manager as soon as possible.</li> <li>• If the accident is serious: Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. Assess casualties and administer first aid as best you can until emergency help arrives. Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</li> </ul> |  |  |
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|   |                                 |        | <ul style="list-style-type: none"> <li>Mechanical Breakdown: Keep children safe by staying on the bus if it is safe to do so. If not move children to a safe location protected from oncoming traffic, sun and heat. Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives</li> </ul> |                               |                               |
| <b>Disembarking from Bus into carpark areas</b> | Slips, trips, falls, collisions | Medium | <ul style="list-style-type: none"> <li>Walk children, 2 lines in close groups.</li> <li>Educators positioned at front, middle and ends of groups.</li> </ul>  | Educators                     | During Excursion.             |
|   | Child may wander/ abscond       | Medium | <ul style="list-style-type: none"> <li>Constant head counts and checking on children.</li> <li>Educators to communicate with one another and the children.</li> <li>Ratio of 1:15 to ensure children's safety.</li> </ul>   | Educators                     | During Excursion.             |
|   | Child may be struck by vehicles | Medium | <ul style="list-style-type: none"> <li>Request bus driver drop us in a safe out of the way place in the carpark. Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. Educators to usher children to the nearest safe (grass) area for headcounts to ensure children are safe.</li> </ul>        | Educators                     | As children exit the vehicle. |
|   | Entering the Venue              | Medium | <ul style="list-style-type: none"> <li>Maintain children close in groups.</li> <li>Close supervision.</li> <li>Educators encourage children to listen and implement appropriate behaviours.</li> </ul>  | All Educators<br>All Children | Whilst entering the venue.    |

|                                      |  |        |  |                               |                                     |
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|                                      | Venue transitioning.   | Medium | <ul style="list-style-type: none"> <li>We will be dropped off in a car park directly outside the flip out venue . It is contingent on Educators to ensure that children are walked directly to the venue and supervised at a 1 : 15 ratio at all times.</li> <li>Educators to maintain close supervision of children as they enter the venue.</li> </ul> | All Educators<br>All Children |                                     |
| <b>Walking Around the Facilities</b> | Trips, slips, falls, injuries, illness   | Medium | <ul style="list-style-type: none"> <li>An educator to lead each group as per child: educator ratio.</li> <li>Ensure each member of the group walks, not runs, and stays within sight of an educator.</li> <li>Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves.</li> </ul>     | All educators<br>All children | Whilst walking around the premises. |
|                                      | Risk of collision while walking  | Medium | <ul style="list-style-type: none"> <li>Supervise children carefully, ensuring that they leave adequate space between them and other children.</li> </ul>   | All educators                 | On the day                          |
|                                      | Children passing one other   | Medium | <ul style="list-style-type: none"> <li>Children to be aware of their surroundings and to 'give way' to others.</li> </ul>  | All educators and children    | On the day                          |
|                                      | Getting hands/feet caught in and under materials   | Medium | <ul style="list-style-type: none"> <li>Ensure children walk carefully and avoid obstacles.</li> </ul>  | All educators and children    | On the day                          |
|                                      | Risk of needing to evacuate the area due to fire etc. and children not knowing where to go | Medium | <ul style="list-style-type: none"> <li>Let the staff know of the best ways to safely evacuate the children.</li> </ul>   | Educators                     | On the day                          |

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|   |                                     |        | <ul style="list-style-type: none"> <li>Excursion supervisor is familiar with the evacuation plans of Flip Out.</li> </ul>  |                        |   |
|   | Medical emergencies                 | High   | <ul style="list-style-type: none"> <li>Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions.</li> </ul>   | Educators              | On the day                                      |
|   | First aid required                  | High   | <ul style="list-style-type: none"> <li>Excursion Supervisor (floating) carries a medical bag</li> </ul>  | Educators              | On the day                                      |
|   | Missing child                       | High   | <ul style="list-style-type: none"> <li>Educators will conduct regular roll calls and head counts of their individual groups &amp; communicate this to the coordinator.</li> <li>Educators will have a walkie talkie to communicate to other staff whilst at the venue.</li> <li>Educators will supervise tracks to ensure children do not leave the area.</li> </ul> | Educators              | On the day                                      |
| <b>Emergency Evacuation</b>                 | Emergency crisis/situation          | Medium | <ul style="list-style-type: none"> <li>Give time for children to be calm, safe, and secure.</li> <li>Follow instructions advised by staff at the venue.</li> </ul>   | Educators & Children   | Preparation before Excursion & During excursion |
| <b>Using the toilets &amp; hand washing</b> | Children using toilets at the venue | Medium | <ul style="list-style-type: none"> <li>Set clear demarcations.</li> <li>Set clear rules and standards.</li> <li>Constant head counts and monitoring children's whereabouts.</li> </ul>   | Educators & Children   | Whilst using toilets and hand washing areas     |
|   | Missing child                       | High   | <ul style="list-style-type: none"> <li>An Educator to check toilet areas for any hazards before children enter.</li> </ul>   | Educators and Children | Whilst using toilets and                        |



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|  |   |          | <ul style="list-style-type: none"> <li>• If the gender of that educator is not able to check the toilets send 2x older more responsible children to check whilst the educator waits right outside of toilet area.</li> <li>• Children to go in small groups of same gender.</li> <li>• Regular head counts and roll calls.</li> <li>• Educators to walk children in groups at a time and remain near toilet block area until children have finished.</li> <li>• Children to always communicate with educators about going to and from the toilets.</li> </ul> |  | hand washing areas                                |
|  | Health & Hygiene  | Medium   | <ul style="list-style-type: none"> <li>• Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.</li> </ul>   | Educators and Children   | During the Excursion.                             |
| <b>Encounters with the public/other children</b> | Children engage in potentially unsafe interactions with the general public. | Moderate | <ul style="list-style-type: none"> <li>• Encounters with the public are discussed with children before departure to ensure safety of all children.</li> <li>• Educators to supervise and monitor the area/children for any potential issues/hazards.</li> </ul>   | Educators and Children   | During the Excursion.                             |
| <b>Dehydration</b>                               | Dehydration due to physical exertion  | Low      | <ul style="list-style-type: none"> <li>• Regularly ensure children have opportunity to get a drink of water.</li> <li>• Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this).</li> <li>• Ensure children have brought their water bottles and emergency water is available to children who do not have their own.</li> </ul>   | The Coordinator, Parents/Families, Children Volunteers, and Educators. | Before leaving the centre & during the excursion. |

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| <p><b>Covid-19</b></p> | <p>Illness, infections, hospitalisation, death of child/educator/adult<br/>Community surroundings</p> | <p>Medium-High</p> | <ul style="list-style-type: none"> <li>• Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; Procedure.</li> <li>• Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19.</li> <li>• Ensure information of Covid-19 and any practices are updated as new information becomes available.</li> <li>• Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view.</li> <li>• Educators &amp; families are updated with any new information / updates on Covid-19.</li> <li>• Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms.</li> <li>• If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre and seek medical advice.</li> <li>• All adults/Visitors/volunteers are to adhere to all Covid -19 rules and practices as per prescribed from the NSW government.</li> </ul> | <p>Coordinator, Educators, Families and Children.</p> | <p>Throughout the day.</p> |
|------------------------|---|--------------------|--|---|----------------------------|

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|  |  |  | <ul style="list-style-type: none"> <li>• Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to.</li> <li>• Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</li> <li>• Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</li> </ul> |  |  |
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| Plan prepared by  | Full name: Hannah King<br>Signature: H.K.<br>Role/Position: Coordinator          | Date: 20/02/2025 |
| Prepared in consultation with   | Full name: Lucy Watson<br>Signature: L.W<br>Role/Position: Assistant Coordinator | Date: 20/02/25   |
| Communicated to all relevant staff:   | Yes/No   |                  |
| Risk assessment to be evaluated and reviewed on:  | If this excursion is run again.  |                  |
| <b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b> |  |                  |

|            | Insignificant  | Minor    | Moderate | Major    | Catastrophic |         |
|------------|----------------|----------|----------|----------|--------------|---------|
| Likelihood | 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    |