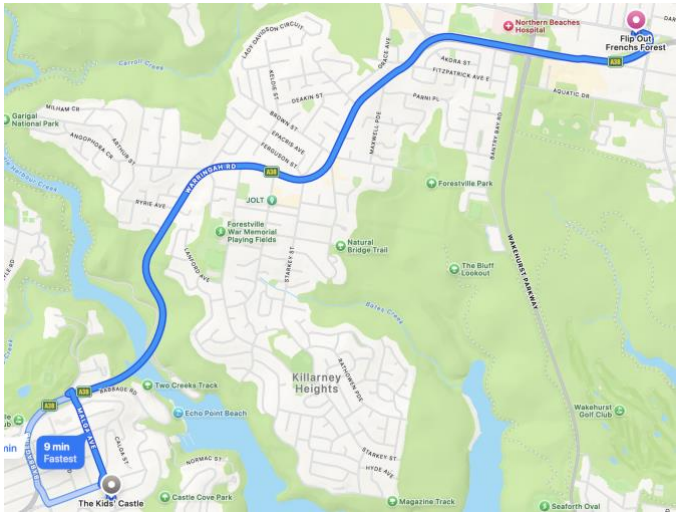
Excursion risk management plan

Excursion details			
Date(s) of excursion	8th July 2026	Excursion destination	Flip Out Frenchs Forest
Departure and arrival times	Depart Centre 10am Arrive at Flip Out Approx: 10:30am Flip Out Session starts: 11am/Until 1:30pm Return to Service: 2pm		
Proposed activities	• Trampolining • Foam pit activities • Ninja/obstacle course activities • Group games and free play within designated areas	Water hazards? Yes/**No** If yes, detail in risk assessment below.	
Method of transport, including proposed route	Travel by chartered bus/private bus from Kids Castle, Castle Cove to Flip Out Frenchs Forest via Eastern Valley Way and Warringah Road. 		
Name of excursion co-ordinator	Amy-Jo Woodward		

Contact number of excursion co-ordinator	0466 469 957	(M)	
Number of children attending excursion	Approx 40 Children	Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio of educators on duty ***APPROVED PROVIDER AS A FLOATING ACTIVITY MONITOR NOT COUNTED IN SUPERVISION RATIO***		

Excursion checklist	
☐ First aid kit	☐ List of adults participating in the excursion
☐ List of children attending the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical information for each child	☐ Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Transport to and from venue	Vehicle accident, child not seated safely	Moderate	Children seated with seatbelts where available, roll marked before departure and arrival, educators spread throughout bus	Educators	During transport

Entering and exiting venue	Child separation or trip/fall	Moderate	Head counts conducted, children walk in pairs, educators positioned front and rear	Educators	Arrival/departure
Trampolining activities	Collision with other children, falls, sprains	High	Safety briefing provided by Flip Out staff, children supervised at all times, limit overcrowding on trampolines, follow venue rules	Educators & Venue Staff	During activity
Foam pit activities	Rough play, awkward landings	Moderate	One child at a time where required, monitor behaviour closely, enforce safe jumping practices	Educators	During activity
Ninja/obstacle course	Slips, falls, overexertion	Moderate	Age-appropriate participation encouraged, children reminded to move safely and wait turns	Educators	During activity
Behaviour management	Unsafe behaviour, pushing or rough play	Moderate	Clear expectations discussed before excursion, immediate educator intervention if unsafe behaviour occurs	Educators	Entire excursion
Medical emergency	Asthma, allergies, injury	High	First aid kit and medication carried, educators aware of	Educators	Entire excursion

			medical plans, emergency contacts accessible		
Toileting	Child becoming separated	Low	Children attend bathrooms in small groups with educator supervision nearby	Educators	As needed
Food/lunch break	Allergic reaction, choking	Moderate	Monitor children with allergies, children remain seated while eating, hand hygiene encouraged	Educators	Lunch break
Emergency evacuation	Panic, separation from group	High	Follow venue emergency procedures, educators conduct head counts and gather children at assembly point	Educators & Venue Staff	If required

Plan prepared by	Amy-Jo Woodward	Date- 14/5/26	
Communicated to:	All staff on the day & available for parents on website		
Venue and safety information reviewed and attached	**Yes** / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Matrix						
		Consequence				
		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