

Risk Analysis & Management Plan

Schools & Groups

Bounce aims to provide as safe and healthy environment for our visitors.

We have our own health & safety procedures and should you have further queries about this, please contact us on **1300 000 540**

Purpose

For excursions to our venues, certain groups are required to conduct a risk analysis & management plan.

This is to be forwarded as required to the organiser of the group

Process

Breakdown

The excursion/day into activities (eg. Off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)

Activities

- Identification of hazards that may exist, what harm may result, and to whom - consider consequences should an incident occur
- The practices currently in place to reduce the frequency or consequences of injury
- Identification if further controls are possible- (risk versus education outcome) does the control measure actually introduce any new risks?
- Identification & documentation of who puts each control in place and in what time frame

See tables below to determine the consequence, likelihood and risk rating

When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:

- Substitute - lower risk activity with same educational outcome
- Redesign - change or reorder activities
- Isolate – provide clear instructions to children at the start of an activity
- Admin controls – plan & coordinate each activity of an excursion
- Personal protective equipment – last option that should be considered but in some cases the only practical control

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Consequence Table

Likelihood Table

Level	Descriptor	Example
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur at some time

Combine the possible consequence and the likelihood to get the risk rating

	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Severe
A - Almost Certain	High	High	Extreme	Extreme	Extreme
B - Likely	Medium	High	High	Extreme	Extreme
C - Possible	Low	Medium	High	Extreme	Extreme
D - Unlikely	Low	Low	Medium	High	Extreme
E - Rare	Low	Low	Low	High	High

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Risk Assessment

Specific activity (Eg toilet stop at busy service station)	Hazard (Eg motor vehicles, sharps in toilets)	Risk & Consequences Identify how this may cause harm. Think about likelihood & exposure.	Risk rating Use the tables to determine the rating	Current controls What is in place to reduce the severity or likelihood of an injury occurring?	Further controls To be implemented – include date and who is responsible. Check to make sure you have not introduced a new risk.
Bus drop off & pick up point	Located in medium density traffic area. BUS must park at designated point for off-loading or on-boarding bus.	Children & staff may be exposed to extra hazard when exiting or on entering the bus.	C 2	Staff must ensure children are well monitored and grouped when exiting or entering the bus	School/Group Coordinator to group into appropriate children to staff ratio. Additional Needs children may/will require 1 to 1 staff member at all times.
Crowded venue	Children may wander and become separated from their group.	Child may become stressed and disorientated.	2D	Staff to actively supervise children at all times.	Coordinator will move freely around venue so as to actively supervise and engage staff and children where necessary.
Safety whilst on trampolines	Children may have an accident or sustain an injury	Children may bump or knock into one another, may fall onto another child causing injury whilst on the trampoline	2C	Safety briefing given by advanced first aid trained BOUNCE referee prior to ANY jumping. Referees will enforce rules & jump safe	Every trampoline area is monitored by safety trained referees who will enforce rules and encourage safety. Safety rules are displayed at the entrance of each trampoline court.
Emergency situation	Fire may break out or another threatening situation.	Children and staff may become injured	2D	Venue is equipped with fire safety system to rapidly detect response and contain a fire	Venue staff re trained in handling emergency situations & will facilitate a speedy and safe exit out of the building.

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Normal Operations

People

- Students to wear uniform at all times to be easily identifiable
- Adult to child ratios required for the age group of children
- We encourage high adult to children ration for special needs groups
- All lower level areas in venue accessible by wheelchair and ambulant bathroom facility available on ground level
- Every trampoline arena is manned by a first aid trained BOUNCE referee. Referees are trained to enforce rules, encourage safety and are trained in international industry best practice
- Every group will be given a safety briefing by one of our BOUNCE referees prior to any jumping

Equipment & Communication

- Teachers & co-ordinators encourage students to use trampolines safely
- One referee at each trampoline arena has a two way communication radio
- Emergency response staff are tried to facilitate speedy and safe exit of trampoline and non-trampoline areas should equipment malfunction or break
- Stairwells and 4 fire exits are located & accessible from lower level of building for safe evacuation in emergency situations
- All areas in BOUNCE are security controlled and only permitted staff can enter these areas

Environment

- The Bus drop off point is in a medium density light commercial & industrial area
- Please ensure that students are monitored and supervised outside our premises at all times
- BOUNCE is equipped with state of the art fire safety equipment that can rapidly detect, respond and contain a fire
- BOUNCE is a controlled environment. Students cannot jump unless they have permission or access rights

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School & Groups Co-ordinator Notes

Excursion risk management plan

Excursion details			
Date(s) of excursion: Wed 29/1/25		Excursion destination	Northern Beaches Business Park, Unit 7&8, 4/10 Inman Rd, Cromer NSW 2099
Departure and arrival times	departure: 11am - 3pm return arrival		
Proposed activities	Using Trampoline Facilities	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Private Bus		
Name of excursion co-ordinator	Karen M		
Contact number of excursion co-ordinator	(BH)	(M)	
Number of children attending excursion	50	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio?	1 educator: 8 Children		
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		
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list		
Plan prepared by		Date	
Prepared in consultation with:			
Communicated to:			
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.			