

# 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

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## 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.
<b>Bus drop off &amp; pick up point</b>	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.
<b>Crowded venue</b>	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.
<b>Safety whilst on trampolines</b>	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.
<b>Emergency situation</b>	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 accessable 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 & accessable from lower level of building for safe evacuation in emergency siutations
- 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 commerical & 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