



**Trampolining**  
**Standard Operating Procedure**  
**and**  
**Risk Management Plans**



**Revised 2021**

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**OVERVIEW** The Trampolines at Blue Lagoon Camp provide enjoyment to a range of participants. Through use of the trampolines, we aim to encourage active participation and physical activity.

**OUTCOMES** To engage campers in active and physical activity while creating an environment of enjoyment and group participation.

#### **PRE-REQUISITES FOR INSTRUCTORS**

There are currently no qualifications needed but the activity should be supervised by a responsible adult and if running as a programmed activity it is advisable that the instructor be familiar or trained in teaching trampolining skills. It would also be advised that the supervisor hold a suitable first aid qualification and carry a first aid kit when trampolines are in use.

#### **LOCATION**

On the north side of the camp in the outdoor rec area.

#### **PRIOR TO COMMENCING**

The area must be checked for hazards such as sticks, rubbish, glass ect that could cause injury to participants. The mats and equipment should be checked for wear and damage prior to use.

#### **INITIAL INTRODUCTION AND PARTICIPANT BRIEFING**

Campers should be briefed during the site induction that use of the trampolines is prohibited without a supervising adult present. Rules should be outlined and safety briefing given including the location of first aid.

#### **SPECIFIC ACTIVITY SAFETY AND INSTRUCTIONS**

Due to the high risk nature of trampolining, the following rules must be adhered to at all times when participating in the activity of trampolining.

1. A supervisor must be present at all times
2. No shoes are to be worn on the trampolines (wearing socks is advisable but not required)
3. Only one participant is to be on the trampoline at any one time
4. Do not walk or stand on the tyres surrounding the trampolines.
5. Waiting participants are not to sit or stand on the frame while waiting
6. Do not jump onto or off the trampolines
7. Tricks are permitted given that the participant is capable and competent of performing them
8. When using the trampolines outside of programmed activity times it is advisable to implement a 2 min time limit to ensure all participants are able to enjoy the trampolines.
9. Trampolines are not to be used after dark or before 7:30am

#### **PACK UP AND DEBRIEF**

any extra equipment that was used should be packed away. Trampolines and surrounds should be checked for damage and damage reported. Area should be checked for campers belongings and left tidy for the next use.

#### **INSTRUCTOR RESPONSIBILITIES**

It is the responsibility of the supervisor or instructor to ensure that rules are followed and that Campers are using the trampolines in a safe and responsible manner. They need to be aware of any medical conditions that are held by participants and not push or allow participants to exceed their abilities. Medications such as asthma and epipens should be close by in case needed and the supervisor should have access to or be carrying a first aid kit.

## ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

**Table 1: Likelihood Matrix**

Level	Descriptor	More Detail
A	Almost certain	Will occur. Expect frequent/regular occurrences.
B	Likely	The event will probably occur more than once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur
E	Rare	The event may occur only in highly exceptional circumstances

**Table 2: Consequence Matrix** – relate to the *most probable* outcome.

Eg. A fall from a windsurfer is most likely to result in **no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.**

Level	Descriptor	More Detail	Injuries	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	Student still able to participate.  Little impact <30min
2	Minor	Minor Injuries/damage sustained.  Low impact, possible public embarrassment.	First Aid Treatment	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	Student unable to continue with activity. Instructor impact whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3 <sup>rd</sup> party action, high news impact	Extensive Injuries. Medical Treatment	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3 <sup>rd</sup> party action, high news and media impact.	Deaths	Loss of instructor/s, closure of centre whilst investigation conducted.

**Table 3: Level of Risk – consideration of both likelihood and consequence.**

		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

**Important Note:** Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures serious consideration should be given to not proceeding with this activity. Risk vs Reward for this specific activity should be carefully considered!!

**Table 4. Risk Priority – an indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.**

Rating	Description
Low	Low priority.
Medium	Medium priority.
High	High Priority. Requires immediate action to redress risk. Additionally, risk should be closely monitored to ensure management strategies to reduce risk are effective.

**Important note:** The assessment and identification of Risk Priority should not be solely based upon the likelihood or frequency of an event occurring, but more a consideration of a number of factors, including: *frequency, likelihood, consequences (particularly the possibility of serious personal injury or death) and risk of litigation or legal exposure!* A student competing in a bicycle tour event on a controlled public road is very unlikely to be involved in a collision with a motor vehicle, however the consequences may well be most serious, with the possibility of a serious injury and possible legal exposure. Therefore a Risk Priority rating of **High** should be applied, with appropriate risk management.

## Risk Register/Risk Management

Activity: **Trampolines**



**Activity Description:** Trampolining is conducted in the designated area to the north of the giant slides. It is an activity that is carried out only under the supervision of a briefed and capable adult supervisor.

**General Safety consideration:** Known hazards will be identified to all participants, in particular the risks to participants when rules are not followed. Participants will be required to remove their shoes when jumping on the trampolines. Jumping on and off the trampolines is prohibited and should be monitored by the supervising adult. Standing on the frame or tyres surrounding the trampolines should also be avoided. As there is no shelter in the trampoline area hats and sunscreen should be worn as well as sun smart clothing. Equipment should be checked prior to use for damage and it should be reported to the camp manager/maintenance overseer. Shoes should be worn at all times when moving about the trampoline area unless jumping on the trampolines themselves.

<b>Risk description.</b> What and how can it happen	<b>Likelihood</b> (Refer Table 1)	<b>Consequence</b> (Refer Table 2)	<b>Level of Risk</b> (Refer Table 3)	<b>Management.</b> Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are followed all risks described in column 2 will be reconsidered as having a "Low Level of Risk".	<b>Priority</b> (Refer Table 4)
<b>Foot injury from tanbark, prickle, sticks, splinters and grazes</b>	<b>B</b>	<b>2</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Footwear to be worn at all times when participants are not jumping on the trampoline.</li> <li>Area to be cleared of all debris, large sticks .ect prior to commencing activity.</li> <li>Socks can be worn where possible on trampoline to prevent grazing.</li> </ul>	Low
<b>Injury from landing on or falling through trampoline springs/frame</b>	<b>C</b>	<b>3</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Mats to cover the springs and frame to prevent limbs slipping through</li> <li>Preventing participants from walking, sitting or standing on frame</li> </ul>	Medium
<b>Slip, trip, falling hazards</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Debris to be cleared from area prior to activity commencing</li> <li>Supervisor present to prevent participants from rushing and to help them on and off the trampolines.</li> </ul>	Low
<b>Damage to equipment through accidental use or misuse.</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>All equipment is regularly checked for damage and removed from use until appropriate repairs are carried out.</li> <li>Participants are supervised and rules are enforced.</li> </ul>	Low
<b>Conflict within the group and/or inappropriate student behaviour</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>All students addressed at the commencement of the session as to expected standard of behaviour, including consequences for un-safe or inappropriate behaviour.</li> <li>Student behaviour that is un-safe or inappropriate should be referred to the camp staff or teacher from the school for appropriate action and follow-up. If serious or repeated, the student should be removed from the activity and an incident report written.</li> <li>Supervisors actively supervise all members of their group, including students who may be waiting</li> </ul>	Medium

<b>Thunder/Lightning</b>	<b>D</b>	<b>4</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Check weather before commencing activity</li> <li>• If weather becomes inclement move participants inside and take shelter.</li> </ul>	Medium
<b>High winds</b>	<b>D</b>	<b>2</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>• Assess weather conditions before commencing activity</li> <li>• If wind is causing participants to become unsteady when jumping it is advisable to cancel or postpone the activity to prevent injury</li> </ul>	Low
<b>Interference from other participants causing injury to the participant jumping or waiting</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Supervisor present to control participant interactions</li> <li>• No participants who are waiting are to be on the trampoline or frame or inside the net to prevent interference with the person jumping.</li> </ul>	Medium
<b>Asthma or Anaphylaxis or other medical condition onset</b>	<b>B</b>	<b>3</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Epipens and puffers to be easily accessible if not present.</li> <li>• Instructor or supervisor to be aware of medical conditions among participants.</li> <li>• Supervisor to hold or have access to someone who holds a first aid qualification.</li> </ul>	High