

Southport State School P&C Association

Outside School Hours Care Inclusion Risk Management Plan Record

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| Incursion Details: | |
| Funny Face Entertainment - Balloon Twisting Workshop | |
| Planned Dates of Incursion: 1/7/26 | Destination and Address: 215 Queen Street, Southport. OSHC service. |
| Departure from Southport OSHC: N/A | Arrival time at Southport OSHC: 10:00 am |
| Departure time from Southport OSHC: 11:30 am | Arrival time at Southport OSHC: N/A |
| Proposed Activities Children will be given the opportunity to learn how to create animals out of balloons using balloon twisting techniques. | Water hazards? Yes/No: No If yes detail in risk assessment below: |
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| Name of Incursion Co-ordinators: Kim Truscott - Coordinator | |
| Contact number of Excursion Co-ordinator: | (BH): 07 55311138 |
| | (M): 0407140528 |
| Number of children attending the excursion: Approx. 75 | Number of Educators/Volunteers/Parents: 7 |
| | Ratio: 1:12 |
| Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details: This is an in-service day. Ratio will be as per usual- 1:12 | |
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| Incursion Equipment Checklist | |
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| <input type="checkbox"/> Fully stocked first aid kits | <input type="checkbox"/> Travel sickness bags |
| <input type="checkbox"/> List of children attending the incursion | <input type="checkbox"/> Spare Sunscreen |
| <input type="checkbox"/> Contact information for each child | <input type="checkbox"/> Spare hand sanitiser and wipes |
| <input type="checkbox"/> Medical information for each child | <input type="checkbox"/> Spare clothing and towels |
| <input type="checkbox"/> List of educators/volunteers/parents attending the incursion | <input type="checkbox"/> Contact information of educators/volunteers/parents attending the incursion |
| <input type="checkbox"/> Medical and Contact information for adults and educators attending the incursion | <input type="checkbox"/> Sharps container and gloves for children with diabetes |
| <input type="checkbox"/> Spare water bottles | <input type="checkbox"/> Venue information |
| <input type="checkbox"/> Accident and Incident forms | <input type="checkbox"/> Working mobile phone / other effective means of communication with the main service and emergency services |
| <input type="checkbox"/> Other items not listed, please list: | |

| Excursion/Incursion Risk Assessment | | | | | | | |
|-------------------------------------|--|--|--|---|--------------------------------|--------|----------|
| Activity | Hazard Identified | Risk Assessment Before Controls (Use matrix) | Elimination/control measures in place | Risk Assessment After Controls (Use matrix) | Who | When | Comments |
| Children's Wellbeing | Group safety discussion Behavioural expectations Children overwhelmed during the balloon twisting workshop | Med | Coordinator/RP to discuss the safety expectations/guidelines for participating in the balloon twisting workshop. Any child who becomes overwhelmed with the activity, educators to offer other activities away from the balloon twisting area. | Med | Coordinator RP Educators | 1/7/26 | |

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|---|---|-----------------|---|------------|--|---------------|---|
| Funny face entertainment Arriving at the service | Setting up equipment | Med | Educators to actively supervise the children away from the service area that funny Face Entertainment are setting up their equipment for the workshop. | Low | educators | 1/7/26 | |
| Health and safety | Identify service procedures for safety | Med | Coordinator to discuss any emergency procedures with Funny Face Entertainment staff on arrival. | Low | Coordinator Funny Face entertainment staff | 1/7/26 | |
| Balloon twisting | Latex allergy/allergic reaction | Med | All medical information gathered prior to balloon twisting. Monitor and supervise children when using/twisting balloons. If allergy occurs, parents to be contacted as well as monitoring symptoms. | Low | Coordinator RP Educators Funny Face Entertainment staff | 1/7/26 | No known latex allergies within the service. |
| Balloon twisting | Choking Hazard | Med-High | Educators are to actively supervise children when engaging in the balloon twisting workshop. Have conversation with children prior to balloon twisting around dangers if not using balloons correctly. | Low | Coordinator RP All Educators | 1/7/26 | |
| Balloon twisting | Tool injury-pump | Med | All equipment used in the balloon twisting workshop to be managed by Funny Face Entertainment staff and by educators. Children to be highly monitored if using pump. | Med | Coordinator RP All Educators | 1/7/26 | |
| Balloon twisting | Crowding at activity area. | Med | The children will be divided into groups during the balloon twisting workshop. Educators to supervise the groups to avoid crowding in the space. | Low | Coordinator RP All Educators | 1/7/26 | |

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| Funny face Entertainment leaving Southport OSHC | Packing away equipment, leaving the service | Med | Funny face Entertainment staff will pack away all equipment used during the Balloon twisting workshop. Educators to actively supervise the children away from the area during the packing away process. | Low | Funny Face Entertainment Staff Educators | 1/7/26 | |
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| Plan Prepared By: | Name: Kim Truscott | Position: Coordinator |
| Prepared In Consultation With: | Sophia Michetti– Assistant coordinator | |
| Communicated to: | Southport State School P & C Executive Committee | |
| Date: | 18/7/2026 | |
| 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

| | | Consequences | | | | | |
|------------|--|----------------------------|-----------------------------|-------------------------------|-------------------------|-----------------------|---------|
| | | Insignificant No Injury | Minor First aid required | Moderate Medical treatment | Major Serious Injury | Catastrophic Death | |
| | | 1 | 2 | 3 | 4 | 5 | |
| Likelihood | Almost Certain Is expected to occur most times | 1 | Medium | High | High | Extreme | Extreme |
| | Likely Will probably occur most times | 2 | Medium | Medium | High | Extreme | Extreme |
| | Possible Might occur some time | 3 | Low | Medium | High | High | Extreme |

