

Southport State School P&C Association

Outside School Hours Care Inclusion Risk Management Plan Record

Incursion Details: Wheels Day	
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: N/A
Departure time from Southport OSHC: N/A	Arrival time at Southport OSHC: N/A
Proposed Activities Children will be given the opportunity to extend on their locomotion skills participating with their bikes, scooter, skateboards and rollerblades on a variety of challenges and activities.	Water hazards? Yes/No: No If yes detail in risk assessment below:
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	

Incursion Equipment Checklist

<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

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	Med	Coordinator/RP to discuss the safety expectations/guidelines for participating in the wheel's day activities. Any child who becomes overwhelmed during the activity, educators to offer other activities away from the area.	Med	Coordinator RP Educators	1/7/26	

Families arriving at the service with the children's wheels day equipment	Storing the equipment	Med	Educators to inform the families when arriving at the service with their Wheel's Day equipment. All equipment to be stored in the junior undercover area. No children to be in the area the equipment is being stored at unless supervised by an educator.	Low	Coordinator RP Educators	1/7/26	
Children's Health and safety	Children getting hurt during the activity	High	All staff to monitor the safety guidelines for participating in the wheel's day activities. Safety equipment to be used when participating in the Wheel's Day activities.	Med	Coordinator RP Educators	1/7/26	
Children's Health and safety	Not providing safety equipment to participate in the wheel's day activities	Med	NO SAFETY EQUIPMENT, NO PARTICIPATION IN THE ACTIVITIES, NO SHARING EQUIPMENT. The above rules apply to all activities on wheel's day provided at the setvice.	Low	Coordinator RP Educators	1/7/26	
Children's health and safety	Crowding at the activities	Med	The children will be divided into groups for the wheel's day activities. Small group activity areas to be constructed around the school. Educators to supervise the groups to avoid crowding in the space.	Low	Coordinator RP All Educators	1/7/26	
Children's health and safety	Accidental collisons, scrapes and abrasions	High	Educators continually reminding the children of the safety expectations/guidelines of participating in the wheel's day activities. Educators to actively supervise all area the wheel's day activities are stationed. Any injuries are to be reported to the	Med	Coordinator RP Educators	1/7/26	

			<p>coordinator, incident forms to be completed at the time of the injury and families to be notified when required.</p>				
<p>Children's health and safety</p>	<p>Sun burn</p>	<p>High</p>	<p>Prior to children engaging in the activities, sun smart routines will be followed for the duration of the activity as per the service policies. Sun screen will be applied 20 minutes prior to children engaging in outdoor play. Reapplying sunscreen every 2-hours, sun smart hats, sun smart clothing, sun smart shoes to be worn by all children participating in the wheel's day activities. educators to support the children with applying sunscreen prior to the wheel's day activities and every 2-hours onwards. Where possible the wheel's day activities to be set up in a shady area.</p>	<p>Med</p>	<p>Coordinator RP Educators</p>	<p>1/7/26</p>	
<p>Children's health and safety</p>	<p>Dehydration</p>	<p>Med</p>	<p>Educators to monitor the children during the activity. Educators to advise the children to take regular breaks for drinking and eating.</p>	<p>Low</p>	<p>Coordinator RP Educators</p>	<p>1/7/26</p>	
<p>Environment</p>	<p>Inclement weather</p>	<p>Med</p>	<p>Coordinator to access the weather reports and assess what the weather may do prior to the day. Coordinator to develop a contingency plan for the day in the event that the wheel's day activities may need to be cancelled due to any storm activity.</p>	<p>Low</p>	<p>Coordinator RP</p>	<p>1/7/26</p>	

Families leaving the service with their child's wheel's day equipment	Wheel's day equipment being lost	Med	Educators to support the families to collect their child's wheel's day equipment from the junior undercover area. Families to remove their child's wheel's day equipment from the area as soon as possible after collecting their child from the service.	Low	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								
Likelihood			Insignificant No Injury	Minor First aid required	Moderate Medical treatment	Major Serious Injury	Catastrophic Death	
			1	2	3	4	5	
	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	

