

Southport State School P&C Association

Outside School Hours Care Inclusion Risk Management Plan Record

Incursion Details: Bunnings	
Planned Dates of Incursion: 10/04/2026	Destination and Address: 215 Queen Street, Southport. OSHC service.
Departure time from the service: N/A	Arrival time at the service: 10am
Departure time from service: 12pm	Arrival time to the service: N/A
Proposed Activities Children will have the opportunity to engage in activities facilitated by bunnings staff.	Water hazards? Yes/No: No If yes detail in risk assessment below:
Name of Incursion Co-ordinators: Kim Truscott - Coordinator	
Contact number of Incursion Co-ordinator:	(BH): 07 55311138
	(M): 0407140528
Number of children attending the excursion: Approx. 75	Number of Educators/Volunteers/Parents: 6
	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"/> Walkie talkies
<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"/> Accident , incident, injury forms
<input type="checkbox"/>	<input type="checkbox"/> Fully charged 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
Prior to incursion starting	Safety discussion Guidelines and expectations	Low	Coordinators/RP to discuss any safety guidelines and behavioural expectations during the Bunnings activities.	Low	Coordinators RP	10/04/26	
Emergency event (fire, evacuation)	Bunning staff to understand the procedures for emergency	Med	Brief Bunnings staff on emergency procedures. Maintain access to exits.	Low	Coordinator RP Bunning staff	10/04/26	

	evacuation procedures						
Bunning	Arriving at the service	Med	All children to be actively supervised while Bunning staff unpack any equipment, resources for the incursion.	Low	Coordinators RP Educators Bunnings staff	10/04/26	
Bunnings	Behavioural issues.	Med-High	Educators to have a conversation with children around being patient, rules and expectations around behaviours when engaging in the Bunnings activities. Educators to organise the children into small groups to support more respectful engagement.	Medium	Coordinators RP All Educators	10/04/26	
Bunnings	Health and wellbeing	Med	Educators to support the children to wash their hand correctly after engaging in the Bunnings activities.	Low	Coordinator RP All Educators	10/04/26	
Bunnings	Allergies	Med	Parents/care givers to communicate any allergies to the service prior to the Bunnings incursion. Medication on site and correct paperwork filled in.	Low	Families Coordinator RP	10/04/26	
Bunnings	Departing the service	Med	Educators to support the children away from the area where Bunning is packing away any equipment used in the incursion.	Low	Coordinators RP Educators Bunnings staff	10/04/26	

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:	23/03/2026
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
	Unlikely Could occur at some time	4	Low	Low	Medium	High	High
	Rare May occur in some circumstances	5	Low	Low	Low	Medium	High

