

Southport State School P&C Association

Outside School Hours Care Risk Management Plan Record

OSHC Service Planned Daily Activities for BSC & ASC & Vacation Care Programs	
Reviewed on: 23 March 2026	Address: 215 Queen Street, Southport, 4215 Queensland.
Proposed Activities All activities planned for BSC, ASC and Vacation Care Program. BSC – 70 ASC – 85 Vacation Care Program Incursions – 75 Excursion - 65	Water hazards? Yes/No: No If yes detail in risk assessment below:
Name of Coordinators: <div style="text-align: center;"> Kim Truscott - Coordinator Sophia Michetti – Assistant Coordinator </div>	
Contact number of in-service daily activities Co-ordinator:	(BH): 07- 5531 1138 (M): 0407140528 Ratio: 1:12
The area will always be actively supervised by educators to ensure children are following the service expectations/guidelines and safety rules. Drinking and toilet facilities located in the service.	
Equipment Checklist	
<input type="checkbox"/> Fully stocked first aid kits	<input type="checkbox"/> Spare hats
<input type="checkbox"/> List of children attending on the day	<input type="checkbox"/> Spare Sunscreen

<input type="checkbox"/> Medical information for each child – Asthma plans, allergies	<input type="checkbox"/> Safety check – completing safety checklists and scanning for hazards such as sharps, general public, broken equipment, water bubbler and toilet are functioning properly.
<input type="checkbox"/> Accident and Incident forms To be filled out on the day of the accident/incident.	<input type="checkbox"/> Walkie Talkies, means of communication with the main service.
<input type="checkbox"/> Other items not listed, please list: <ul style="list-style-type: none"> • Service phones 	

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
Environment	Uneven ground – slips, falls and trips. Walking to the service from school, leaving to attend school, moving to and from the senior area, general movement around the OSHC service building area.	Medium	Educator to do daily Outdoor safety check. Report any hazards to the coordinator. Adequate supervision and assistance in all areas. Children encouraged to walk on concrete and inside the service rooms.	Medium	Coordinator RPs Educators	23/3/26	
Inside Environment cooking	Burns, cuts	High	Educators to provide continuous active supervision to support the children to participate safely in all cooking experiences. The children are to use gloves when touching ingredients. When cooking using a hot pan age-appropriate rules will apply. Closed in shoe must be worn when participating in cooking experience. Children must wash their	Med	Coordinator RPs Educators	23/3/26	

			hands before and after the cooking experience.				
Inside Environment Using sharp/hot equipment	Knives, hand mixers, electric frying pans	High	Educators to provide continuous active supervision to support the children to participate safely in all cooking experiences using sharp/hot equipment. Closed in shoe must be worn when participating in all cooking experience. When using kitchen appliances age-appropriate rules apply. The children must wash their hands before and after the cooking experience.	Low	Coordinator RPs Educators	23/3/26	
Cooking on the P&C BBQ	Children getting burnt or hurting themselves on the BBQ	Med	When the BBQ is in use at the service, educators to set up the BBQ in an area away from the children's play areas. Hazard cones to be placed around the area to support the children's understanding when using the BBQ. Educators to actively supervise the BBQ when preparing and cooking on the BBQ.	Low	Coordinator RPs Educators	23/3/26	
Inside Environment Allergies	Allergic reactions	High	All children participating in cooking experiences to be monitored for any allergic reactions during the cooking experience. Educator to check medicals for any children with allergies attending on the day. If needed educators to change ingredients in the cooking experience to be inclusive to all children attend on the day. Medications for children with allergies on sight. All children participating in the cooking experience to wash their hands before and after engaging in the cooking experience.	Med	Coordinator RPs Educators	23/3/26	

Families bringing in food from home.	Reactions allergies	High	When families are contributing to the program by sharing their cultures food. Families must inform the coordinator/RP the proposed date and food items they are bringing in to share with the service. The food must have the ingredients clearly marked and the date of baking. Coordinator/RP to discuss with the families, service medical intolerances and allergies of the service and alternative options to be provided from the family.	Low	Coordinator RPs Families	23/3/26	
Service kitchen	Children entering the kitchen without permission	Med	Educators will always actively supervise the kitchen area. No children will be allowed in the kitchen area. Activities that are cooking related will be set up at a table with an educator supervising. Educators to remind the children that the kitchen is a child free zone.	Low	Coordinator RP's Educators	23/3/26	
Inside Environment Arts and crafts	Sharp equipment- scissors, sticky tape machines, Clay tools, playdough stamps	High	Educators to actively supervise the children when using sharp equipment. Educators to role model how to use equipment properly. All equipment is to be used for it correct purpose. When equipment is being set up in an activity, the children will be supported to use the equipment at the proposed activity.	Medium	Coordinator RPs Educators	23/3/26	
Inside Environment Resources	Children sharing/taking turns, throwing equip, breaking resources	Medium	Educators to support the children in their play. Role model appropriate behaviour when conflict occurs to be inclusive of all children to engage in the environment and with the resources safely. The resources are to be used properly and for their purpose. Educators to make sure there is enough of the same resource for all children to be able to	Low	Coordinator RPs Educators	23/3/26	

			share/take turns without conflict occurring.				
Inside Environment Messy play	Messy play ingredients	Medium	Educators to actively supervise the children when engaging in messy play experiences. Educators to support the children in creating/using messy play ingredients to create messy play. Educators to clean the messy play area up after use (children may help support the clean-up when using child friendly products) and sanitise the area.	Low	Coordinator RPs Educators	23/3/26	
Face painting	Children having reactions Face paint going in the children's eyes	Med	Educators to use quality TAG face art face paint when applying face paint to children's faces being mindful to avoid the eye area. Face paint brushes to be cleaned after use and sanitised. Any children having allergies to the TAG face art paint, educators to stop using the products on the children's face, clean any face paint off the faces of the children and write out an incident form. Parents to inform Coordinator/RP's of any reactions relating to using TAG face art face paint.	Low	Coordinator RPs Educators Families/care givers	23/3/26	
Inside Environment Storage cupboards	Children removing resources from storage cupboards	low	Educator to actively supervise the children when they are selecting items from the storage cupboards. Educators to have discussions with the children about the number of resources removed from the storage cupboards and remind the children to pack away resources that they no longer wish to engage with prior to getting more resources out of the cupboards.	low	Coordinator RPs Educators	23/3/26	
Inside Environment live fish	Fish tank cleanliness. Feeding the fish.	Low	Educators to clean fish tank regularly to support the cleanliness of the tank. Feeding of the fish, the	Low	Coordinator RPs Educator	23/3/26	

			children can care for the fish by feeding them, then washing their hands with soap and water afterwards.				
Inside/outside Environment The children collecting equipment off the sporting trolley.	Sporting equipment trolley	Low	Educators to support the children removing the equipment from the sporting trolley. All equipment on the sporting trolley is to be used properly and for its purpose in the outside environment in the appropriate areas. Educators to actively support the children engaging with sporting equipment in the outside area.	Low	Coordinator RP Educators	23/3/26	
Inside Environment Movie/tv room	Movie room screen, television, iPad, Movie room glass walls, Blinds Movie room equipment	Medium	Educator to actively supervise the correct use of the movie/television rooms when children are engaging in activities or screen time, watching age-appropriate screen time following guidelines for 'The Australian OSHC sector physical activity and screen time guidelines.' The guidelines are displayed in each area. As per our service policies, educators will ensure that children's media viewing in our educational programs is age-appropriate and consistent with the Australian Film and Literature Classification (G - PG-rated) During BSC and ASC devices are only to be used for homework or other research activities. Educators to monitor the use of iPads at the table. A timer or alarm to be set to support the children's understanding of screen time limitations. Vacation Care screen times allows for some leisure time which may include watching a movie during the program.	Low	Coordinator RPs Educators	23/3/26	

Inside Environment Behaviours	Children getting upset due to sharing resources or turn taking.	High	Educators to actively supervise the inside activities monitoring any areas that children are busy and sharing resources. Educators to provide enough resources for respectful sharing/turn taking to occur.	Med	Coordinator RPs Educators	23/3/26	
Inside Environment Slushie machine	Operating the slushie machine	High	Educators will operate the slushie machine in the kitchen area. Hearing headphones to support the loud sound of the slushie machine to be worn by the educator. Any children who are sensory to the loud noise can be supported outside while the slushie machine is working or be invited to wear some noise cancelling headphones. The older children can support the service slushie machine days by serving the slushie ice into a cup for the younger children at a table in the service area.	Med	Coordinator RPs Educators	23/3/26	
Trampoline Fidget toys Sensory play experiences	Resources used for inclusion support	High	The trampoline is to be actively supervised at all times when in the environment. The trampoline is to be used correctly and fit for purpose, and for the specific use of managing regulation for children. Fidget toys to be used correctly by the children in the quiet areas. Sensory play experiences are to be set up at the tables, educators supporting the children to use the resources correctly at the tables. Active supervision at all times.	Med	Coordinator RPs Educators	23/3/26	
Environment Outside decking	Using the wooden deck area.	Med	Educators to actively supervise the wooden deck area. All children to follow safety rules for the wooden deck seating area supporting children to sit correctly on the deck. Educators to discuss any	Low	Coordinator RPs Educators	23/3/26	

			safety concerns that may arise with the fence with the coordinator/RP.				
Environment Inside Office	Children entering the office without permission	Med	All children will not be allowed access to the service office for play purposes. The office can be used to store musical instruments to keep them safe. Educators to support the children putting their musical instruments in the service office. The service office to be locked when necessary for children to follow the service safety guidelines.	Low	Coordinator RPs Educators	23/3/26	
Using the service bathroom	Children lining up to use the service bathroom	Med	Educators will support the children to use the service bathroom correctly and for its purpose. Educators to support the children to use the outside bathrooms when a line up of children is evident. Educators will actively monitor the bathroom for cleanliness and clean up any messes when they arise. When a child needs support in the bathroom due to an accident, 2 educators will offer support to the child as per our service toileting policies.	Low	Coordinator RPs Educators	23/3/26	

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:	23/3/26	
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
	Unlikely Could occur at some time	4	Low	Low	Medium	High	High
	Rare May occur in some circumstances	5	Low	Low	Low	Medium	High

Matrix Code	
Risk Level	Actions to be Taken
Extreme	Consider other venues or incursions the risk and control measures can't be eliminated.
High	High risk level must be reduced to at least medium risk before excursion or incursion is considered. If practicable, the hazard should be eliminated if possible before this venue or incursion is considered.
Medium	Record all elimination and control measures within this risk management record. Proceed with caution. Record and document any hazards closely.
Low	No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not change over time. Proceed with excursion or incursion.

