

Southport State School P&C Association

Outside School Hours Care

Incursion Risk Management Plan Record

Incursion Details: DIY CRAFT DAY	
Planned Date of Incursion: Wednesday 9/7/2025	Incursion Destination and Address: 215 Queen St, Southport, 4215 Queensland.
Departure time from Southport State School P&C OSHC: N/A	Arrival time at the venue: N/A
Departure time from venue: N/A	Arrival time at Southport State School P&C OSHC: N/A
Proposed Activities: Children will have the opportunity to engage a variety of many different Art and Craft activities throughout the day. We will be making Canvas Bags, a variety of Jewellery items, as well as messy play, fine motor activities, indoor and outdoor Arts and Crafts that will rotate throughout the day.	Water hazards? Yes/No: No If yes detail in risk assessment below:
Method of transport, including proposed route map: This is an in-service incursion therefore no transportation will be required.	
Name of Incursion Co-ordinators: <div style="text-align: right;"> Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator </div>	
Contact number of Incursion Co-ordinator:	(BH): 07- 5531 1138
	(M): 0407 140 528
Number of children attending the incursion: Approximately 80	Number of Educators 8
	Ratio: 1:10
Educator to child ratio, including whether this incursion warrants a higher ratio?	

Please provide details: No

The children will participate in a full day of supervised arts and crafts activities, including painting, cutting, gluing, drawing and creating with various materials, including paper, fabric, cardboard, paint, beads and natural item. They will have the opportunity to make their own Canvas Bags to take home as well as a Jewellery making station and many other creative experiences.

Designated areas will be provided inside and outside for children to undertake the individual activities. Educators to be aware of allergies and intolerances and to encourage children to use personal protective equipment (gloves) when there is a risk of allergy flare up based on products to be used.

The incursion will be supervised by educators at all times to ensure children are following the safety rules for each activity. Children will be instructed by staff members on correct usage of resources as well as hygienic and handwashing policies for individual activities.

Drinking and toilet facilities as per normal locations.

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
<input type="checkbox"/> Medical and Contact information for adults and educators attending the excursion	<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
Health and safety	Choking	Medium	Adequate supervision and assistance will be provided based on our staff to child ratio. Children must be sitting while participating in the individual Arts and Crafts activities and constantly reminded of the way to handle certain materials. Small items to be kept in trays/containers	Medium	All Educators	9/7/2025	Staff to demonstrate proper use of equipment and how the activities are to be conducted.
Health and safety	Allergic Reaction	Medium	Adequate supervision and assistance. First aid kit to be kept nearby. All educators to be aware of children's known allergies. No use of nuts. Children who are allergic to specific to participate in an alternative activity and First aid trained staff to be rostered for the duration of the day.	Low	All Educators	9/7/2025	Staff to check allergy information and avoid known allergens
Health and safety	Injury to self or others through misuse of tools or running indoors	Medium	Set clear rules and expectations regarding positive behaviour and appropriate behaviour. Provide redirection or quiet space as needed.	Low	All Educators	9/7/2025	First aid kit to be kept nearby and first aid trained staff to be available for all activities.
Health and safety	Cuts from Sharp Objects	Medium	Only educators to use sharp utensils where necessary for specific activities. Age appropriate, child safety scissors and equipment to be used. Demonstrate and explain proper use of equipment and close supervision and assistance to be available at all times.	Low	All Educators	9/7/2025	First aid kit to be kept nearby and first aid trained staff to be available for all activities.

Health and safety	Mess and spillage of materials	Medium	Provide protective mats and/or paper covers and clean up spills immediately. Use smocks/aprons to protect children's clothing	Low	All Educators	9/7/2025	
-------------------	--------------------------------	--------	---	-----	---------------	----------	--

Plan Prepared By:	Name: Elicha Dennehy – Co-Ordinator
Prepared In Consultation With:	Jessica Schuh – Assistant Co-Ordinator
Communicated to:	Southport State School P & C Executive Committee
Date:	5/6/2025
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

[illegible]