

		(Use matrix)		(Use matrix)			
First Nations workshop arriving at the service building	Setting up the activities in the OSHC service area.	Med	Educators to actively supervise the children in an area away from the setting up of the First Nations activities. First Nations staff to sign in as visitors to the service and discuss with the Coordinator/RP any service procedures for safety.	Low	Coordinator RP's Educators First Nations Staff	8/7/26	
Children's health and safety	Group Safety discussion	Med	Coordinator/RP to discuss the safety expectations/guidelines of engaging in the First Nations workshop experience.	Low	Coordinator RP	8/7/26	
Children's health and safety	Children becoming overwhelmed or dysregulated	Low	Educators to identify any child who is becoming overwhelmed or dysregulated during the First Nations Workshop. If a child becomes overwhelmed or dysregulated, educators to provide other options for the child/ren to do in a quieter area outside the area the incursion is occurring.	low	Coordinator RP Educators	8/7/26	
Children's health and safety	Allergic Reactions while participating in the cooking activities	Med	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, 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	8/7/26	

Children's health and safety	Cuts, burns while participating in cooking activities	High	Educators to provide continuous active supervision to support the children to participate safely in all cooking experiences with First Nation Staff. The children are to follow directions from First Nation Staff and use gloves when touching ingredients. Closed in shoe must be worn when participating in cooking experience. Children must wash their hands before and after the cooking experience.	Med	First Nations staff RPs Educators	8/7/26	
Engaging in the First Nations Workshop activities	Using sharp equipment	High	Educators continually reminding the children of the safety expectations/guidelines of participating in first Nations activities and using sharp equipment in the activities. Educators to support all children, actively supervising the activities while the children are participating.	Med	Coordinator RPs Educators	8/7/26	
First Nation staff departure from the OSCH service area.	Packing away the NAIDOC activities.	High	The first Nation staff will pack away and remove all equipment from the service area. Educators will actively supervise the children away from the area until the First Nations staff and the equipment have left the service area.	Med	Coordinator RPs Educators First Nation staff	8/7/26	

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:	17/6/2026	

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

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.

