

Southport State School P&C Association

Outside School Hours Care Inclusion Risk Management Plan Record

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| Incursion Details: Ghostly games van | |
| Planned Dates of Incursion: Wednesday 15/4/2026 | Destination and Address: 215 Queen Street, Southport. OSHC service. Entry via Mick Vievers Way |
| Departure time: N/A | Arrival time at Southport OSHC: 10am |
| Departure time from Southport OSHC: 3pm | Arrival time: N/A |
| Proposed Activities: Children will be able to engage with various G rated games with player stations of 10 participants from the Ghostly games van. | Water hazards? Yes/No: No If yes detail in risk assessment below: |
| The incursion will be on-site near the service building in the Southport State School P&C OSHC grounds. | |
| 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: 6 |
| | Ratio: 1:12 |
| Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details: This is an incursion day at the service building. Ratio will be as per usual- 1:12 | |
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| Incursion Equipment Checklist | |
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| <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 |
| <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 |
| Ghostly games van arriving at the service building | Setting up the incursion | High | Ghostly games staff to set up their Games van in a location that is deemed safe by their service coordinator/RP. Educators will support all children away from the area while the experience is being set up in. Ghostly games staff will provide the service with instructions on safety of the | Low | Coordinators RP Educators Ghostly games staff | 15/4/26 | |

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| | | | <p>van. All educators will follow the Ghostly games staff safety information when engaging in the Ghostly games van. Additionally, any safety signage from Ghostly games staff to be put up and a safety conversation with the children prior to engaging with the Ghostly games van about rules/guidelines when engaging with the G-rated games in the Ghostly games van.</p> | | | | |
| Ghostly games van equipment | Electrical faults / overload + Trip hazards | Med-High | Educators to always actively supervise the Ghostly Games van to ensure the equipment is used correctly and in working order while in use. Any issues with the equipment, report to the coordinator/RP or Ghostly games staff. Any electrical cables will be mark as a hazard with correct signage to support the hazard area to reduce any trip incidents. | Low | Coordinators RP All Educators | 15/4/26 | |
| Children's health and safety – group discussion | Behavioural expectations | Med | Coordinator/RP to discussion the incursion expectation/guidelines for the children while engaging in the Ghostly games van prior to the children entering the Ghostly games van. | Low | Coordinators RPs | 15/4/26 | |
| Ghostly games van equipment | Behavioural issues. | High | Educators to remind the children about the expectations around behaviours when engaging with the games in the ghostly games van. Educators to support all children to be inclusive in the environment of the Ghostly games van experience. Educators to support the children to fill out an incident form if any children need to be removed from the Ghostly | Medium | Coordinators RP All Educators | 15/4/26 | |

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| | | | games van experience due to behaviour. | | | | |
| During the Ghostly games van experience | Children becoming overwhelmed in the Ghostly games van | High | Educators to identify any child who is becoming overwhelmed in the Ghostly games van. When/if a child becomes overwhelmed in the Ghostly games van, educators to offer other activities until the child can rejoin the Ghostly games van experience. | Med | Coordinator RPs Educators | 15/4/26 | |
| Ghostly games van equipment | Food or drinks in the Ghostly game van | Med | Educators to be always actively supervising children in the Ghostly games van. Incursion expectations discussed prior to the children engaging in the Ghostly games van relating to food or drink. NO food or drinks will be allowed while engaging in the G-rated games in the Ghostly games van. Meals break times to be arranged around their turns in the games van, so the children have clear understandings of mealtimes during the day. | Low | Coordinator RP All Educators | 15/4/26 | |
| Ghostly games van equipment | Damage to the Ghostly games van | Low | Children to be supported in following the behavioural expectations/guidelines around using the Ghostly games van and equipment prior to playing. Any equipment broken is to be reported to the coordinator/RP and the Ghostly games van staff to follow up. | Low | Coordinator RP All Educators | 15/4/26 | |

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| Ghostly games van departure from the OSHC service | The Ghostly games van leaving the service area. | high | The Ghostly games van staff will ensure all equipment is packed away correctly at the end of the incursion. Educators will support the children away from the area while the Ghostly games staff pack up and leave the service area. | Med | Coordinator RPs Educators Ghostly games van staff | 15/4/26 | |
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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: | 23/3/2026 | |
| 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 |

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|--|---|---|--------|--------|--------|---------|---------|
| | 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 | |
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| 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. |

I have read the risk assessment and understand my role and responsibilities.

| Staff Name | Signature | Date |
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