

# Southport State School P&C

## Association

Outside School Hours Care

### Excursion Risk Management Plan Record

<b>Excursion Details:</b> <b>Gymnastics Hall</b>	
<b>Planned date of Excursion:</b> Tuesday 7 <sup>th</sup> April 2026	<b>Excursion destination address:</b> Gymnastics hall Mick Veivers Way
<b>Depart time from Southport State School P&amp;C OSHC:</b> 1 <sup>st</sup> group 11.50pm 2 <sup>nd</sup> group 12.50pm	<b>Arrival time at venue, gymnastics hall:</b> 1 <sup>st</sup> group - 12pm 2 <sup>nd</sup> group - 1pm
<b>Departure time from venue, gymnastics hall:</b> 1 <sup>st</sup> group – 1pm 2 <sup>nd</sup> group – 2pm	<b>Arrival time at Southport State School P&amp;C OSHC:</b> 1 <sup>st</sup> group - 1.10pm 2 <sup>nd</sup> group – 2.10pm
<b>Proposed Activities:</b> Throughout the experience, children will participate in a variety of structured activities led by qualified instructors, allowing them to develop coordination, balance, and strength in a safe and supportive environment.	<b>Water hazards?</b> Yes/No: No If yes detail in risk assessment below:
<b>Name of Co-ordinators:</b>  Kim Truscott - Coordinator Sophia Michetti – Assistant Coordinator	
<b>Contact number of Incursion Co-ordinator:</b>	<b>(BH): 07- 5531 1138</b>
	<b>(M): 0407140528</b>
	<b>Ratio: 1:12</b>
<b>Number of children attending the Excursion:</b> Approx. 65	<b>Number of educators/volunteers/parents:</b> 6



Outside Environment	Uneven ground – slips, falls and trips.	Medium	Educator to do daily outdoor safety checklist. Educator to actively supervise the children when leaving the service building. Children encouraged to walk on concrete path to the gate. Educator to carry a walkie talkie for communication.	Medium	Coordinator RPs Educators	7/4/26	
Outside Environment  Exiting the school grounds	Using the gate, exiting the school next to the car park.	High	Children aware of safe/appropriate behaviour when exiting the school grounds. Educator to guide the children to follow the safest route(along the foot path) when leaving the school grounds to walk to the gymnastics hall. Educator to carry a walkie talkie for communication and the 2 <sup>nd</sup> service phone.	Med	Coordinator RPs Educators	7/4/26	
Outside Environment  Car park	Danger of walking near a car park.	High	Active supervision when escorting the children out of the school grounds to the gymnastics hall. Educator to role model appropriate behaviour and walk next to the car park allowing the children to walk next to the school fence. Educator to carry a walkie talkie for communication and 2 <sup>nd</sup> service phone.	Med	Coordinator RPs Educators	7/4/26	
Environment	Sharps, foreign objects	Med	Daily Outdoor checklist done prior to escorting children to gymnastics. Report any hazards to the coordinator. Appropriate shoes to be on when walking to the gymnastic hall.	Low	Coordinator RPs Educators	7/4/26	

<b>Weather</b>	<b>Wet weather</b>	<b>Low</b>	<b>Educators to use an umbrella to escort children to the gymnastics hall in wet weather. If available.</b>	<b>Low</b>	<b>Coordinator RPs Educators</b>	<b>7/4/26</b>	
<b>Weather</b>	<b>UV - heat</b>	<b>High During Summer periods</b>	<b>Educators to provide adequate sun protection (sunscreen, hats, drinking water) and follow the sun safety policies for the service. Educators to discuss with the children to regularly drink water while participating in activities at the gymnastics hall.</b>	<b>Low</b>	<b>Coordinator RPs Educators</b>	<b>7/4/26</b>	
<b>Outside Environment</b>	<b>Entering the gymnastics hall</b>	<b>high</b>	<b>Educators to encourage the children to hold the rail as they walk up the steps (if needed) to enter the gymnastics hall safely or use the ramp.</b>	<b>Low</b>	<b>Coordinator RPs Educators</b>	<b>7/4/26</b>	
<b>In the gymnastic hall</b>	<b>The children participating in the activities at the gymnastics hall.</b>	<b>Med</b>	<b>Educators are to support the children in the planned activities at the gymnastics hall by following gymnastics staff instructions to support the children to safely engage in the activities provided. Educators to active supervise at all activities.</b>	<b>Low</b>	<b>Coordinator RPs Educators</b>	<b>7/4/26</b>	
<b>Leaving the gymnastic hall</b>	<b>Child/ren left behind</b>	<b>High</b>	<b>Educators are to complete a roll call/head count prior to leaving the gymnastics hall.</b>	<b>Med</b>	<b>Coordinator RPs Educators</b>	<b>7/4/26</b>	
<b>Outside Environment</b>	<b>Exiting the gymnastics hall</b>	<b>High</b>	<b>Educators to encourage the children to hold the rail as they walk down the steps (if needed) to exit the gymnastics hall safely or to use the ramp.</b>	<b>Med</b>	<b>Coordinator RPs Educators</b>	<b>7/4/26</b>	

Outside Environment Car park	Walking back to the service building near the car park.	High	Active supervision when escorting the children into the school grounds. Educator to role model appropriate behaviour and walk next to the car park allowing the children to walk next to the school fence. Educator to carry a walkie talkie for communication and 2 <sup>nd</sup> service phone.	Med	Coordinator RPs Educators	7/4/26	
Outside Environment Entering the school grounds	Using the gate, entering the school grounds next to the car park.	Med	Children aware of safe/appropriate behaviour when entering the school grounds. Educator to guide the children to follow the safest route(along the foot path) when entering the school grounds. Educators to close the gate after entering the school grounds. Educator to carry a walkie talkie for communication and 2 <sup>nd</sup> service phone.	Med	Coordinator RPs Educators	7/4/26	
Returning to the service	Children being left behind	Med	Educators to complete a roll call/head count when returning from the gymnastics hall.	Low	Coordinator RPs Educators	7/4/26	

<b>Plan Prepared By:</b>	<b>Name:</b> Kim Truscott	<b>Position:</b> Coordinator
<b>Prepared In Consultation With:</b>	Sophia Mechetti – Assistant Coordinator	
<b>Communicated to:</b>	Southport State School P & C Executive Committee	
<b>Date:</b>	23/3/2026	

<b>Venue and Safety Information Reviewed and Attached:</b>	<b>Yes/No</b> <b>Comment if Needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs</b>	

## Risk Matrix

Consequences							
Likelihood			Insignificant No Injury	Minor First aid required	Moderate Medical treatment	Major Serious Injury	Catastrophic Death
			1	2	3	4	5
	<b>Almost Certain</b> Is expected to occur most times	1	Medium	High	High	Extreme	Extreme
	<b>Likely</b> Will probably occur most times	2	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> Might occur some time	3	Low	Medium	High	High	Extreme
	<b>Unlikely</b> Could occur at some time	4	Low	Low	Medium	High	High
	<b>Rare</b> May occur in some circumstances	5	Low	Low	Low	Medium	High

Matrix Code	
Risk Level	Actions to be Taken
<b>Extreme</b>	Consider other venues or incursions the risk and control measures can't be eliminated.



