

Southport State School P&C

Association

Outside School Hours Care

Inclusion Risk Management Plan Record

Incursion Details: Hi 5 Inflatable Chaos Course and Bungee Run	
Planned Date of Incursion: Monday 29 th June 2026	Incursion Destination and Address: 215 Queen St, Southport, 4215 QLD. Entry via Mick Vievers Way to the back of the school.
Departure time from Southport State School P&C OSHC: N/A	Arrival time: Southport State School P & C OSHC 9.30am approx.
Departure time: Southport State School P & C OSHC 2.30pm approx.	Arrival time at Southport State School P&C OSHC: N/A
Proposed Activities: The children at OSHC will participate in a supervised inflatable Chaos course and bungee run activity, demonstrating confidence, cooperation, and a strong sense of fun. The activity supports the children to take turns safely, engaged in positive social interactions throughout the experience, supports their physical development, and provided an enjoyable opportunity for active outdoor play.	Water hazards? Yes/No: No If yes detail in risk assessment below:
Method of transport, including proposed route map: This is an on-service grounds Incursion therefore no transportation will be required.	
Name of Incursion Co-ordinators: Kim Truscott – Coordinator Sophia Michetti – Assistant Coordinator	
Contact number of Incursion Co-ordinator:	(BH): 07- 5531138
	(M): 0407140528
Number of children attending the incursion:	Number of Educators/Volunteers/Parents:

Approximately 75	6
	Ratio: 1:12

**Educator to child ratio, including whether this incursion warrants a higher ratio?
Please provide details: No**

This incursion is an in-service Incursion. It will be located on Southport State School grounds near the OSHC building or on the oval. Children will be lining up in pairs to participate on the Inflatable chaos course and bungee run. Children will be wearing sun smart hats, clothing and sunscreen following the service’s sun safety policies. The Inflatable Chaos course and Bungee run will be supervised by two educators at all times to ensure children are lining up and using the Chaos course and Bungee run safely and correctly.

Drinking and toilet facilities as per normal locations.

Incursion Equipment Checklist

<input type="checkbox"/> Fully stocked first aid kits	<input type="checkbox"/> Sunscreen
<input type="checkbox"/> List of children attending the incursion	<input type="checkbox"/> Sun smart hat and clothing
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Permission forms signed
<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"/> Accident and Incident forms
<input type="checkbox"/> Working service mobile phone /walkie talkies for 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	Comment
Hi 5 Inflatable Chaos course and bungee run arriving at the service building	Setting up the Hi5 Inflatable Chaos course and Bungee run experience into the OSHC area.	High	Educators to actively supervise the children in an area away from the setting up of the Inflatable Chaos course and Bungee run.	Low	Coordinator RP's Educators Hi 5 inflatable staff	29/6/26	
Children's health and safety	Group Safety discussion	Med	Coordinator/RP to discuss the safety expectations/guidelines of engaging on the Inflatable chaos course and bungee run experience.	Low	Coordinator RP	29/6/26	
Children's health and safety	Running and slipping over	High	Remind children to walk while moving onto the Inflatable Chaos course and bungee run. Educators to be positioned at the beginning and the end of the chaos course to support safe engagement on the inflatable. Incursion coordinator to ensure that the chaos course and Bungee run is set up on grass area.	Med	Coordinator RPs Educators	29/6/26	
Children's health and safety	Sunburn	High	Prior to children engaging in the activity, sun smart routines will be followed for the duration of the activity as per the service policies. Sunscreen on 20 minutes prior to children engaging in outdoor play. Reapplying sunscreen every 2-hour, sun smart hats and clothing to be worn by all educators and children who are participating on the chaos course and Bungee run. Educators to support the children with applying sunscreen prior to the activity and every 2-hours	Med	Coordinator RPs Educators	29/6/26	

			onwards. Where possible the chaos course and bungee run to be set up in a shady area.				
Environment	Inclement weather	Medium	Coordinator is to access weather reports and assess what the weather may do prior to incursion. Coordinator to develop a contingency plan for the day in event that the incursion may need to be cancelled due to any storm activity.	Low	Coordinator RPs Educators	29/6/26	
Engaging on the inflatable chaos course and the bungee run	Accidental collision	High	Educators continually reminding the children of the safety expectations/guidelines of using the Inflatable chaos course and the bungee run. Educators to support the children to move along the chaos course and exit at the end and wait patiently for their turn on the bungee run. Educators will actively supervise Inflatable mega course and the bungee run while the children are engaging in the activity.	Med	Coordinator RPs Educators	29/6/26	
Engaging on the inflatable chaos course and the bungee run	Inflatable mega obstacle course deflating	High	Hi5 Inflatable chaos course and the bungee run staff to ensure power source is secure, whether it be a generator or power leads. Power leads to be covered to avoid accidental disconnection or it is becoming a tripping hazard. All educators to actively supervise the children while engaging on the inflatable chaos course and the bungee run.	Med	Coordinator RPs Educators Hi 5 Inflatable staff	29/6/26	
Hi 5 Inflatable chaos course and the bungee run departure from the	Packing away the Hi5 Inflatable chaos course and	High	The Hi 5 Inflatable chaos course and the bungee run staff will pack away and remove the Inflatable chaos course and bungee run from the service area. Educators will actively	Med	Coordinator RPs Educators Hi5 Inflatable chaos course and bungee run staff	29/6/26	

OSCH service area.	the bungee run.		supervise the children away from the area until the Hi 5 staff and the inflatable equipment have left the service area.				
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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:	25/5/2026	
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
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.

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

Name	Signature

