

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 mega obstacle course. Children will be wearing sun smart hats and sunscreen. The Inflatable mega obstacle course will be supervised by two educators at all times to ensure children are lining up and using the mega obstacle course 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
<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 Mega obstacle courses arriving at the service building	Setting up the Hi5 Inflatable mega obstacle course experience into the OSHC area.	High	Educators to actively supervise the children in an area away from the setting up of the Inflatable mega obstacle course.	Low	Coordinator RP's Educators	13/4/26	
Children's health and safety	Group Safety discussion	Med	Coordinator/RP to discuss the safety expectations/guidelines of engaging on the Inflatable mega obstacle course.	Low	Coordinator RP	13/4/26	
Children's health and safety	Running and slipping over	High	Remind children to walk while moving onto the Inflatable Mega obstacle course. Educators to be positioned at the beginning and the end of the line. Incursion coordinator to ensure that the mega obstacle course is set up on grass area.	Med	Coordinator RPs Educators	13/4/26	
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	Med	Coordinator RPs Educators	13/4/26	

			<p>mega obstacle course. Educators to support the children with applying sunscreen prior to the activity and every 2-hours onwards.</p>				
Environment	Inclement weather	Medium	<p>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.</p>	Low	Coordinator RPs Educators	13/4/26	
Engaging on the inflatable mega obstacle course	Accidental collision of children on inflatable mega obstacle course.	High	<p>Educators continually reminding the children of the safety expectations/guidelines of using the Inflatable mega obstacle course. Support the children to move along the mega obstacle course and exit at the end. Educators will actively supervise Inflatable mega course while the children are engaging in the activity.</p>	Med	Coordinator RPs Educators	13/4/26	
Engaging on the inflatable mega obstacle course	Inflatable mega obstacle course deflating	High	<p>Hi5 Inflatable mega obstacle course 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 becoming a tripping hazard. All educators to actively supervise the children while engaging on the inflatable mega obstacle course.</p>	Med	Coordinator RPs Educators	13/4/26	
Hi 5 Inflatable mega obstacle course departure from the OSCH service area.	Packing away the Hi5 Inflatable mega obstacle course.	High	<p>The Hi 5 Inflatable mega obstacle course staff will pack away and remove the Inflatable mega obstacle course from the service area. Educators will actively supervise the children away from the area until the Hi 5 staff have left the service area.</p>	Med	Coordinator RPs Educators Hi5 Inflatable Waterslide staff	13/4/26	

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:	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					
		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

