

	(M): 0407140528
Number of children attending the incursion: Approximately 75	Number of Educators/Volunteers/Parents: 6
	Ratio: 1:12
<p>Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details: No</p> <p>This incursion is an in-service Incursion. It will be located on Southport State School grounds near the OSHC building or on the oval. The children will be wearing sun smart hats, sun smart clothing and sun smart shoes following the service's sun safety policies. The NAIDOC Games will be supervised by educators at all times to ensure children are participating in all the NAIDOC activities safely and respectfully.</p> <p>Drinking and toilet facilities as per normal locations.</p>	
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, Sun smart clothing and Sun smart shoes
<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 phones /walkie talkies for means of communication with the main service and emergency services	<input type="checkbox"/>
<input type="checkbox"/> Other items not listed, please list:	

Excursion/Incursion Risk Assessment

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 arriving at the service building	Setting up the NAIDOC Game activities into the OSHC service area.	High	Educators to actively supervise the children in an area away from the setting up of the NAIDOC Activities.	Low	Coordinator RP's Educators Hi 5 inflatable staff	10/7/26	
Children's health and safety	Group Safety discussion	Med	Coordinator/RP to discuss the safety expectations/guidelines of engaging in the NAIDOC games experience.	Low	Coordinator RP	10/7/26	
Children's health and safety	Running and slipping over	High	Remind children to walk while moving around the area the NAIDOC games activities area that is set up on the oval. Educators to be positioned around the oval to support the safe engagement in the activities. Incursion coordinator to ensure that the NAIDOC games are set up on grass area.	Med	Coordinator RPs Educators	10/7/26	
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, sun smart clothing and sun smart shoes to be worn by all educators and children who are participating in the NAIDOC Games activities. Educators to support the	Med	Coordinator RPs Educators	10/7/26	

			children with applying sunscreen prior to the activity and every 2-hours onwards. Where possible the NAIDOC Games 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	10/7/26	
Engaging in the NAIDOC Games activities	Accidental collision	High	Educators continually reminding the children of the safety expectations/guidelines of participating in the NAIDOC Games. Educators to support all children participating in the NAIDOC Games, actively supervising all area of the oval to support safe engagement.	Med	Coordinator RPs Educators	10/7/26	
Hi 5 Inflatable NAIDOC Games departure from the OSCH service area.	Packing away the NAIDOC Games.	High	The Hi 5 Inflatable NAIDOC Games staff will pack away and remove all equipment from the service area. Educators will actively supervise the children away from the area until the Hi 5 staff and the NAIDOC Games equipment have left the service area.	Med	Coordinator RPs Educators Hi5 Inflatable staff	10/7/26	

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							
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
	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.

