

Southport State School

P&C Association

Outside School Hours Care

Excursion Risk Management Plan Record

Excursion Details: Inflatable World Arundel	
Planned Date of Excursion: 3/7/2025	Excursion Destination and Address: 61 Newheath Dr, Arundel QLD 4214
Departure time from OSHC: 10am	Arrival time at the venue: Inflatable Factory 10.15 am approx.
Departure time from venue: 12.45 pm approx.	Arrival time at OSHC: 1pm approx.
Proposed Activities: Children will be able to use their gross motor skills as they enjoy the various inflatable activities such as the balancing disc, obstacle course, basketball, jumping castles, climbing wall, jousting, and slides.	Water hazards? Yes/No: No If yes detail in risk assessment below:
Method of transport, including proposed route map: The bus company Springbrook Bus Service will be providing Southport State School P & C OSHC with drivers and one bus that is fitted with seat belts. The proposed route that this company bus driver will take is enclosed with this risk management plan.	
Name of Excursion Co-ordinator: Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator	
Contact number of Excursion Co-ordinator:	(BH): 07 5531 1138
	(M): 0407 140 528
Number of children attending the excursion: 70	Number of Educators 9
	Ratio: 1:8
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details:	

This excursion does not warrant a higher ratio.

During this excursion children will be transported via bus (Springbrook Bus Service) to and from Inflatable World Factory. The approximate timeframe for transportation is 10 minutes to and from. All emergency exits and evacuation points are clearly marked throughout the building. Within this venue there is a small sized café where children will be permitted to purchase items under the supervision of staff.

There are instructions for each inflatable activity that children will be able to participate in, and Inflatable World staff members are located at each activity for supervision and instruction guidance. Educators must ensure that these instructions are followed at all times and if there are any issues with the equipment to contact or notify venue staff in due time.

There are toilet facilities throughout this venue, these facilities are clearly marked, and children will be escorted by staff to ensure safety.

This venue is fully enclosed within a large indoor sports arena, children cannot access the main entry/exit point without the assistance of an educator or without passing an Inflatable World staff member.

The venue is divided into three areas, two areas which the children will be allowed to use with the third area allocated for children 4 years and under. Children from our service will not be permitted to use this area. Our service will have a designated area to store our bags and for resting and enjoying their lunch. There is a water fountains located in the venue for children to have a drink or refill their water bottles.

Excursion Equipment Checklist

<input type="checkbox"/> Fully stocked first aid kits	<input type="checkbox"/> Travel sickness bags
<input type="checkbox"/> List of children attending the excursion	<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 excursion	<input type="checkbox"/> Contact information of educators/volunteers/parents attending the excursion
<input type="checkbox"/> Medical and Contact information for adults and educators attending the excursion	<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
Travel	Negotiating Roads and Carparks	High	<p>Children will be correctly seated at all times and wearing seatbelts fitted in the bus.</p> <p>Before departing from and returning to the service Excursion Co-Ordinator and 2 staff members will do a roll call and head count.</p> <p>The children will exit the bus and form their lines with a buddy, they will then walk in two straight lines following the educator in the lead.</p> <p>Children will be supervised as per ratio rates nominated for this excursion. Educators to lead the walking party, end the walking party and remain placed throughout the lines for utmost supervision. Educators will ensure the use of designated crossings.</p> <p>Road rules to be adhered to at all times.</p> <p>A road safety discussion and behavioural expectations to be outlined before we leave OSHC and again before we leave the venue to return to Service.</p>	Medium	All Educators	3/7/2025	
Travel	Transport Breakdown	Low	Service to have all emergency contact details of all educators and	Low	Excursion Coordinator	3/7/2025	

			<p>children attending the excursion.</p> <p>Excursion co-ordinators to discuss a contingency plan with the bus company prior to the excursion date.</p> <p>Educators are to ensure that all children have access to food and water when required.</p>				
Travel	Accidents, sickness	Low	<p>Children who are known to get travel sick to be seated at the front of the bus.</p> <p>Bus sickness bags are to be carried on the bus by educators.</p> <p>If a child becomes violently ill, it will be requested by the excursion Co-Ordinator to pull over the bus and for an educator to notify the two emergency contacts mentioned on the excursion permission form.</p>	Low	All Educators	3/7/2025	
Children's Health and Safety	Dehydration	Medium	<p>Ensure all participants have drink bottles full of water.</p> <p>Bubbler provided at location - remind children to keep up fluids</p>	Low	All Educators	3/7/2025	This venue provides access to water to ensure everyone can refill drink bottles.
Children's Health and Safety	Injuries sustained on inflatable equipment	High	<p>There is a risk that children may fall, trip over or collide with others while participating in the various activities provided. Smaller children are at risk if they interact with larger children</p>	Medium	All Educators	3/7/2025	Limit the number of children on any activity and have a staff member assigned to each area. Supervise children closely to prevent

							rough play, pushing etc. Establish clear rules and encourage children of similar size/age to participate together to alleviate injury.
Venue	Incorrect use of inflatable equipment	Medium	<p>Children will be given instructions on how to use the inflatables by educators and/or venue staff.</p> <p>Ensure educators are actively supervising the children.</p> <p>Excursion Co-Ordinator to become aware of all hazards and facilities of the venue.</p> <p>Ensure that educators and children are following the instructions of the venue. If unsure, please contact excursion Co-Ordinator or venue staff immediately.</p>	Low	All Educators	3/7/2025	Throughout the two sections of the venue that our children will have access to, there will both OSHC and venue staff supervising to allow for substantial safety and correct supervision.
Food	Sharing of food	High	<p>Before going on the excursion educators will have a discussion with children about the dangers of sharing food.</p> <p>Educators to actively supervise meal breaks.</p> <p>Parents reminded we are not free service via email, signs located throughout the service and service newsletter.</p> <p>Children will be given the opportunity to purchase food or drinks from venue.</p>	Medium	All Educators	3/7/2025	

Plan Prepared By:	Name: Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator	
Communicated to:	Southport State School P & C Executive Committee	
Date:	5/6/2025	
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.
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.

[illegible]