

Southport State School P&C Association

Outside School Hours Care Incursion Risk Management Plan Record

Incursion Details: Johnny the Jester Magic and Balloon show	
Planned Date of Incursion: Wednesday 2 nd July 2025	Incursion Destination and Address: 215 Queen St, Southport, 4215 Queensland.
Departure time from Southport State School P&C OSHC: N/A	Arrival time at the venue: N/A
Departure time from venue: N/A	Arrival time at Southport State School P&C OSHC: Johnny will arrive at 10.30am for a 2-hour Magic and Balloon show
Proposed Activities: Children will get the opportunity participate in watching Johnny the Jester's magic show and learn how to make ballon creations and have the opportunity to participate in many magic tricks that they will be able to take home and practice.	Water hazards? Yes/No: No If yes detail in risk assessment below:
Method of transport, including proposed route map: This is an in-service incursion therefore no transportation will be required.	
Name of Incursion Co-ordinators: Elicha Dennehy – Co-ordinator Jessica Schuh – Assistant Co-Ordinator	
Contact number of Incursion Co-ordinator:	(BH): 07- 5531 1138 (M): 0407 140 528
Number of children attending the incursion: Approximately 80	Number of Educators/Volunteers/Parents: 9 Ratio: 1:10
Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details: No Drinking and toilet facilities as per normal locations.	

Incursion Equipment Checklist	
<input type="checkbox"/> Fully stocked first aid kits	<input type="checkbox"/> Travel sickness bags
<input type="checkbox"/> List of children attending the incursion	<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 incursion	<input type="checkbox"/> Contact information of educators attending the incursion
<input type="checkbox"/> Medical and Contact information for adults and educators attending the incursion	<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:	

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
Performance and equipment set up	A spacious and safe area for Johnny to perform	Medium	Johnny will need a clear area to set up his equipment. Magician needs to be at least 2 metres from audience.	Low	All Educators	2/7/25	
Performance	Supervision	Medium	Educators will be at the back and front of the group for best supervision viewpoints of the group and magician. Children are to be reminded of behavioural expectations before the show begins.	Low	All Educators	2/7/25	Maintain consistent staff to child ratio

Performance	Children frightened or overwhelmed by the loud noise during the magic show	Medium	Some children are sensitive to loud noise and the busy activity of the magic show. The children are able to sit in the movie room or the office if the noise becomes overwhelming. This allow the children to feel a part of the incursion and can still allow them to feel as if they are participating.	Low	All Educators	2/7/25	Some children may like to sit in the movie room and watch the show.
Balloon Animals	Balloon handling	Medium	A hand help pump is used, and balloons are not blown up by mouth, due to hygiene reasons. Johnny will arrive with balloons already blown up and they will be stored safely in the office while the Magic Show is on. Johnny will have staff members assisting when handing the balloons out to children.	Low	All Educators	2/7/25	Staff to monitor balloon use and children to remain seated throughout the performance
Balloon Animals	Children allergic to latex balloons	Medium	Staff must advise Johnny the Jester if anyone has a latex allergy. Johnny the Jester will speak to the children and staff to risk evaluate how to proceed, and safe working measures will be maintained. These children will not be asked to assist on stage. Johnny and the staff will also explain the importance of not deliberately popping the balloons.	Low	All Educators	2/7/25	Staff to obtain allergy information from enrolment forms. No latex allergies have been identified.
Child safety	Choking hazards	High	Staff and Johnny to monitor the children using the balloons and immediately pick up any broken/popped ballons and dispose of them.	Low	All Educators	2/7/25	
Child Safety	External visitor	High	Johnny to provide his Blue card verification. Johnny not to be left alone with the children and staff supervision to be constant at all times	Low	All Educators	2/7/25	
Toilet Usage	Johnny using same toilet as students	Medium	Johnny will be allowed to use the staff toilet.	Low	All Educators	2/7/25	

Plan Prepared By:	Name: Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator	
Communicated to:	Southport State School P & C Executive Committee	
Date:	4/7/2025	
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.

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs

Staff Name	Staff Signature

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