

# Southport State School P&C Association

## Outside School Hours Care

### Excursion Risk Management Plan Record

<b>Excursion Details:</b> <h2 style="margin: 0;">Paradise Country</h2>	
<b>Planned Date of Excursion/Inursion:</b> 7/7/26	<b>Excursion Destination and Address:</b> Production Drive Oxenford Qld 4210
<b>Departure time from Southport State School P&amp;C OSHC:</b> 10:00 am	<b>Arrival time at the Paradise Country:</b> 10:30 am
<b>Departure time from Paradise Country:</b> Approx. 3:00 pm	<b>Arrival time at Southport State School P&amp;C OSHC:</b> Approx 3:30 pm
<b>Proposed Activities:</b> The children will have the opportunity to explore the nature environment and surrounds of Paradise Country. Extend and learn on land care, country and sustainability. Develop their knowledge on the local Australian animals and develop their gross motor skills with adventures on the playground.	<p style="text-align: center;"><b>Water hazards?</b>                  Yes/No:                  If yes detail in risk assessment below:</p>
<b>Method of transport:</b> Springbrook Bus Service will be providing Southport State School P & C OSHC a bus with seatbelts	
<b>Name of Excursion Co-ordinator:</b> Kim Truscott – Coordinator	
<b>Contact number of Excursion Co-ordinator:</b>	(M): 0407140528
<b>Number of children attending the excursion:</b> 65	<b>Number of Educators/Volunteers/Parents:</b> 8
	<b>Ratio:</b> 1:8
<b>Educator to child ratio, including whether this excursion warrants a higher ratio?</b> Please provide details: Ratio as per risk assessment	



Exiting the service	Children left behind	High	<p>An excursion safety discussion and behavioural expectation while on the bus and participating at activities at the Paradise Country will occur prior to leaving the service building.</p> <p>Coordinator/RP to do a roll call and head count before children leave the service.</p> <p>Coordinator/RP to check the service areas to confirm no children are left behind, checking in the toilets or other areas of the room that children might hide.</p> <p>Coordinator/RP to lock the service building after all the children/educators have left the building.</p>	Med	Coordinators RP	7/7/26	
Walking to the bus, entering the bus.	Uneven ground – slips, falls and trips.	Med	<p>Educators are to be placed on the path to support the children to navigate safely to the bus. Active supervision and assistance. Children encouraged to walk on the concrete path.</p> <p>At the bus, an educator will support the children entering the bus, the children will be encouraged to hold the rail at the steps and enter the bus one at a time for safety. A second educator will support the children with their seat belts reinforcing the correct procedures for safe transportation on a bus.</p>	Low	Educator	7/7/26	
Travel	Travelling to the Paradise Country, Negotiating Roads and Carparks	High	<p>Educators will be positioned at the front, in the middle and at the back of the bus to support the children on the bus, following appropriate bus safety guidelines while moving to the Paradise Country. Children will be correctly seated at all times and wearing seatbelts (if fitted in the bus).</p>	Medium	Coordinator RPs Educators	7/7/26	
Travel	Transport Breaks down	Low	<p>Excursion Coordinator/RP to discuss a contingency plan with the bus company prior to the excursion date.</p> <p>Service to have all emergency contact details of all</p>	Low	Coordinator RP Educators	7/7/26	

			<p>educators/volunteers/parents and children who are attending the excursion to Paradise Country. Educators are to ensure that all children have access to food and water when required.</p>				
<p>Children's health and safety</p> <p>Travel</p>	<p>Accidents, travel sickness</p>	<p>Low</p>	<p>Children/educators who are known to get travel sick to be seated at the front of the bus. 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 coordinator to direct the bus driver to pull over in a safe area to assess the situation. The coordinator/RP will notify either of the two emergency contacts mentioned on the child's excursion permission form if needed. All educators to support other children on the bus to remain calm and seated until the situation can be resolved.</p>	<p>Low</p>	<p>Coordinator RPs Educators</p>	<p>7/7/26</p>	
<p>Arriving at Paradise Country.</p>	<p>Exiting the bus, children being left on the bus.</p>	<p>High</p>	<p>Educators will be placed at the steps of the bus and outside the bus prior to children exiting the bus. In a safe location determined by an educator the children will be supported to exit the bus safely and form two lines with a buddy. Once all children are off the bus, the coordinator/RP will check the bus to confirm all children/educators, and their belongings are off the bus. A second staff member will recheck the bus to confirm all children, and their belongings are off the bus. A head count will be completed to confirm correct numbers before moving into Paradise Country.</p>	<p>Med</p>	<p>Coordinator RPs Educators</p>	<p>7/7/26</p>	

<p><b>Children's health and safety</b></p>	<p><b>Accidents, head injuries, abrasions and scraps, drowning.</b></p>	<p><b>High</b></p>	<p><b>Prior to children engaging at Paradise Country, coordinator/RPs to form a safety check and report any hazardous area back to the team. Discussion with the children to set boundaries relating to safe play areas if any hazards are found at Paradise Country. Coordinator/RP, all educators to be actively supervising at all times. Children will be in small groups, educators will support the children to stay in close proximity with their groups and buddies. Accident injury forms to be filled out as soon as practical, families notified (if required). Any major injuries to be reported to the Approved provider and policies and procedures followed. Regular headcounts to be performed and paperwork filled out for each group.</b></p>	<p><b>Med</b></p>	<p><b>Coordinator RPs Educators</b></p>	<p><b>7/7/26</b></p>	
<p><b>Children's health and safety</b></p>	<p><b>Playgrounds and equipment</b></p>	<p><b>High</b></p>	<p><b>Prior to children engaging at the playground equipment, coordinator/RPs to form a safety check and report any hazardous area back to the team. Discussion with the children to set boundaries relating to safe play areas if any hazards are found at the playground equipment. Coordinator/RP, all educators to be actively supervising the playground equipment at all times. Educators will support the children to stay in close proximity with their groups and buddies. Accident injury forms to be filled out as soon as practical, families notified (if required). Any major injuries to be reported to the Approved provider and policies and procedures followed. Regular headcounts to be performed and paperwork filled out for each group.</b></p>	<p><b>Med</b></p>	<p><b>Coordinator RPs Educators</b></p>	<p><b>7/7/26</b></p>	

Children's health and safety	Lost child	High	<p>Coordinator/RP to set and communicate a designated meeting point to all children. Educators given a list of children's names in their group and will conduct a head count every 30 mins and when moving from one area to another. Educators to be aware of where the children are in their group and regularly bring their group together when they start to move to far apart. Children encouraged to stay with their buddy and reminded not to move to another area until their instructed by their educator and to stay in site of their educator. Emergency protocol to be used should a child be deemed missing. Communicate the incident immediately to the coordinator/RP who will contact the approved provider, and police if necessary. All educators to carry fully charged walkie talkies. The coordinator/RP to carry a fully charged walkie talkie/mobile phone with all educators/parents/volunteers and children's emergency contact details.</p>	Med	Coordinator RPs Educators	7/7/26	Excursion coordinator to nominate a meeting point within Paradise Country.
Children's health and safety	Walking in the sun-dehydration/ Sunburn	Medium	<p>SunSmart clothing, enclosed sun smart shoes and sun smart hats are to be worn at all times. Educators and children to apply sunscreen 20 minutes before exposure to sun reapply every 2 hours, following the Southport OSHC policies for sun safety. Ensure all participants have drink bottles full of water. Ensure that educators use a walking route that is shaded or undercover if possible. Designated point to assemble is to be in a shaded area.</p>	Med	Coordinator RPs Educators	7/7/26	Educators to make sure that sunscreen is carried on the bus at all times. Excursion coordinator to ensure first aid kit is fully stocked prior to the excursion date.

Children's health and safety	Children using the toilet	High	Prior to the children using the toilet, an educator will check the toilets for any hazards. Report any hazards back to the coordinator/RP. All children will be escorted to the toilets by an educator. Reminder to children to let an educator know when you need to use the toilets at Paradise Country.	Med	Coordinator RPs Educators	7/7/26	
Children's health and safety	Wander off	High	Educators to be actively supervising their group at Paradise Country. Educators to do regular head counts every 30 mins with educators actively regrouping the children when they move to far apart for active supervision.	Med	Coordinator RPs Educators	7/7/26	
Paradise Country	General public	High	At Paradise Country the children will be participating in activities where the general public will have access. Educators to position themselves to provide active supervision of their assigned groups and do regular headcounts every 30 minutes.	High	Coordinators RPs Educators	7/7/26	
Environment	Inclement weather	Low	Coordinator/RP is to access weather reports and assess what the weather may do prior to departing to Paradise Country. Coordinator to develop a contingency plan for the day in event that the excursion may need to be cancelled or postponed due to the weather conditions. Upon cancellation of the excursion to Paradise Country the coordinator/RP will contact parents and or emergency contacts in a timely manner to notify the service change of activity.	Low	Coordinator RPs Educators	7/7/26	
Leaving Paradise Country	Gathering our belongings	High	Coordinator/RP, educators to support the children to gather their belongings and go to their group educator. Educators to conduct a roll call/head count and report back to the coordinator/RP that all children in their groups are present. Once all	Med	Coordinator RPs Educators	7/7/26	

			the children/educators are accounted for, the coordinator/RP/ Educators will support the children to line up with their buddies to walk back to the bus location for collection.				
Leaving Paradise Country	Walking to the bus, entering the bus.	High	<p>For safety, educators will place themselves at the front, back and throughout the children's line. When all children and educators are organised in their lines, the lead educator at the front will support the children to walk in two lines back to the bus location. Children will be supervised as per ratio rates nominated for the excursion. Educators will ensure the use of designated crossings. Road rules to be adhered to at all times.</p> <p>At the bus, an educator will support the children entering the bus, the children will be encouraged to hold the rail at the steps and enter the bus one at a time for safety. As the children enter the bus, an educator will conduct a headcount to ensure all children are present on the bus before leaving Paradise Country.</p>	Med	Coordinator RP Educators	7/7/26	
Children's health and safety.	Child left at the Paradise Country	High	<p>Roll call and headcounts to be performed by educators throughout the excursion and recorded in their groups every 30 minutes. Prior to leaving Paradise Country a service roll call to be done to ensure all children and educators are present. As the children enter the bus, headcount to be performed at the bus entry and communicated to the coordinator/RP. An educator will support the children on the bus with seat belts and discuss bus travelling safety if required.</p>	Med	Coordinator RPs Educators	7/7/26	
Travel	Travelling to Southport State School OSHC from	Med	Educators will be positioned at the front, in the middle and at the back of the bus to support the children on the	Low	Coordinator RPs Educators	7/7//26	

	Paradise Country		bus, following appropriate bus safety guidelines while moving to Southport State School OSHC. Children will be correctly seated at all times and wearing seatbelts (if fitted in the bus).				
Arriving back at the service.	Exiting the bus, child left behind on the bus.	High	Educators will be placed at the steps of the bus and outside the bus prior to children exiting the bus. In a safe location determined by an educator the children will be supported to exit the bus safely and form two lines with a buddy. Once all the children are off the bus, the coordinator/RP will check the bus to confirm all the children/educators, and their belongings are off the bus. A second staff member will recheck the bus to confirm all children, and their belongings are off the bus. A headcount will be completed to confirm correct numbers before moving back into Southport State School OSHC service.	Low	Coordinator RP Educators	7/7/26	

<b>Plan Prepared By:</b>	<b>Name:</b> Kim Truscott	<b>Position:</b> Coordinator
<b>Prepared In Consultation With:</b>	Sophia Michetti – Assistant Coordinator	
<b>Communicated to:</b>	<b>Southport State School P &amp; C Executive Committee</b>	
<b>Date:</b>	<b>16/6/2026</b>	
<b>Venue and Safety Information Reviewed and Attached:</b>	<b>Yes/No</b> <b>Comment if Needed:</b>	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs</b>		

## Risk Matrix

Consequences							
Likelihood			Insignificant No Injury	Minor First aid required	Moderate Medical treatment	Major Serious Injury	Catastrophic Death
			1	2	3	4	5
	<b>Almost Certain</b> Is expected to occur most times	1	Medium	High	High	Extreme	Extreme
	<b>Likely</b> Will probably occur most times	2	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> Might occur some time	3	Low	Medium	High	High	Extreme
	<b>Unlikely</b> Could occur at some time	4	Low	Low	Medium	High	High
	<b>Rare</b> May occur in some circumstances	5	Low	Low	Low	Medium	High

Matrix Code	
Risk Level	Actions to be Taken
<b>Extreme</b>	Consider other venues or incursions the risk and control measures can't be eliminated.
<b>High</b>	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.
<b>Medium</b>	Record all elimination and control measures within this risk management record. Proceed with caution. Record and document any hazards closely.
<b>Low</b>	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.

