

# Southport State School P&C Association

## Outside School Hours Care

### Incursion Risk Management Plan Record

Incursion Details: Party and Pyjama Day	
Planned Date of Incursion: Friday 11 <sup>th</sup> 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: N/A
Proposed Activities: Children will have the opportunity to participate in a day of fun for the last day of Vacation Care including a party day	Water hazards? Yes/No: <b>No</b> 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: 8
	Ratio: 1:10
Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details: <b>NO</b>	
This incursion is an In-Service incursion.	

The incursion will be supervised by Educators throughout the day. Children will be given the opportunity to participate in a Party Day Sampling food from different countries eg: Mexico, India, Brazil, Italy and Korea.

- Playing cultural games
- Cultural dress ups and dance sessions
- Arts and crafts related to world cultures

Educators to ensure sun protection by providing sunscreen, encouraging children to wear a hat and stay in the shade when not participating.

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 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 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 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
Health and safety	Food intolerances	High	Collect and check children's allergy/medical information in advance. Label all food with ingredients and use allergy-safe options. Adequate supervision and assistance will be provided. Children will be briefed, and instructions will be forthcoming regarding sharing of food while engaging in provided experiences.	Medium	All Educators	4/7/2025	Ensure Epi-Pens and First Aid kit available and First Aid trained staff onsite all day.
Health and safety	Contamination of food due to improper handling/storing of food	High	Follow food safety standards closely. Maintain hot/cold stations and chains. Use gloves and tongs and supervise eating closely. Ensure handwashing before and after eating and activities. Sanitise any shared equipment.	Low	All Educators	4/7/2025	NQS ratios to be followed and specific staff to be assigned to food stations, games zones and craft areas
Health and safety	Participating in new games	Medium	Adequate supervision and assistance. Explain rules and expectations clearly and ensure games are age-appropriate	Low	All Educators	4/7/2025	NQS ratios to be followed and specific staff to be assigned to food stations, games zones and craft areas
Health and safety	Injury from mixing with wider age groups	Medium	Allocation of groups of children participating in games sessions to allow children to only play with children of a similar size and age.	Low	All Educators	4/7/2025	Staff to assess children attending to ensure appropriate groups are organised

Communication with families	Service to inform families of planned activities and menu to be provided	Medium	Inform families and request consent regarding menu and planned activities for the day.	Low	Co-Ordinators /Assistant Co-Ordinators	Prior to 4/7/2025	
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Plan Prepared By:	Name: Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator	
Communicated to:	Southport State School P & C Executive Committee	
Date:	/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	1	Medium	High	High	Extreme	Extreme
	Likely	2	Medium	Medium	High	Extreme	Extreme
	Possible	3	Low	Medium	High	High	Extreme
	Unlikely	4	Low	Low	Medium	High	High

