

Southport State School P&C Association

Outside School Hours Care

Incursion Risk Management Plan Record

Incursion Details: PumpinJumpin Jumping Castles and First 5s Inflatable day	
Planned Date of Incursion: Tuesday 1/7/2025 and Thursday 10/7/2025	Incursion Destination and Address: 215 Queen Street, Southport State School OSHC
Arrival time at Southport State School P&C OSHC: Approx 8am	Departure time from Southport State School P&C OSHC: Approx 4.30pm
Departure time from venue: N/A	Departure time from Venue N/A
Proposed Activities: Children have the opportunity to play and bounce on two separate Jumping Castles	Water hazards? Yes/No: No If yes detail in risk assessment below:
Method of transport, including proposed route map: N/A	
Name of Incursion Co-ordinators: Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator	
Contact number of Incursion Co-ordinator: Elicha Dennehy	(BH): 55311138
	(M): 0407 140 528
Number of children attending the incursion: Approx 80	Number of Educators: 9
	Ratio: 1:10
Educator to child ratio, including whether this incursion warrants a higher ratio? NO Please provide details: Children will be taken to the jumping castles and activities on school grounds in small groups to provide safety while playing/bouncing.	

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
<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:	

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
Children's health and safety	Impact injuries	High	Limit number of children on jumping castle at one time. Create a route to follow when playing/bouncing (e.g. going up ladders one-way, down slides one way) Provide children with rules and expectations when participating prior to incursion. Close supervision to be always maintained by educators.	Medium	All Educators	1/7/2025 + 10/7/2025	

Children's health and safety	Entrapment risk	Medium	Inspect jumping castle for tears, holes, or other damage that could create an entrapment hazard before children participate as well as in between groups of children. Ensure all openings are small enough to prevent entrapment. Instruct children on safe entry and exit techniques and prohibit climbing walls of inflatable.	Low	All Educators	1/7/2025 + 10/7/2025	
Children's health and safety.	Slips, trips, falls and slide burn.	High	Implement maximum capacity limit based on manufacturers recommendations. Assign staff to monitor the number of children on the jumping castle. Staff to check over jumping castle prior to use for any hazards. Instruct children on safe play when on the jumping castle. First aid kits to be taken to jumping castle in case of injury.	Medium	All Educators	1/7/2025 + 10/7/2025	
Children's health and safety.	Weather risk	High	In case of jumping castle being situated outdoors, provide adequate sun protection (sunscreen, hats, shade nearby and drinking water) If conditions are too windy, prohibit use of jumping castle.	Low	All educators	1/7/2025 + 10/7/2025	
Children's health and safety.	Equipment failure	High	Equipment checked over thoroughly by provider before use. Equipment to undergo mandatory checks regularly. In case of power outage, show children how to exit jumping castle in case of emergency.	Low	All educators.	1/7/2025 + 10/7/2025	

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.