

# Southport State School P&C Association

## Outside School Hours Care

### Excursion/Inclusion Risk Management Plan Record

<b>Excursion Details:</b> <b>Reading Cinemas Harbour Town</b>	
<b>Planned Date of Excursion:</b> 9 <sup>th</sup> April 2026 16 <sup>th</sup> April 2026	<b>Excursion Destination and Address:</b> Corner Gold Coast Highway & Oxley Drive, Biggera Waters, 4216 Queensland
<b>Departure time from Southport State School P&amp;C OSHC:</b> Approx. 10am	<b>Arrival time at the venue:</b> Readings Cinemas Harbour Town Approx. 10.15am, includes 15 minutes travel time
<b>Departure time from venue:</b> Reading Cinemas Approx. 12.30 pm	<b>Arrival time at Southport State School P&amp;C OSHC:</b> Approx. 12.30pm includes 30 minutes travel time
<b>Proposed Activities</b> Children will have the opportunity to view a movie on the big screen. Popcorn and water provided	<b>Water hazards?</b> Yes/No: No If yes detail in risk assessment below:
<p>The bus company Springbrook Bus Service will be providing OSHC with driver(s) and one or two buses that are fitted with seat belts. The proposed route that the company bus driver will take is enclosed with this risk management plan.</p> <p>The proposed route will be Wardoo St, Musgrave Ave and Olsen Ave and Oxley Dr.</p>	
<b>Name of Excursion Co-ordinators:</b> Kim Truscott - Coordinator	
<b>Contact number of Excursion Co-ordinator:</b>	(BH): 07 55311138
	(M): C 0407140528
<b>Number of children attending the excursion:</b> Approx. 65	<b>Number of Educators/Volunteers/Parents:</b> 6
	Ratio: 1:10

**Educator to child ratio, including whether this excursion warrants a higher ratio?**

**Please provide details:**

**The children and educators will be collected from OSHC carpark (Owen Park) and dropped off in the loading zone at Harbour Town where they will be required to walk 30 meters into the entrance of Reading cinemas. To return to the service, the children and educators will walk approx. 30 meters back to the loading zone and board the bus.**

**Children will be provided with a bottle of water, popcorn/small lolly bag. Any children with allergies or special dietary requirements will be provided with set alternates.**

**Toilet facilities are available on premises and educators will escort children to toilets.**

**A cinema will be allocated for our group ( no public). Educators will sit on the end of the allocated seating rows and near the exits.**

### **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

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
Exiting the OSHC service building.	Children left at the service	High	An excursion safety discussion and behavioural expectation while on the bus and at the Reading Cinemas will occur prior to leaving the service building. Coordinator/RP to do a roll call and head count before children leave the service. Coordinator/RP to check the service areas to confirm no children are left behind, check in the toilets or other areas of the room. Coordinator/RP to lock the service building after all the children/educators have left the building.	Low	Coordinators RP	9/4/26 16/4/26	
Walking to the bus, entering the bus.	Uneven ground – slips, falls and trips.	Med	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. 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.	Low	All Educators	9/4/26 16/4/26	
Travel	Travelling to the Harbour Town to the Reading Cinemas, Negotiating Roads	High	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 an excursion. Children will correctly seated at all times and wearing seatbelts (if fitted in the bus).	Medium	Coordinators RP All Educators	9/4/26 16/4/26	
Travel	Transport Breakdown to and from the excursion	Med	Service to have all emergency contact details of all educators/volunteers/parents and children attending the excursion. Excursion co-ordinators to discuss a contingency plan with the bus company prior to the excursion date.	Low	Coordinator RP All educators	9/4/26 16/4/26	

			Educators are to ensure that all children have access to food and water when required. Coordinator/RP to discuss a safe area for the children to be grouped in if the children need to leave the bus due to transport break down.				
Travel	Accidents, sickness to and from the excursion	Low	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. 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.	Low	Coordinator RP All educators	9/4/26 16/4/26	
Arriving at the Reading Cinemas at Harbour Town	Exiting the bus, children being left 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 children are off the bus, (2 different staff) the coordinator/RP and an educator will check the bus to confirm all children/educators, and their belongings are off the bus. A head count will be completed to confirm correct numbers before moving to the reading cinemas at Harbour Town.	Low	Coordinators RP All educators	9/4/26 16/4/26	
At Harbour Town	Walking to the reading cinemas.	High	For safety, educators will place themselves at the front, back and throughout the children's line. When all children and educators are organised in the lines, the educator at the front will support the children to walk in two straight lines to the Reading Cinemas. While walking to the Reading Cinemas, educators will support the	Med	Coordinator RP All educators	9/4/26 16/4/26	

			children to stay in their lines and walk with their buddies. 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. Once at the Reading Cinemas, a headcount will be completed before moving inside the Reading Cinemas theatre.				
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. All children will be escorted to the toilets by an educator. Reminder to children – when seated in cinema to let a educator know if they need to go to the toilet during the movie. All children will be escorted to the toilets.	Med	All Educators	9/4/26 16/4/26	
Reading cinemas, Harbour Town.	Tripping oversteps, stairs	Med	Ensure at all times that educators are actively supervising the children around steps, stairs and ramps. Educators to remind children to be patient and wait for instructions to be given before they start moving into the Reading Cinemas. Educators to support the children to walk in the Reading Cinema and not be running or climbing over seats in the theatre.	Low	All Educators	9/4/26 16/4/26	
During the movie	Children becoming overwhelmed in the cinema	med	Educators to identify any child who is becoming overwhelmed in the cinema. If a child becomes overwhelmed. Educators to provide other options for the child/ren to do in a quieter area outside the theatre (Colouring ins, book or a game).	low	All Educators	9/4/26 16/4/26	
Exiting the Reading Cinemas at Harbour Town	Leaving a child behind	High	Educators to support the children to gather their belongings, go to the toilet, and line up with a buddy outside the theatre room. Roll call/headcount to be completed by the coordinator/RP. Coordinator/RP to check the movie theatre before moving off to make sure no items are left behind.	Med	Coordinators RP All Educators	9/4/26 16/4/26	
Leaving Harbour	Walking to the bus	High	For safety, educators will place themselves at the front, back	Med	Coordinators RP	9/4/26 16/4/26	

Town Reading Cinemas			and throughout the children's line. When all children and educators are organised in the lines, the educator at the front will support the children to walk in two straight lines to the bus. While walking to the bus, educators will support the children to stay in their lines and walk with their buddies. 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. Once at the bus, a headcount will be completed as the children enter the bus.		Educators		
Travel	Travelling to Southport State School OSHC	Med	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 an excursion. Children will correctly seated at all times and wearing seatbelts (if fitted in the bus).	Low	Coordinators RP Educators	9/4/26 16/4/26	
Exiting the bus and walking into Southport State School OSHC	Uneven ground – slips, falls and trips.	Med	Educators will be placed at the steps of the bus and outside the bus in the car park prior to children exiting the bus. The children will be encouraged to hold the rail at the steps and exit the bus one at a time. Once the children leave the bus, the educator at the steps of the bus will do a headcount to confirm correct numbers. Educators are to be placed on the path to support the children to navigate safely into Southport State School OSHC service. The Children will be encouraged to walk on the concrete path. Once all children are off the bus, (2 different staff) the coordinator/RP and an educator will check the bus to confirm all children/educators, and their belongings are off the bus.	Low	Coordinators RP Educators	9/4/26 16/4/26	
Entering the service building	Roll call	High	Once all children are in the service building, a roll call will be completed by the coordinator/RP to confirm correct numbers.	Low	Coordinator RP	9/4/26 16/4/26	

<b>Plan Prepared By:</b>	<b>Name:</b> Kim Truscott	<b>Position:</b> Director
<b>Prepared In Consultation With:</b>	Angelina Turich – Educational Leader Sophia Michetti – Assistant Director	
<b>Communicated to:</b>	Southport State School P & C Executive Committee	
<b>Date:</b>	23/3/26	
<b>Venue and Safety Information Reviewed and Attached:</b>	Yes/No Comment if Needed:	
<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

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

