

# Southport State School P&C Association

## Outside School Hours Care

### Excursion Risk Management Plan Record

<b>Excursion Details:</b> Reading Cinemas Harbour Town	
<b>Planned Date of Excursion</b> 8 <sup>th</sup> July 2025	<b>Excursion Destination and Address:</b> Cnr Gold Coast Highway & Oxley Drive, Biggera Waters, 4216 Queensland
<b>Departure time from Southport State School P&amp;C OSHC:</b> Approx. 9.45am	<b>Arrival time at the venue:</b> Readings Cinemas Harbour Town Approx. 10.15am, includes 30 minutes travel time
<b>Departure time from venue:</b> Reading Cinemas Approx. 12.15pm	<b>Arrival time at Southport State School P&amp;C OSHC:</b> Approx. 12.45 pm includes 30 minutes travel time
<b>Proposed Activity:</b> To provide a recreational and social experience for children during Vacation Care through a supervised group outing to the movies. Children will have the opportunity to watch a child friendly movie at the Cinema.	<b>Water hazards?</b> Yes/No: No If yes detail in risk assessment below:
<b>Method of transport, including proposed route map:</b> Springbrook Bus Service will be providing Southport State School OSHC a bus with seatbelts. The proposed route will be Wardoo St, Musgrave Ave and Olsen Ave and Oxley Dr	
<b>Name of Excursion Co-ordinators:</b> Elicha Dennehy – Co-Ordinator Jessica Schuh – Assistant Co-Ordinator	
<b>Contact number of Excursion Co-ordinator:</b>	<b>(BH):</b> 07 5531 1138
	<b>(M):</b> 0407 140 528 or 0424 905 848 (E)
<b>Number of children attending the excursion:</b>	<b>Number of Educators</b> 9

Approx. 65	Ratio: 1:7
<p>Educator to child ratio, including whether this excursion warrants a higher ratio? <b>YES</b></p> <p>Please provide details: To ensure added safety for all children attending this excursion the staff to child ratio will be 1:7, allowing for staff to be responsible for a smaller number of children whilst we are offsite.</p> <p>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 100 meters into the entrance of Reading cinemas. They will be seated in the foyer where another head count will occur. To return to the service, the children and educators will walk approx. 100 meters back to the loading zone and board the bus, where another headcount will occur. Children will be provided with a bottle of water, popcorn and 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 specifically for our Service, and no public will be in our cinema. Educators will sit on the end of the allocated seating rows and near the exits.</p>	
<b>Excursion Equipment Checklist</b>	
<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
<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
Travel	Negotiating Roads and Carparks	High	<p>Children will be supervised as per ratio rates nominated for this excursion.</p> <p>Educators will ensure the use of designated crossings. Educators will be positioned at the front, in the middle and at the back of the lines. Staff will be on the boundary line closest to traffic. The children will walk two lines. Road rules to be adhered to at all times.</p> <p>A road safety discussion and behavioural expectations to be outlined before leaving the service.</p>	Medium	All Educators	8/7/2025	
Travel	Transport Breakdown	Low	<p>Co-Ordinator to have all emergency contact details of all educators and children attending the excursion.</p> <p>Excursion co-ordinators to discuss a contingency plan with the bus company prior to the excursion date. Educators are to ensure that all children have access to food and water when required.</p>	Low	Excursion Co-Ordinator	8/7/2025	
Travel	Travel sickness	Low	Children who are known to get travel sick to be seated at the front of the bus.	Low	Excursion Co-Ordinator	8/7/2025	First aid kits, emergency contacts and medical information to

			Bus sickness bags are to be carried on the bus by educators.				be carried by staff
Travel	Child left on the bus	Medium	Two educators will get off the bus first. One will stand near the bus door and the other will stand where the children will line up. An educator will depart the bus last and check all seats to ensure everyone and their belongings are off the bus.	Low	All Educators to be aware of their roles and responsibilities regarding positioning on the bus prior to leaving the Service	8/7/2025	Pre-excursion briefing on safe bus behaviour, safety rules and excursion expectations prior to leaving Service
Children's health and safety	Lost child	High	<p>Whilst walking to cinemas, educators will be positioned front, middle and the end of line and spaced throughout.</p> <p>Reminder to children – when seated in cinema to let a teacher know if they need to go to the toilet during the movie.</p> <p>All children will be escorted to the toilets.</p> <p>Younger children who require assistance will be placed close to educator.</p> <p>Educators to do regular head counts.</p> <p>Roll call- prior to leaving centre.</p> <p>Further head counts:</p> <ul style="list-style-type: none"> <li>- Onto the bus</li> <li>- Upon arrival in front foyer.</li> <li>- After being seated in cinema</li> <li>- After exiting cinema</li> <li>- After toileting</li> <li>- Upon boarding the bus</li> </ul>	Low	All Educators	8/7/2025	Staff to child ratios maintained to allow for extensive supervision whilst travelling and throughout the excursion. Attend cinema with appropriate access to toilets.
Venue	Tripping over steps, stairs	Medium	Educators actively supervising the	Low	All Educators	8/7/2025	

			children. Educators to remind children to be patient and wait for instructions to be to begin given before they start moving into the cinemas. Excursion coordinator to become aware of all hazards and facilities of the venue				
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<b>Plan Prepared By:</b>	Elicha Dennehy – Co-Ordinator	
<b>Prepared In Consultation With:</b>	Jessica Schuh – Assistant Co-Ordinator	
<b>Communicated to:</b>	Southport State School P & C Executive Committee	
<b>Date:</b>	6/6/2025	
<b>Venue and Safety Information Reviewed and Attached:</b>	<div>Yes/No</div> <div>Comment if Needed:</div>	
<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
	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
<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.

**I have read the risk assessment and understand my role and responsibilities.**

[illegible]