

# Southport State School P&C Association

## Outside School Hours Care

### Excursion Risk Management Plan Record

<b>Excursion Details:</b> Southport Broadwater Parklands – jumping pillow, rock pools, various playgrounds and equipment.	
<b>Planned Date of Excursion/Incursion:</b> 14/4/26	<b>Excursion Destination and Address:</b> Marine Parade Southport
<b>Departure time from Southport State School P&amp;C OSHC:</b> 9:30am	<b>Arrival time at the venue:</b> Southport Broadwater Parklands at Approx. 9:45am
<b>Departure time from venue:</b> Approx. 3pm	<b>Arrival time at Southport State School P&amp;C OSHC:</b> 3:15pm
<b>Proposed Activities:</b> The children will have the opportunity to experience water play at the rock pools, swim in the enclosed swimming area and play on the playground equipment.	<b>Water hazards?</b> Yes/No: Yes If yes detail in risk assessment below:
<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>	<b>(BH):</b> 55311138
	<b>(M):</b> C 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> <b>Please provide details:</b> This excursion does warrant a higher ratio. Due to close water activities in the area, the ratios will be higher to support the children to safely engage in the planned activities in the areas approved. 1:10 prep to Yr 6 (Rockpool water play, jumping pillow, various playgrounds and equipment)	

During this excursion children will be required to be transported using a bus provided by Springbrook Bus Service to and from Southport Broadwater Parklands. The approximate timeframe for transportation is 15 minutes to and from the destination.

Children will be split into smaller groups with an educator.

There are toilet facilities throughout this venue, these facilities are clearly marked. Educators will escort children to toilets.

Educators will be paired with another educator. Educators will be required to have a fully charged walkie talkie on their person as a form of communication. The coordinator/RP will carry a fully charged service phone as an additional means of communication. Educators will have a list of the children's names in their group. The children will stay in their groups with their educator and have a buddy when moving around the Southport Broadwater Parklands.

### 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, Sunsmart hats
<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"/> Fully charged working mobile phone / other effective means of communication with the main service and emergency services

Other items not listed, please list:

- Full charged Walkie talkies
- 2<sup>nd</sup> service phone



<b>Excursion/Inursion Risk Assessment</b>							
<b>Activity</b>	<b>Hazard Identified</b>	<b>Risk Assessment Before Controls (Use matrix)</b>	<b>Elimination/control measures in place</b>	<b>Risk Assessment After Controls (Use matrix)</b>	<b>Who</b>	<b>When</b>	<b>Comments</b>
<b>Exiting the service</b>	<b>Children left behind</b>	<b>High</b>	<b>An excursion safety discussion and behavioural expectation while on the bus and participating at activities at the Southport Broadwater Parklands 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, checking in the toilets or other areas of the room that children might hide. Coordinator/RP to lock the service building after all the children/educators have left the building.</b>	<b>Med</b>	<b>Coordinators RP</b>	<b>14/4/26</b>	
<b>Walking to the bus, entering the bus.</b>	<b>Uneven ground – slips, falls and trips.</b>	<b>Med</b>	<b>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 for safety.</b>	<b>Low</b>	<b>Educator</b>	<b>14/4/26</b>	

Travel	Travelling to the Broadwater Parklands, Negotiating Roads and Carparks	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 the Broadwater Parklands. Children will be correctly seated at all times and wearing seatbelts (if fitted in the bus).	Medium	Coordinator RPs Educators	14/04/26	
Travel	Transport Breaks down	Low	Excursion Coordinator/RP to discuss a contingency plan with the bus company prior to the excursion date. Service to have all emergency contact details of all educators/volunteers/parents and children who are attending the excursion to Southport Broadwater Parklands. Educators are to ensure that all children have access to food and water when required.	Low	Coordinator RP Educators	14/04/26	
Children's health and safety  Travel	Accidents, sickness	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 RPs Educators	14/04/26	
Arriving at Southport Broadwater Parklands.	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	Med	Coordinator RPs Educators	14/4/26	

			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 head count will be completed to confirm correct numbers before moving into the Southport Broadwater Parklands.				
Children's health and safety	Rock pools - water Accidents, head injuries, abrasions and scraps, drowning.	High	Prior to children engaging at the rock pools, 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 rock pools. Coordinator/RP, all educators to be actively supervising the rock pools at all times. Children will be in small groups according to age and water abilities. 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.	Med	Coordinator RPs Educators	14/04/26	
Children's health and safety	Inflatable pillow Accidents, head injuries, abrasions and scraps, broken bones.	High	Prior to children engaging at the inflatable pillow, 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 inflatable pillow. Coordinator/RPs, all educators to be actively supervising the inflatable pillow at all times. Educators will support the children to stay in close proximity with their groups and buddies. Accident injury	Med	Coordinator RPs Educators	14/04/26	

			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.				
Children's health and safety	Playgrounds and equipment	High	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 various 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.	Med	Coordinator RPs Educators	14/04/26	
Children's health and safety	Lost child	High	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	Med	Coordinator RPs Educators	14/04/26	Excursion coordinator to nominate a meeting point within the park.

			<p>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>				
Children's health and safety	Walking in the sun-dehydration/Sunburn	Medium	<p>SunSmart clothing, enclosed shoes and hats are to be worn at all times. OSHC RED swim shirts to be worn when participating in the rock pools. 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	14/04/26	<p>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.</p>
Children's health and safety	Children using the toilet	High	<p>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 Southport Broadwater parklands.</p>	Med	Coordinator RPs Educators	14/04/26	
Children's health and safety	Wander off	High	<p>Educators to be actively supervising their group at the rock pool wet area. Educators to do regular head counts every 30 mins with educators actively regrouping the children when they move to far apart for active supervision. Red swim shirts to be worn for sun protection</p>	Med	Coordinator RPs Educators	14/04/26	

			and safety. Children reminded that they will not be allowed to use the swim enclosure at the park. Only water play at the rock pool area (shallow water area only)				
Children's health and safety	Running and slipping over	High	Educators to actively support the children to walk in the rock pool wet area and from one play area to the next. When walking to the various areas for activities, educators to be positioned at the beginning, end, and throughout the middle of the line to support safety guidelines.	medium	Coordinator RPs Educators	14/04/26	
Southport Broadwater Parklands	General public	High	At Southport Broadwater Parklands 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	14/04/25	
Environment	Inclement weather	Low	Coordinator/RP is to access weather reports and assess what the weather may do prior to departing to the Southport Broadwater Parkland. 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 Southport Broadwater Parklands 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	14/04/26	
Leaving Southport Parklands	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	Med	Coordinator RPs Educators	14/04/26	

			groups are present. Once all 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 Southport Broadwater Parklands	Walking to the bus, entering the bus.	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 their lines, the lead educator at the front will support the children to walk in two straight 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. 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 the Southport Broadwater Parklands.	Med	Coordinator RP Educators	14/04/26	
Children's health and safety.	Child left at the Southport Broadwater Parkland	High	Roll call and headcounts to be performed by educators throughout the excursion and recorded in their groups every 30 minutes. As the children enter the bus, headcount to be performed at the bus entry and communicated to the coordinator/RP.	Med	Coordinator RPs Educators	14/04/26	
Travel	Travelling to Southport State School OSHC from Southport Broadwater Parklands	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 the Southport State School OSHC. Children will be correctly seated at all	Low	Coordinator RPs Educators	14/04/26	

			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 headcount will be completed to confirm correct numbers before moving back into Southport State School OSHC service.	Low	Coordinator RP Educators	14/04/26	

<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>	Southport State School P & C Executive Committee	
<b>Date:</b>	23/3/2026	
<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

Consequences						
Likeli		Insignificant No Injury	Minor First aid required	Moderate Medical treatment	Major Serious Injury	Catastrophic Death
			1	2	3	4

	<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.

