

Incursion Risk Management Plan

	Glenn the Junk Man		
Date(s) of Incursion	18 December 2024	Incursion Destination	Pulteney Grammar School, Kurrajong Courtyard
Departure and arrival times	9am-1pm		
Proposed activities	OSHC students will take part in Incursion after ELC Students. Students will have the opportunity to take part in activities using a variety of loose part materials	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	N/A		
Name of Incursion Coordinator	Glen the Junk Man-Glenn		
Contact number of excursion co-ordinator	(BH) 8216 5545	(M) 0459 881 682	
Number of children attending Incursion	45	Number of educators/parents/volunteers	5 educators
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15		
Incursion Checklist			
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating in the excursion		
<input checked="" type="checkbox"/> List of children attending the excursion	<input checked="" type="checkbox"/> Contact information for each adult		
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input checked="" type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list		

Risk Assessment					
Activity	Hazard Identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who?	When?
Courtyard	Injured by loose parts	Moderate	Small groups participating in supervised activities	Staff and children	All times
Parklands	Bees	High	Ensure children's medication is readily available. First aid kit is stocked and maintained. Staff are aware of children with anaphylaxis/allergies.	Staff	All times
Courtyard	Weather	Moderate	Staff will ensure all students are following the Sun Protection Policy, wearing safe SunSmart clothing, wearing sunscreen and hats and aware of UV ratings	All Staff	All times
Playing	Dehydration	Moderate	Children will always have access to water	Staff and children	Incursion
External Provider	Child Protection	Low	Will confirm receipt of relevant WWCC and RRHAN-EC Training	OSHC Coordinator	Prior to commencement of incursion

Plan prepared by	Barb Francis	Date	1/11/2024
Prepared in consultation with:	Joshua Martin		
Communicated to:	OSHC team		
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

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High