

Incursion risk management plan

Incursion details 22 TO TEAM			
Date(s) of Incursion	7 July 2025	Incursion destination	Pulteney Grammar School Whyatt Hall
Departure and arrival times	10.00AM-12:00PM		
Proposed activities	Interactive guided sessions Educating children the importance of guided self-defence , anti-bullying and stranger danger using equipment and resources.	Water hazards? No If yes, detail in risk assessment below.	
Name of Incursion co-ordinator	Barb Francis		
Contact number of Incursion co-ordinator	(BH) 8216 5545	(M) 0459 881 682	
Number of children attending Incursion	50	Number of educators/parents/volunteers	5 Educators Including OSHC Co Ordinator
Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details.	1:15		
Incursion checklist			
☒ First aid kit		☐ ☒ List of adults participating in the excursion	
☐ ☒ List of children attending the Incursion		☐ ☒ Contact information for each adult	
☐ ☒ Contact information for each child		☒ Mobile phone / other means of communicating with the service & emergency services	

☐ ☒ Medical information for each child	☐ ☒ Other items, please list
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Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Movement and awareness of safety	Children may slip or cause injury during session	Low	Children to be reminded of safe use of space . Children to follow educator instructions regarding safety rules and practice. Students to take part in activity in 2 groups – Prep and Kurrajong to allow for more age appropriate activities and more space.	All staff Children	When children are involved in incursion

Plan prepared by	Barb Francis	Date 11/3/2025	
Prepared in consultation with: Nathan Pye			
Communicated to:	All staff, children and parents.		

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	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