

Incursion risk management plan

Incursion details : Carnival Day			
Date(s) of Incursion	10 th July	Incursion destination	Pulteney Grammar School OSHC
Departure and arrival times	9.00 am – 3.30 pm 9am arrival to set up in School Gym Students to be organised in aged groups to use the castle throughout the day 3pm pack up		
Proposed activities	Carnival Day	Water hazards? No	
Name of Incursion co-ordinator	Barb Francis		
Contact number of Incursion co-ordinator	(BH) 82165545	(M) 0459881682	
Number of children attending Incursion	50	Number of educators/parents/volunteers	5
Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details.	1:15 ratio		
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
Play on equipment provided	Injuries could occur as children play on carnival equipment	Moderate	Children are monitored on the equipment closely and expectations are set to ensure safe play	OSHC Co Ordinator and Educators Students	Commencement of play on castle
Play on equipment	Behaviours/ unsafe play	moderate	Children will be organised in aged groupings and always supervised. Children will be advised of appropriate ways to engage with others throughout the incursion	OSHC Co Ordinator and Educators Students Incursion Provider	During incursion

Plan prepared by	Barb Francis	Date	23/8/2024
Prepared in consultation with:	Nathan Pye		
Communicated to:	All OSHC Educators/Families		
Reviewed :	Next Vacation Care Dec 2025		

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

Likelihood		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