

Incursion Risk Management Plan

	Head Start Sport Incursion		
Date(s) of Incursion	14 th July 2025	Incursion Destination	Pulteney Grammar School, Kurrajong Courtyard
Departure and arrival times	7.30am – 1pm		
Proposed activities	Tennis coaching soccer training and baseball training	Water hazards? NO If yes, detail in risk assessment below.	
Name of Incursion co-ordinator	Head Start -Marcus		
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
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	

Risk Assessment					
Activity	Hazard Identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who?	When?
Physical movement	Injury whilst participating in activities	Moderate	Children will be highly supervised by an educator when participating and follow the safety instructions set out by Head Start Sport. Children divided into small groups of 6-8 and per coach and rotated through activities. Each Educator first aid trained	All Staff	Incursion times and throughout day
Use of Equipment	Injury from incorrect or irresponsible use of equipment	Moderate	Children will be set clear expectations about when and how to use different sports equipment by educators and Head Start Sport. Equipment will be arranged in a safe manner.	All Staff Children	Incursion times and throughout day.
Participation	Dehydration/	Moderate	Head start Sport will set frequent drink breaks between activities. Students allowed to sit out if too hot or uncomfortable. Activity indoors	All Children /staff	At all times when in use
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:	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