

Incursion Risk Management Plan

Incursion Details	Nature Play		
Date(s) of excursion	3 rd July 2025	Incursion Destination	Pulteney Grammar School, Kurrajong Courtyard
Departure and arrival times	9am-1pm		
Proposed activities	Inspired by cubby house making throughout the term OSHC students will have opportunities to create cubby houses with Nature play using natural resources	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	N/A		
Name of Incursion Coordinator	Nature Play SA Education team		
Contact number of Incursion Coordinator	(BH) 8216 5545	(M) 0459 881 682	
Number of children attending Incursion	45	Number of educators/parents/volunteers	4 + Coordinator
Educator to child ratio, including whether this excursion 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 excursion		☒ ☐ 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?
Courtyard	Injured by resources	Low	Small groups participating in supervised activities	Staff and children	All times
Play Yard/courtyard	Bees	Moderate	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 protected by weather throughout the Incursion and any severe wether warnings will be implemented and incursion cancelled	All Staff	All times
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:	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						
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