

## Incursion Risk Management Plan

	Head Start Sport Incursion		
<b>Date(s) of Incursion</b>	16th April 2026	<b>Incursion Destination</b>	Pulteney Grammar School, Kurrajong Courtyard
<b>Departure and arrival times</b>	7.30am – 1pm		
<b>Proposed activities</b>	Tennis coaching soccer training and baseball training	Water hazards? NO If yes, detail in risk assessment below.	
<b>Name of Incursion co-ordinator</b>	Head Start -Marcus		
<b>Contact number of Incursion co-ordinator</b>	(BH) 8216 5545	(M) 0459 881 682	
<b>Number of children attending Incursion</b>	40	<b>Number of educators/parents/volunteers</b>	5 educators
<b>Educator to child ratio, including whether this incursion warrants a higher ratio?</b> <b>Please provide details.</b>	1:15		
<b>Incursion Checklist</b>			
<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 Incursion	<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?
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

<b>Plan prepared by</b>	Barb Francis	<b>Date</b>	1/11/2024
<b>Prepared in consultation with:</b>	Luca Altamura		
<b>Communicated to:</b>	All staff, children and parents.		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			



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