

## Incursion risk management plan

Incursion details    Lego Animation			
Date(s) of Incursion	9 <sup>th</sup> April 2026	Incursion destination	Pulteney Grammar School – Factory/Dance Studio
Departure and arrival times	8.30-4pm Arrival 830-10am for set up <b>Session times</b> <b>Group 1</b> 10.30-12pm <b>Lunch</b> 12-1pm <b>Group 2</b> 1-2.30 Screening, 230-3pm Pack up 3-4		
Proposed activities	Animation workshop	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	7 Educators (4 Educators AM, 4 Educators PM)
Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details.	1:15		

Incursion checklist	
<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 type="checkbox"/> <input checked="" type="checkbox"/> Contact information for each adult
<input type="checkbox"/> <input checked="" type="checkbox"/> Contact information for each child	<input type="checkbox"/> <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"/> <input checked="" type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Physical movement	Walking around the station	Low	Children will be highly supervised by an Educator throughout the incursion	All Staff	At all times
Injury throughout the incursion	Working closely with each other	low	Children will be supervised and encouraged to work in small groups	All staff	At all times

Plan prepared by Reviewed by OSHC CoOrdinator next Vac Care 2026	Barb Francis	Date	6/3/2026
Prepared in consultation with:All Staff6	OSHC Coordinator/Day Lead		
Communicated to:	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