Incursion risk management plan

Incursion details			
Date(s) of Incursion	12th January 2027	Incursion destination	Pulteney Grammar School - parklands
Departure and arrival times	AFL Academy 10:00am-11:30am		
Proposed activities	AFL training / lesson	Water hazards? No If yes, detail in risk assessment below.	
Name of Incursion co-ordinator	Bobby Thomatos		
Contact number of Incursion co-ordinator	(BH)	(M) 0480129125	
Number of children attending Incursion	50	Number of educators/parents/volunteers	7 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 the AFL instructors. Children will be divided into small groups of 6-8 with one coach per group. Each group will then rotate through activities. Each educator will be appropriately first aid trained.	All Staff	Incursion times and throughout day.
Use of equipment	Injury from incorrect or irresponsible use of equipment	High	Children will be set clear expectations about when and how to use different sports equipment by educators and the AFL academy. Equipment will be arranged in a safe manner.	All Staff Children	Incursion times and throughout day.
Walking to the parklands	Public Interaction	Moderate	All students will be supervised throughout the activity. Children will be set into groups with a staff member and make their way over the	All staff Children	At all times throughout the incursion.

			Pulteney bridge. Students will be counted and called off before we depart the OSHC factory. The same process will be repeated before walking over the bridge, and again once we have arrived at the parklands.		

Plan prepared by	Luca Altamura	Date	30/10/2026
Prepared in consultation with:	Nathan Pye		
Communicated to:	All staff, children and parents.		
Review Date	30/10/2027		
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