Incursion risk management plan

Incursion details			
Date(s) of Incursion	19 January 2027	Incursion destination	Pulteney Grammar School – Factory/Dance Studio
Departure and arrival times	8.30-4pm Arrival 830-10am for set up **Session times** **Group 1** 10.30-12pm **Lunch** 12-1pm **Group 2** 1-2.30 Screening, 230-3pm Pack up 3-4		
Proposed activities	VR activities	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	
☐☒ 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 Environment	Walking around the station	Low	Children will be highly supervised by an Educator throughout the incursion	All Staff	At all times
Engagement in activity	Injury throughout the incursion	Low	Children will be supervised and encouraged to work in small groups	All staff	At all times
Engagement in VR	Injury through VR Engagement /collision with another student	Low	Children will be supervised whilst using VR headsets. Educators will clear the space to ensure that there are no obstacles in the environment. Activity will be conducted in small groups to minimise the number of students in the	All Staff	Incursion activity

			room and the potential of collisions.		

Plan prepared by	Eliza White	Date	2/11/2026
Prepared in consultation with:All Staff	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