Incursion risk management plan
Water Slide/Castle wet n wild Day

Incursion details			
Date(s) of Incursion	19/1/26	Incursion destination	Pulteney Grammar School – Courtyard/Outdoor
Departure and arrival times	7.30AM – 6.00PM – Vacation Care Session		
Proposed activities	WaterSlide Inflatable Epic Hire Epic Hire will deliver and set up on senior learning grass area 1 inflatable jumping water Castle. The children will be grouped accordingly to take part in water slides activities throughout the day.	Water hazards? yes 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	5 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**
Use Water Slide / grass	Injury while children are using Water slide Castle	Low	Educators supervise at different points on the school grounds to ensure children are safe. Expectations are set clearly for children such as one way direction, eyes forward at all times.	All Staff Children	At all times, particularly when children are using equipment
Collision when using the water slide	Children may cause a collision when playing	Low	Children to be set clear expectations of safe use of water slide (1 at a time, etc) and of play during water activity. Educators to monitor slide usage and monitor children arousal levels to ensure appropriate and safe use of slides.	All Staff Children	When children are using using water slide
Weather	Unforeseen weather	Moderate	Staff will keep updated with any current or pending weather conditions and terminate activity if necessary, as per our policy and with guidance from Junp First.	All Staff Children	Entire Incursion
Weather	sunburn	High	Staff will ensure all students are protected by the sun including sunsmart clothing, sunscreen, hats etc and keeping updated with current UV level	All Staff Children	Entire incursion

Engaging in activity	Children travelling between slides or environment where slides are placed my slip on water.	Low	Educators to monitor the amount of water in environment and clean areas according to (e.g., towel). This activity will be taking place on the grass to minimize water on concrete. If water volumes become too much, areas may be shut down.	All Staff All Children	Entire Incursion

Plan prepared by	Eliza White	Date	2/11/2026
Prepared in consultation with: Nathan Pye	OSHC /Educators/Day Leader		
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						
		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