Incursion Risk Management Plan

Incursion Details	**Wilburs Wildlife**		
Date(s) of incursion	Friday 8th January 2027	**Incursion Destination**	Pulteney Grammar School, Factory
Departure and arrival times	**10am-12pm**		
Proposed activities	Student engage in native wildlife learning activities with a trained educator.	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	N/A		
Name of Incursion Coordinator	**Nathan Pye**		
Contact number of Incursion Coordinator	(BH) 8216 5545	(M) 0459 881 682	
Number of children attending Incursion	45	**Number of educators/parents/volunteers**	4 + Coordinator
Educator to child ratio, including whether this excursion 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 excursion	☒☐ 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?**
Wilburs wildlife	Injured by animals	Low	Small groups participating in supervised activities, safety discussion always undertaken prior to any interactions with animals and supervision.	Staff and children	All times
Wilburs wildlife	Allergies	Moderate	Ensure children's medication is readily available. First aid kit is stocked and maintained. Staff are aware of children with anaphylaxis/allergies.	Staff	All times
External Provider	Child Protection	Low	Willbur Wildlife confirm receipt of relevant WWCC and RRHAN-EC Training	OSHC Coordinator	Prior to commencement of incursion

Plan prepared by:	Nathan Pye	**Date**	26/10/2026
Prepared in consultation with:	Barb Francis		

Communicated to:	OSHC team
Venue and safety information reviewed and attached	Yes / No Comment if needed:
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix

Consequence

Likelihood	**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