



## Incursion Risk Management Plan EHOSHC

Incursion details				
<b>Date(s) of Activity/Session:</b>		Monday 11 <sup>th</sup> April 2022		<b>Location:</b> 128 Kent St Epping NSW 2121
<b>Name of Activity/Sessions:</b>		Under The Sea		
<b>Proposed activities:</b>		Interactive Ocean Animal Show		<b>Water hazards? Yes/No = YES</b> If yes, detail in risk assessment below.
<b>Centre Contact number:</b>		<b>Landline:</b> 0298690602		<b>Mobile:</b> 0459883456
<b>Number of children attending activity/session:</b> Maximum 85		<b>Staff to child ratio:</b> 1:15		<b>Number of educators:</b> 6
Incursion checklist				
First aid kits		QR Code and Guest/Visitor Book available for sign in (outside providers) WWC checks verified		
List of children attending		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		
Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Choking whilst drinking and/or eating	Moderate	<ul style="list-style-type: none"> <li>- Ensure children are seated whilst eating or drinking and are supervised</li> <li>- All staff trained in first aid</li> <li>- Maintain child to staff ratio 1:15</li> </ul>	All Children	Breakfast, Morning Tea, Lunch, Afternoon Tea
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Ensure children are washing hands after eating things that may contain allergens</li> </ul>	Children with anaphylaxis/allergies	Throughout the day & During the bird show

		<ul style="list-style-type: none"> <li>- Children with allergies not to feed nuts to birds, and not to sit too close to bird feeding position.</li> <li>- Educators to take EpiPen's/other medical for children with nut allergies to location of the show</li> <li>- Safety brief with all children regarding allergies</li> <li>- Children that have handled nut/birds to wash hands after interaction</li> <li>- Peanuts are not used in the show</li> </ul>		
Children being out of bounds/wandering	Moderate	<ul style="list-style-type: none"> <li>- Educators active supervision of all students</li> <li>- Clear instructions of what is expected of the students</li> <li>- Active supervision of the students</li> <li>- Ensure safety warning has been instructed to students</li> <li>- Maintain staff to child ratio 1:15</li> </ul>	All Children	Throughout the whole day
Electrocution	Moderate	<ul style="list-style-type: none"> <li>- Ensure safety warning has been instructed to students</li> <li>- Power outlets are covered and any hanging cables secure</li> <li>- Staff trained in first aid</li> <li>- Electric equipment inspected by staff before use</li> <li>- Educators to plug in chargers/electrical devices for children if required</li> </ul>	All children/staff	When using electrical devices and throughout the day
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups when transitioning to other locations/activities.</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> <li>- Non-slip flooring and stair strips</li> <li>- Balustrades on stairs and rails on landings</li> <li>- Any water spilt during incursion will be cleaned up immediately</li> <li>- Loose cables will be taped down where possible</li> <li>-</li> </ul>	All Children	Transitioning to and from activities & During incursion
Sun Burn, Heatstroke, dehydration etc.	Low-moderate	<ul style="list-style-type: none"> <li>- Ensure children are wearing sunscreen, hats and appropriate clothing during first roll call</li> <li>- Ensure children are continually drinking water throughout the day</li> <li>- UV and Pollen check during WHS check</li> <li>- Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats</li> <li>- Ensure all staff are carrying first aid kits</li> <li>- Educators to encourage children to seek shade</li> </ul>	All children	Throughout the whole day
Toilet Use	Low-moderate	<ul style="list-style-type: none"> <li>- Scheduled WHS checks morning and afternoon</li> <li>- Educators check toilets before children use them.</li> <li>- Children to go in pairs or small groups.</li> <li>- Ensure handwashing</li> </ul>	All Children	Throughout the whole day

Scratch, bite or sting from animal	Low-moderate	<ul style="list-style-type: none"> <li>- Wildlife movement (incursion providers) have necessary training and experience in animal handling</li> <li>- Educators to assist with supervision and all are trained in first aid</li> <li>- Safety briefing completed by EHOSHC and Wildlife movement</li> <li>- All animals used in the presentation will be non-dangerous/non venomous</li> <li>- Children to wash hands before and after animal encounter</li> <li>- Movement and noise of children to be kept to a minimum when handling animals</li> </ul>	All children	During bird show
<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<ul style="list-style-type: none"> <li>- Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</li> <li>- Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</li> <li>- Ensure information of Covid-19 and any practices are updated as new information becomes available</li> <li>- Ensure all such important information and factsheets are available &amp;/or displayed for educators/parents/families and visitors to see</li> <li>- Educators &amp; families are updated with any new information/updates on Covid-19</li> <li>- Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child.</li> <li>- Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms</li> <li>- Ensure adults are not to enter the premises if they are sick/unwell</li> <li>- If children present during the day as unwell, they will be set aside from other children and visitors and their parent will be contacted to collect them as soon as possible</li> <li>- All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</li> <li>- Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</li> <li>- Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</li> <li>- Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</li> <li>- A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</li> <li>- Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</li> </ul>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

Plan prepared by: Zoe Hanna

Date: 14/03/22

Communicated to: All Staff on the day & Families (via website)

Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:

Yes

Comment if needed: Attached

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



Animal escaping	Risk of children or staff being injured as a result of an escaped animal	6	<ul style="list-style-type: none"> <li>- Escaped animals will be captured and returned to the display enclosure by The WildLife Movement staff.</li> <li>- Animals will be transported and housed in suitable and secure enclosures for the duration of programs and during break times.</li> <li>- Vacation Care staff and children will be advised to keep their distance from any escaped animals and to listen to any additional instructions given by The WildLife Movement staff.</li> </ul>	The WildLife Movement staff	During programs
Slips, trips and falls	Risk of injury from slipping on spilled water	5	<ul style="list-style-type: none"> <li>- Vacation Care staff to ensure that children are walking in the venue to ensure that they remain safe from slips, trips and falls. Vacation Care staff will also remind children that they are not to listen to instructions from The WildLife Movement staff.</li> </ul>	Vacation Care staff	Prior to and during programs
	Risk of injury from tripping on loose cables or equipment		<ul style="list-style-type: none"> <li>- The WildLife Movement staff will ensure that all loose cables are covered by mats or are tucked away where possible.</li> <li>- The WildLife Movement staff will clean up all water spills promptly to mitigate the risk of slips.</li> </ul>	The WildLife Movement staff	Prior to and during programs
Child safety	Risk of student exposure to external service provider	6	<ul style="list-style-type: none"> <li>- All The WildLife Movement staff have a valid Paid Working With Children Check (WWCC) number which can be found provided in the documentation provided.</li> <li>- All The WildLife Movement staff will practice COVID safe measures in accordance with our Covid-19 safe plan in the documentation provided.</li> </ul>	The WildLife Movement staff	On going
Parking & Loading/Unloading Vehicle	Risk of student/staff collision with vehicle	3	<ul style="list-style-type: none"> <li>- The Program Organiser will ensure adequate parking close to proximity of the presentation area.</li> <li>- In the event that suitable parking cannot be provided, the Program Organiser is to assist The WildLife Movement staff while they are moving vehicles or enclosure by ensuring that no children or other staff are in danger of vehicle collision.</li> </ul>	Program Organiser	Prior to arrival
	Risk of spills or injury from heavy moving object		<ul style="list-style-type: none"> <li>- The WildLife Movement staff will ensure safe loading and unloading procedures of animals.</li> <li>- All animals will be transported in secure, mobile carriers.</li> </ul>	The WildLife Movement Staff	Upon arrival, setup, packdown and departure  Upon arrival, setup, packdown and departure

Unpredictable behaviour of animals	Risk of injury from animals as a result of unpredictable behaviour.	5	<ul style="list-style-type: none"> <li>- Movement and noise will be kept to a suitable level during programs.</li> <li>- Children will be reminded to remain calm and behave respectfully towards the animal during animal encounters.</li> <li>- The WildLife Movement staff will ensure that animals are not being overcrowded by children.</li> <li>- No other animals are to be in attendance during the programs.</li> <li>- No food (unless brought by The WildLife Movement staff) is to be in the same room during the program.</li> <li>- The WildLife Movement staff will remove animals from the program that are exhibiting stressed or uncontrollable behaviour.</li> </ul>	The WildLife Movement Staff	During programs
Water damage as a result of faulty equipment	Risk of damage to property as a result of faulty equipment, such as leaking pipes, cracked pumps or tanks.	5	<ul style="list-style-type: none"> <li>- The WildLife Movement staff will inspect all equipment for leaks, faults or cracks prior to setup and will conduct routine maintenance on all equipment to ensure that it remains in proper working order.</li> </ul>	The WildLife Movement Staff	During setup, programs, and packdown
Drowning	Risk of death from drowning in display tank	3	<ul style="list-style-type: none"> <li>- The WildLife Movement staff will be present at all times during programs to ensure that children are not at risk of drowning in the display tanks.</li> <li>- During break times (when The WildLife Movement Staff members are not present), the presentation area will be locked to ensure that children do not have unsupervised access to the display tanks.</li> </ul>	The WildLife Movement Staff	During programs and break times

*Plan prepared by:* Nathan Bass

*Date last reviewed:* 12/03/2021

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

## Hazard Identification

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is how seriously a person could be harmed		<b>Likelihood</b> – is an estimate of how probable it is for the hazard to cause harm.		
<b>Legend</b>				
<b>1 and 2</b>	Extreme risk; deal with the hazard immediately			
<b>3 and 4</b>	Moderate risk; deal with the hazard as soon possible			
<b>5 and 6</b>	Low risk; deal with the hazard when able.			

## Risk Elimination or Control

**Eliminate the risk.** Eliminate the item or activity; e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment. If elimination is not reasonably practicable, control the risk as far as practical using the hierarchy of controls below. Select the highest possible control and/or use a combination of controls to reduce the risk.

**Substitute the hazard:** Replace the activity, material, or equipment with a less hazardous one eg choose an easier bushwalk; substitute a food known to cause severe allergic reactions (for example, peanut butter or tree nuts) with alternative nutritious food.

**Isolate the hazard:** Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.

**Use engineering controls:** Have access to equipment to counteract the hazard; consider hiring coaches with seatbelts and ensure these are worn if available; ensure that an appropriately trained person is with the student at all times and has immediate access to an EpiPen in the event of an emergency.

**Use administrative controls:** Establish procedures and safe practices e.g. supervision of children, clear rules, instruction in safe methods, training of staff, volunteers and children in the excursion activities or in the use of equipment and qualifications of instructors. Ensure health care plans are reviewed and updated for the excursion for children known to have severe allergic conditions. Discuss student health needs with caterers, in consultation with parents/carers.

**Use personal protective equipment:** Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen and helmets, in conjunction with other control measures identified from above. Encourage children and staff to wear appropriate footwear and protective clothing at all times; children wear medic alert bracelet or necklace where required.



**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Zoos, reptile parks and aquariums

#### Business details

Business name	The WildLife Movement
Business location (town, suburb or postcode)	Sydney
Completed by	Nathan Bass
Email address	<a href="mailto:nathan@thewildlifemovement.com.au">nathan@thewildlifemovement.com.au</a>
Effective date	12 February 2021
Date completed	4 March 2021

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#### Wellbeing of staff and customers

Exclude staff, volunteers, contractors and visitors who are unwell.

As The WildLife Movement is an owner-operated business, I am the only staff member. In the event that I have covid-like symptoms, I will get tested and self-isolate until I receive results. Bookings that overlap with any periods of self-isolation or quarantine will be cancelled.

In order to protect myself against community transmission of Covid-19, I will monitor schools and suburbs with alerts or within hot-spots on a daily basis. Bookings will be cancelled if a school falls within a red zone. If staff or students present covid-like symptoms on the day of a booking, they will be excluded from the session.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

As a sole trader, I will keep up to date on changing regulations in relation to COVID-19, including advice on when to get tested, physical distancing, wearing masks and cleaning protocols.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

As a sole trader, I am aware of my leave entitlements if I am sick or required to self-isolate.

**Display conditions of entry (website, social media, venue entry).**

Conditions of entry will be provided to schools in the information pack that will be sent to them at the time of booking. Signs will also be placed at the entry way to remind students or teachers who are exhibiting signs or symptoms of COVID-19 that they are not to participate in the incursion session.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

There are no other venues or facilities within the premises.

## **Physical distancing**

Capacity must not exceed one visitor per 2 square metres of publicly accessible space (excluding staff). Children count towards the capacity limit.

Sessions will be occurring within a common space in the schools or centres. As a result, it is expected that school or centre staff will provide an appropriate space to host the incursion programs where capacity will not be exceeded.

### **Consider implementing a time-based booking or ticketing system during anticipated busy periods.**

Sessions will be limited to a maximum of 30 students at a time. As a result, numbers will be fairly constant throughout the day.

### **Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of visitors where crowding may occur.**

Signs will be posted at the entrance to indicate the maximum group size of 30 (or another number as deemed appropriate due to the size of the venue). Students will remain seated throughout the programs and as such, signage to direct flow will not be necessary.

### **Support physical distancing at any events that may attract crowding, such as animal shows or public animal feeding.**

Sessions will be limited to a maximum of 30 participants to reduce crowding. Students are to remain seated (unless asked to stand) to eliminated crowding around the display tanks.

### **Reduce crowding wherever possible and promote physical distancing with markers on the floor where people are asked to queue or at popular animal exhibits.**

Sessions will be limited to a maximum of 30 participants to reduce crowding. Students are to remain seated (unless asked to stand) to eliminated crowding around the display tanks.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as bars, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Physical distancing of children in schools is not required by the latest AHPPC guidelines. Where possible, incursion sessions will be conducted with students within a class or stages to reduce mixing between these groups. However, 1.5-metre distancing will be maintained between myself and students and between myself and other adults (e.g. teachers, staff, etc).

Teachers will be encouraged to wait in an area that will reduce crowding of students between sessions.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.**

As a sole trader, I will maintain 1.5 metres physical distancing between children and other adults for the duration of the programs or during meal breaks.

**Use telephone or video for essential meetings where practical.**

All meetings will be conducted by telephone or video. In the event that a meeting cannot go ahead on the telephone or video, appropriate covid-safe protocols will be adhered to (e.g. physical distancing, hygiene, etc).

**Where reasonably practical, stagger start times and breaks for staff members.**

Break times will occur during the school break times. I will maintain my distance from school staff and other adults during these break times.

**Review regular deliveries and request contactless delivery / invoicing where practical.**

Contactless delivery and invoicing will be requested where possible.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Teachers will be encouraged to wait in an area that will reduce the crowding and mixing of students from different classes or stages between sessions.

**Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding on public transport may occur.**

As students will already be at school, there will be no public transport involved.

**Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.**

Incursion programs will be conducted in accordance with the NSW Government guidelines on Schools and Childcare. These will be reviewed regularly to ensure that this Covid Safety Plans is accurate, relevant and up-to-date.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

Normal infection control and hygiene measures should be followed. Given that animals will be touching animals, teachers will be instructed to ensure students wash their hands immediately prior to coming to an incursion session. After students have touched the animals, they will be required to sanitise or wash their hands to reduce the likelihood of disease transfer.

### **Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Bathrooms will be the responsibilities of the schools or centres that I present the programs at. However, I will also have hand sanitiser available for students to wash their hands before and after coming in contact with the animals.

### **Clean frequently used indoor hard surface areas at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

All hard surfaces will be washed with an animal-safe detergent on a daily basis. All interactive components will be sanitised between sessions.

**Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.**

All disinfectant solutions will be animal-safe and will be used in accordance with the manufacturers' instructions and appropriate strengths.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

I will wear gloves when cleaning and will wash my hands thoroughly before and after with soap and water.

**Encourage contactless payment options.**

All payment will be received through invoicing which will be provided in an electronic format.

**If interactive exhibits are open, ensure visitors apply hand sanitiser before and after use, and to clean the interactive components between use.**

Students and teachers will apply hand sanitiser before or after interacting with the animals. Any interactive components will be cleaned between use.

**Consider removing printed guides and pamphlets, and replacing with downloadable guides or audio guides that can be accessed via a visitor's personal device where this is practical.**

Information packs and additional lesson plans will be provided in an electronic format.

**In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Windows and doors will be opened to increase natural ventilation where possible.

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## **Record keeping**

Keep a record of the name, contact number and entry time for all staff, volunteers, visitors and contractors for a period of at least 28 days. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

*Note: If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.*

Schools and centres are required to keep name and contact information for all staff and students in attendance as a part of their normal operating procedures. Schools will be contacted to get records of attendance if necessary.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://www.nsw.gov.au)**

Any records of attendance that are obtained will only be used for the purposes of COVID-19 contact tracing and will be collected and stored confidentially and securely.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

I will use the COVIDSafe App to check in to schools and childcare centres (where possible). I will check-in at the start of the workday and check-out end of the workday.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

I will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 and will notify SafeWork NSW.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes