



## Incursion Risk Management Plan

Incursion details				
<b>Date(s) of Activity/Session:</b>	Monday 30 <sup>th</sup> September 2024	<b>Location:</b>	128 Kent St Epping NSW 2121	
<b>Name of Activity/Sessions:</b>	Radical Art & Reptiles			
<b>Proposed activities:</b>	Step-by-step guidance from a featured artist, where children paint on canvas and then take the masterpiece home and a Science Show	<b>Water hazards? Yes/No = NO</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				
<input type="checkbox"/> First aid kits		<input type="checkbox"/> QR Code and Guest/Visitor Book available for sign in (outside providers)		
<input type="checkbox"/> List of children attending		<input type="checkbox"/> WWC checks verified		
<input type="checkbox"/> Contact information for each child		<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Medical information for each child		<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input type="checkbox"/>		<input type="checkbox"/> 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/ reactions to paint	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> </ul>	Children with anaphylaxis/allergies/all other	Throughout the day

		<ul style="list-style-type: none"> <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> <li>- Ensure children wash their hands after the art activity</li> <li>- Ensure provider has children friendly paint</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>		Throughout the 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>- Clean after a spill during the activity</li> </ul>	All Children	During Incursion and going from and to Activities
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

Painting		<ul style="list-style-type: none"> <li>- Non toxic paint used</li> <li>- Children guided by professional art teachers</li> </ul>		
Animal Bite/Allergy		<ul style="list-style-type: none"> <li>- Children given safety briefing prior to presentation</li> <li>- Children that do not wish to hold animals, are not forced</li> <li>- Wash hands before and after animal handling</li> <li>- Trained professionals to guide children with animals</li> <li>- Non venomous animals used for presentation</li> </ul>	All Children	During animal handling
<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: 30/8/ 2024
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Communicated to: All Staff on the day & Families (via website, and printed in centre)

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

<b>Likelihood</b>	<b>Consequence</b>				
	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



## Reptile Presentation

Risk assessment					
Activity	Hazard Identified	Risk Assessment	Elimination/Control Measures	Who	When
Petting & Handling of Reptiles	Skin being grazed by the animals	Low	All animals that can be pet, do not have skin that can cause any damage to those who interact with them. Also, all animals with claws receive regular nail checks to ensure a blunt tip.	Guests	
Petting & Handling of Animals	Being bitten by the animals	Low	All animals used in our shows are put through a rigorous training process to ensure they are conditioned to human interaction. Also, all animals will be presented to all guests in a position to minimise damage if a bite should occur.	Guests	
Handling of Animals	Back/body strain	Low	All animals given to guests to hold will be of an appropriate size and weight. All guests will be briefed before handling on correct procedure to reduce this risk.	Guests	
General Interaction with Animals	Extreme fear distress	Moderate	All guests will be briefed on what animals will be presented and will have the choice if they would like to participate in the activity.	Guests	

General Interaction with Animals	Defecation (salmonella & other zoonotic diseases)	Low	All animals are selected & fed on scheduled diets to ensure they are prepared for shows & will not be stressed. Also, all events will have a basic cleaning kit including a veterinary grade disinfectant (F10).	Guests	
Handling & Touching Animals	Injury (to animal)	Moderate	All who participate in the event will be briefed on safe touching and handling practices to ensure all animals are safe. Also, staff of Raptor Reptiles will be constantly supervising those interacting with animals to ensure all procedures are being followed.	Animals	

Plan prepared by: Raptor Reptiles	Name: Christian Parsa	Date Plan Prepared:
Prepared in consultation with: Fun Day Out	Name(s):	
Communicated to:	Name(s):	
Venue and safety information reviewed and attached	Yes / No Comment if needed:	

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

## Art on Canvas Incursion- Risk Management Plan

*Description:* Art on Canvas Classes

*Name of coordinator:* Patwaran Bundit *Contact number:* 0424093991

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Painting Class	-Wet floors (slips)	5	- Ensure floors are properly wiped and explicit explain to students' rules of cups of water on the table and procedures for spillages.	Staff	At incursion
	-Safe use of brushes	5	- Explicit instruction of safe use of brushes and being safe with brushes		
	-Eating paint	5	- Explicit instruction of not putting paint in mouth. Acrylic paint is non-toxic.		
Painting on tables	-Falling tables	5	- Ensure tables are properly set up and locked. Tables will need to be provided at the centre.	Staff	At incursion
	-Easels falling	6	- Ensure easels are locked before use.		
Painting in close proximity	-Sanitisation	5	- Ensure all tools are cleaned before use. - Ensure hygienic practices are in places such as hand sanitiser, tables wiped, washing hands after painting.	Staff	At incursion

*Plan prepared by:* Patwaran Bundit  
*Prepared in consultation with:*  
*Communicated to:*

*Position:* Director

*Date:* 21/01/2024

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