



## Incursion Risk Management Plan EHOSHC

Incursion details				
<b>Date(s) of Activity/Session:</b>		21.01.25		<b>Location:</b> 128 Kent St Epping NSW 2121
<b>Name of Activity/Sessions:</b>		Billycarts and Rockets		
<b>Proposed activities:</b>		Playing with billycarts and paper/chemical rockets	<b>Water hazards? Yes/No = No</b>	
<b>Centre Contact number:</b>		Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending activity/session:</b> 45		<b>Staff to child ratio:</b> 1:12	<b>Number of educators:</b> 4	
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 whole day

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/games 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> </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
Playing with billy carts	Moderate	<ul style="list-style-type: none"> <li>- Ensure children are briefed on how to use the billy carts</li> <li>- Supervise children when playing with billy carts to make sure they are being used properly</li> </ul>	All children	During activities
Using the rockets	Low-moderate	<ul style="list-style-type: none"> <li>- Children are briefed on how to use/interact with the rockets that are being used</li> <li>- Educator or activity supervisor is watching children when playing with the rockets</li> </ul>	All children	During activities

<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>	<p>Throughout the whole day</p>
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<p>Plan prepared by: Kiara Van Ede</p>	<p>Date: 29.11.2024</p>
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<p>Communicated to: All Staff on the day &amp; Families (via website, and printed in centre)</p>
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<p>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</p> <p>Yes</p> <p>Comment if needed:</p>
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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



## GENERAL COMPLETED RISK ASSESSMENTS BELOW (pages 2-6)



The purpose of excursion/ incursion risk management is to make excursions/ incursions as safe as possible. Risk management processes are used to identify hazards, assess risks and then eliminate or control risks associated with excursions/ incursions. Any risk assessments provided by us (Ranger Jamie Tours) are not an exhaustive list of risks in relation to any venue or the relevant services. They are not taken to be an admission of liability or an acceptance or responsibility for such risks by Ranger Jamie Tours. You may also like to add to these risk assessments.

**These Risk Assessments must be viewed and signed by the school.**

If a student has a disability, consultation should take place with their parents/careers and, where practicable, the student when considering reasonable adjustments and making decisions that could impact upon their participation in a relevant activity.

More specific risk assessments/ code of conducts have also been provided within this document for certain locations. You may also like to incorporate these into your risk assessment. A list of these extra risk assessments/code of conducts are listed below.

- Ranger Jamie GENERAL Incursions and Excursions **PAGE 2-6**
- Auburn Botanic Gardens **PAGE 7**
- The Royal Botanic Gardens Sydney/The Domain **PAGE 17**
- Chinese Garden of Friendship Sydney **PAGE 25**
- Illawarra IFLY **PAGE 29**
- Powerhouse Museum **PAGE 32**
- Sydney Tower Eye **PAGE 36**
- Symbio Wildlife Park Risk Assessment and Code of Conduct **PAGE 39-43**
- ABORIGINAL EXPERIENCE **PAGE 44-50**
- SYDNEY TRAMWAY MUSEUM (LOFTUS) **PAGE 51-55**

**SCHOOL TO FILL OUT BELOW:**

**Name of school:**

**Name of principal:**

**Description and location of excursion:**

**Date(s) of excursion:**

**Group/class:**

**Number in group/class:**

**Name of excursion coordinator:**

**Contact number:**

**Accompanying staff, parents, caregivers, volunteers:**

<b>Task/ Activity</b>	<b>Hazard Identification &amp; Associated Risk</b>	<b>Risk Level Legend</b> 1 and 2 Extreme Risk 3 and 4 Moderate Risk 5 and 6 Low Risk	<b>Elimination or Control Measures</b>	<b>Who</b>	<b>When</b>
Walking to and from transport and Walking around in general such as NSW National Parks, Council Parks, City, Buildings, the Rocks Ruins in City, Chinese Gardens and more.	<ul style="list-style-type: none"> <li>- struck by vehicle on road</li> <li>- uneven footpath</li> </ul>	<p>4</p> <p>6</p>	<ul style="list-style-type: none"> <li>- 2 teachers &amp; 4 parent/carer volunteers attending to supervise excursion</li> <li>- Brief participants on rules and behaviour</li> <li>- Remain on pedestrian pathways and use pedestrian crossings at all times                             <ul style="list-style-type: none"> <li>- When walking in Buildings please watch your step and footings</li> <li>- Always follow guide when walking in the City especially the Rocks and China Town.</li> </ul> </li> <li>- Students not to enter building/ ruins without guide</li> </ul>	Coordinating teacher	Prior to walk and on the excursion
Coach/ Train/ Ferry transport to and from excursion venue	<ul style="list-style-type: none"> <li>- Boarding and disembarking coach/ Train/ Ferry</li> <li>- vehicle accidents</li> </ul>	<p>6</p> <p>5</p>	<ul style="list-style-type: none"> <li>- Ensure vehicle operators hold appropriate licence(s) and insurance</li> <li>- Check availability of seat belts</li> <li>- Transport to be appropriate for needs of the group e.g. wheelchair access if required</li> <li>- Enforce rules and monitor behaviour</li> <li>- Ensure seatbelts are worn on Buses and seated on Ferries and Trains</li> </ul>	Excursion coordinator and teachers	Prior to booking and on the excursion
Observing rock formations; animals and plants	<ul style="list-style-type: none"> <li>- bites and stings from animals, insects, spiders, snakes (including severe allergies)</li> <li>- exposure to sun (Heat)</li> <li>- exposure to Cold</li> </ul>	<p>4</p> <p>4</p> <p>4</p>	<ul style="list-style-type: none"> <li>- Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid and emergency response (e.g. adrenalin auto injector, such as EpiPen® /Anapen®, for student with anaphylaxis)</li> <li>- Ensure staff and students are aware of emergency response procedures.</li> <li>- Avoid areas with long grasses</li> <li>- Wear enclosed footwear and other protective clothing</li> <li>- Wear sun safe hats, shirts with long sleeves and at least 30+ sunscreen while outdoors</li> <li>- Do not touch animals, students must freeze when they see a dangerous animal</li> </ul>	Teachers including parent helpers	Prior to excursion and on the excursion

			<ul style="list-style-type: none"> <li>- School Teachers to identify the hazards and tell students what to do before commencement of program</li> <li>- Ensure students bring warm clothing</li> <li>- Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®.</li> </ul>		
<p>Bushwalking/ Walking/ Standing in and performing activities in National Parks/ Walking outside of school grounds including City (The Rocks, China Town, Chinese Gardens/ SYDNEY CBD and local Parks across NSW). Venues may include:</p> <ul style="list-style-type: none"> <li>- Bobbin Head</li> <li>- Kamay Botany Bay NP</li> <li>- Wattamolla</li> <li>- West Head</li> <li>- Lane Cove NP</li> <li>- Clifton Gardens</li> <li>- Royal Botanic Gardens</li> <li>- The Rocks</li> <li>- Shelly Park</li> <li>- Gunnamatta Park</li> <li>- Carrs Park Bush Flat</li> <li>- Bonnie Vale</li> <li>- Audley</li> <li>- Wattamolla</li> <li>- Garie Beach</li> <li>- Bola Creek</li> <li>- Western Sydney Parklands Lizard Log</li> <li>- Auburn Botanic Gardens</li> <li>- Illawarra IFLY</li> <li>- Minnamurra Rainforest</li> <li>- Stanwell Park</li> <li>- Bald Hill – Stanwell Tops</li> <li>- Wollongong Botanic Gardens</li> <li>- Symbio Wildlife Park</li> <li>- Killalea State Park</li> <li>- Powerhouse Museum</li> <li>- Chinese Gardens of Friendship</li> <li>- The Rocks</li> <li>- Hyde Park</li> <li>- Sydney Eye Tower</li> <li>- Nielson Park</li> <li>- Bundeena</li> <li>- Bundeena Beach Park Reserve</li> <li>- Bents Basin state Conservation Area</li> <li>- Woronora Dam</li> </ul>	<ul style="list-style-type: none"> <li>- Uneven ground surfaces, Trip Hazards- Potentially resulting in broken bones, sprained ankles/ wrists, cuts/ scrapes, puncture wounds etc.</li> <li>- bites and stings, exposure to sun, wind, storm, rain and dehydration.</li> <li>- allergies to insects, reptiles and plants.</li> <li>- becoming lost or isolated from the group</li> <li>- change in weather conditions</li> <li>- Falling off cliff/ wharf</li> <li>- Drowning in a body of water such as lake, river, lagoon, pond, beach, river, harbour</li> <li>- Bushfire</li> <li>- Local Park Playground equipment</li> <li>- Allergies to playing with/ handling vegetable oil, slime, corn starch, food colouring, shaving cream, mentos, water, shampoo, sunscreen, paint, ocre and more.</li> <li>- Fishing, getting fishing hook stuck/ caught on body part</li> </ul>	<p>4</p> <p>3</p> <p>3</p> <p>5</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>5</p> <p>5</p>	<ul style="list-style-type: none"> <li>- Notify Excursion Tour Operator of expected arrival and departure times, location of walk and participants, students with medical conditions</li> <li>- Excursion Tour Operator to lead walk. Adult supervision at front and back to keep group together. Students to stay on designated path at all times</li> <li>- Inform excursion participants of safety instructions.</li> <li>- Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions</li> <li>- Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors.</li> <li>- Ensure participants carry water bottles</li> <li>- Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade</li> <li>- Identify participants with known medical conditions and ensure appropriate medication/treatment and support is available</li> <li>- Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. EpiPen for student with anaphylaxis)</li> <li>- Ensure staff and students are aware of emergency response procedures.</li> <li>- Check weather forecast on day of excursion and carry maps</li> <li>- During Lunch all children must be supervised by the Schools Teachers</li> <li>- If in National Park visitors will only be walking on designated tracks and Paths and will ALWAYS be at least 5m from cliff</li> <li>- If in City such as the Rocks, Chinese Gardens, China Town etc Students and tour leader must always walk on designated foot paths and tracks</li> <li>- Students to always stand at least 2m away from water, rivers, ponds, lakes, dams and/ or any open water deeper than 0.5m</li> <li>- Tour guide to check Beau of Meteorology each morning for weather forecast.</li> <li>- Teachers and tour guide to visit NSW RFS website each morning prior to tours to check fire rating danger forecast.</li> <li>- Tours will not go ahead if fire rating is considered 'Extreme' or 'Catastrophic' according to the NSW RFS danger rating.</li> <li>- Tours will not commence during heavy rainfall/ storm action</li> <li>- Emergency plans communicated for dealing with potential incidents</li> <li>- Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®.</li> </ul>	Excursion coordinator, supervisors, teachers and everyone	Prior to walk and on walk

Diet and food during excursions including	- Student food allergies	3	- Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen® /Anapen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit.	Teachers and coordinators	Prior to and during excursion
Eating out at different venues	- Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries	3			
Incursions/ on School Grounds such as Play ground	- Minor injury from contact, trips and falls	3	- Confirm appropriate food with parents/carers for student with allergies		
Being in close contact with members of the public	- Allergies	4	- Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers		
Billy Carts	- Catching viruses, diseases etc	3	- Food brought by student should only be approved and provided by student's parent/carer		
Air Pressure paper Rockets		3	- Discuss with class groups about the importance of only eating your own food		
Chemical Rockets		3	- Ensure a responsible adult is with each group of students		
Slime Making		4	- Ensure all staff attending have anaphylaxis training (use of adrenaline auto injector) and E-emergency care training		
Lava Lamps/ Ice melting Challenge		5	- Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis		
Exploding Soda Water Bag challenge		5	- Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment		
Mini Beast Bug Catching		5	- For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins.		
Fishing off Wharf- Dip net fishing in creek		4	- Regular checks for defects and reporting of these Inspections of play and sports equipment.		
Making Solar ovens		3	- Annual maintenance agreement in place and repairs undertaken where necessary.		
Electric Windmills with 1.5v batteries		5	- Restrict and control numbers on apparatus at one time (specify the maximum number of pupils)		
Liquid Nitrogen ping pong ball expansion		5	- Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction).		
Liquid nitrogen converting water into ice bubbles		3	- Consider segregating age groups (Specify the age or year groups if appropriate)		
Olympic running game		3	- Supervision of use required at all time		
Amazing Race		4	- Apparatus not to be used when wet and slippery.		
Ninja Warrior team challenge		3	- Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars)		
Making Bird Houses		5	- Children to wear appropriate footwear		
Constructing Animal Shelter		5	- Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (not required for climbing equipment below 60cm)		
		5	- Supervision of use required at all times		
		5	- Apparatus not to be used when wet and slippery.		
		5	- Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars)		
		5	- Students to always listen to the Rangers instructions		
		5	- Students must always be at least 3m away from Liquid Nitrogen when Ranger is pouring it		



			<ul style="list-style-type: none"> <li>- Ensure items are used only for their intended purpose.</li> <li>- Making sure students wash their hands and not putting their fingers inside their mouth to limit possibility of contracting virus/ diseases from other people around them. Teachers/ parents to ensure students bring hand sanitiser and remind students to wash their hands and cover their mouth when they sneeze.</li> <li>-Students to listen to 'Rangers' rules on safety of each activity before commencing activity. Teachers to ensure the students abide by these rules.</li> <li>- Students are the teachers responsibility at all times on incursions and excursions</li> </ul>		
<p>Contact with members of public who are infected with COVID-19</p> <p>Safeguarding students, teachers, parents and adults against the possible infection and transfer of COVID-19</p>	Passing on of bacteria and germs (COVID-19)	5	<ul style="list-style-type: none"> <li>-Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</li> <li>- Frequently touched surfaces including counters, handrails, doors, registers, phones, keyboards and Ranger Jamie Equipment are regularly cleaned after every activity.</li> <li>- Sneeze guards are installed at admissions counters, Kiosk counters and retail counter. Guests are kept back from counters.</li> <li>- Alcohol based hand sanitiser is provided on every program.</li> <li>- Posters on hand washing are prominent and hand washing facilities are available in the bathrooms.</li> <li>- Preparation for closure/ back on the bus if a positive case is identified</li> <li>- Covid-19 First Aid Kit established by teachers prior to arriving at excursion location</li> <li>- Students, teachers, adults, parents and guides to thoroughly wash hands after using bathroom and also to bring own personal hand sanitiser</li> <li>- Students when placed in groups to use own tools/ devices to limit sharing</li> </ul>		
Feel free to add any Task/ Activity you feel necessary					

*Venue and safety information reviewed and attached: Yes / No*

*Plan prepared by:*

*Position:*

*Date:*

*Prepared in consultation<sup>1</sup> with:*

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**\* Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, individual members of the student group); this is a sample**

