



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	22 nd April 2025	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Zoo Mobile			
Proposed activities:		Water hazards? Yes/No = If yes, detail in risk assessment below.		
Centre Contact number:	Landline: 0298690602	Mobile: 0459883456		
Number of children attending activity/session:	Staff to child ratio:	Number of educators		
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"> - Ensure children are seated whilst eating or drinking and are supervised - All staff trained in first aid - Maintain child to staff ratio 1:15 	All Children	Breakfast, Morning Tea, Lunch, Afternoon Tea
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. - Staff are trained in First aid, anaphylaxis and allergy awareness. - Ensure children are washing hands after eating things that may contain allergens 	Children with anaphylaxis/allergies	Throughout the whole day

Children being out of bounds/wandering	Moderate	<ul style="list-style-type: none"> - Educators active supervision of all students - Clear instructions of what is expected of the students - Active supervision of the students - Ensure safety warning has been instructed to students - Maintain staff to child ratio 1:15 	All Children	Throughout the whole day
Electrocution	Moderate	<ul style="list-style-type: none"> - Ensure safety warning has been instructed to students - Power outlets are covered and any hanging cables secure - Staff trained in first aid - Electric equipment/games inspected by staff before use - Educators to plug in chargers/electrical devices for children if required 	All children/staff	When using electrical devices and throughout the day
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups when transitioning to other locations/activities. - Educators to encourage children to tie up shoes laces and assist if required - Non-slip flooring and stair strips - Balustrades on stairs and rails on landings 	All Children	Transitioning to and from activities & During incursion
Sun Burn, Heatstroke, dehydration etc.	Low-moderate	<ul style="list-style-type: none"> - Ensure children are wearing sunscreen, hats and appropriate clothing during first roll call - Ensure children are continually drinking water throughout the day - UV and Pollen check during WHS check - Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats - Ensure all staff are carrying first aid kits - Educators to encourage children to seek shade 	All children	Throughout the whole day
Toilet Use	Low-moderate	<ul style="list-style-type: none"> - Scheduled WHS checks morning and afternoon - Educators check toilets before children use them. - Children to go in pairs or small groups. - Ensure handwashing 	All Children	Throughout the whole day
** See below for activity specific RA**				

<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<ul style="list-style-type: none"> - Ensure Educators & Families are aware of our Covid-19 Policy & procedure - Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19 - Ensure information of Covid-19 and any practices are updated as new information becomes available - Ensure all such important information and factsheets are available &/or displayed for educators/parents/families and visitors to see - Educators & families are updated with any new information/updates on Covid-19 - 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. - 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 - Ensure adults are not to enter the premises if they are sick/unwell - 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 - All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government - Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to - Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. - Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based) - A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule. - Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	<p>Throughout the whole day</p>

Plan prepared by: _____ Date: _____

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:
Yes
 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

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

Risk Management

Zoom Mobile Archery- Risk Assessment						
Hazard	People Affected	Likelihood	Severity	Risk Control	Further Action	Residual Risk
Shot by an arrow	All Participants	Unlikely	Very Harmful	<p>Putting barricades and warning signs around the shooting area.</p> <p>Arrows only to be touched following the command "Fire When Ready" or "Load".</p> <p>No one is to load or touch arrows until they are standing astride the firing line.</p> <p>Once a Participant has shot all three arrows they are to retire and step back from the firing line and wait for further instructions.</p> <p>Do not distract others while loading an arrow or shooting.</p> <p>No one is to collect their arrows until the command "Collect Your Arrows".</p>	<p>Staff must position themselves in such a position, so that they are able to see all participants who are shooting.</p> <p>Firing Line identified to the participants.</p> <p>Set up a waiting area.</p> <p>Instruct participant to wait in the waiting area until told otherwise.</p> <p>Staff observant and alert throughout the session.</p>	Low



Over drawn arrow piercing bow hand	All Participants	Unlikely	Harmful	All Arrows are 32 inches, sufficient to prevent this from happening.	Staff to check all the participants to ensure the right size.	Low
Falling onto an arrow	All Participants	Unlikely	Harmful	Participants warned not to run when carrying arrows. Arrows to be carried with point safe-pointing to the ground.	Staff vigilance throughout the session.	Low
Running into an arrow	All Participants	Unlikely	Harmful	When moving around the shooting area participants are not allowed to run at any time. Participants must always approach the target from the side or between NEVER Straight on.		Low
Hit by an arrow	All participants	Unlikely	Very Harmful	If more than one person is shooting at a target only one collects their arrows at a time. Staff will let you know when it is safe to approach the target. Participants are told to ALWAYS check behind them before pulling out their arrows.	Waiting area is identified for the other person.	Low



<p>Hit by falling target</p>	<p>All Participants</p>	<p>Unlikely</p>	<p>Slight Harm</p>	<p>Participants are to place one hand on the target and pull the arrow with the other hand, to anchor the target.</p> <p>Difficult to reach or deeply embedded arrows are to be withdrawn by staff only.</p>	<p>Staff to be present at the targets when arrows are being withdrawn.</p> <p>Targets are secured from behind.</p>	<p>Low</p>
<p>Damaged or broken equipment</p>	<p>All Participants</p>	<p>Unlikely</p>	<p>Harmful</p>	<p>All equipment checked before use by staff and coaches.</p> <p>Damaged equipment are to be taken out of service and recorded in the withdrawn log until repairs are carried out or the item is scrapped.</p> <p>Damage happening during the session is to either be repaired at the time or the item withdrawn as above and a replacement is used</p>	<p>Damaged or broken equipment discarded.</p> <p>Regular checks of and maintenance equipment as necessary.</p>	<p>Medium</p>



Dry fire the bows	All Participants	Unlikely	Very Harmful	<p>Participants are told about the dangers of dry firing the bows.</p> <p>Participants are NOT ALLOWED to move around with bow and arrows.</p>		Low
Carrying archery equipment down to site.	All participants	Unlikely	Harmful	Participants are shown how to hold equipment vertically using the handle and not the string.	Staff to account for all arrows	Low
Hit by bow string	All Participants	Sometimes	No/very slight Harm	All participants are to wear a tight long sleeve shirt or a arm guard on the hand holding the bow.	Staff to supply arm guards to participants when requested.	Low
Sore Fingers	All Participants	Sometimes	No Harm	Finger tabs to be available and used when pulling the string.	Staff to supply finger tabs to all participants when requested	Low
Strained Joints	All Participants	Sometimes	Slight Harm	<p>Bows with appropriate draw strength to be used for participants.</p> <p>Warm up before session.</p>		Low



Step 3 to 7- Identify the hazards, risks and rate the risks

1. Identify each of the hazards associated with the activity or item
2. List the existing controls and determine a risk rating
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls are used.

Hazard (Task or what could cause harm)	Associated risk	Existing risk controls	Risk rating with existing		
			Consequence	Likelihood	Risk Rating
<i>Select your rating from the drop down of each cell - the rating will then populate automatically</i>					
Animal bites or scratches during animal interactions	Laceration, bruising, infection, trauma, graze requiring first aid	<ul style="list-style-type: none"> • Staff trained in Animal handling policy & procedures. • Animals conditioned for encounters and animal behaviour monitored and removed if at risk of causing injury. • Animals are under constant supervision of the TZ staff and briefing provided by staff prior to encounters. • Participants are advised the correct way to interact with the animal by the TZ staff and given the option not to touch animals. • TZ staff have First Aid training. 	Minor	Very Unlikely	Low
Risk of Zoonotic Disease e.g. Ringworm, Salmonella through contact with certain animal species	Viral or bacterial Infection passed to child/guest	<ul style="list-style-type: none"> • Trained animal handling staff - procedures and policies. • Hand sanitizer provided by TZ and participants are encouraged to use it. • All animal interaction procedures approved by Wildlife and Vets. • Animal health constantly monitored and removed if deemed to be at risk. • Consistent adherence to standard husbandry procedures (e.g. hygiene, TZ staff ensure up-date-knowledge and communication of animal health, control of pests). • Strictly one snake to be take on any Zoomobile to prevent cross contamination of zoonotic diseases. • 50 metres from all other animal displays/petting zoos. • All transport and display methods and equipment DPIE approved and regularly maintained/replaced to minimise potential escape. • Emergency procedures in Zoomobile manual followed in case of animal illness or death, animal escape or theft. • Animal waste contained within Zoomobile and disposed of onsite at Zoo as per TZ standard animal waste disposal procedures. 	Minor	Very Unlikely	Low

<p>Program delivery by TZ staff with unvaccinated/vaccinated children - including older Indigenous staff members</p>	<p>Spread of communicable diseases by staff to children and children to staff</p>	<ul style="list-style-type: none"> • Rostered staff will be COVID vaccinated to deliver programs. • TZ staff and children over 12 years to wear a mask when delivering program indoors. • Staff and children over 12 years to wear a mask outdoors when 1.5m cannot be maintained. • Older Indigenous staff member to meet at venue whenever possible or picked up if required to avoid use of public transport - masks to be worn in vehicle. • Venues are required to supply their individual WHS checklist, documents and management plan outlaying their COVID procedures, Including mandatory vaccination for all staff and participants over the age of 16 • When singing 5m to be maintained from group • Staff must undertake a RAT Test on the morning of a Zoomobile before attending the incursion with older Indigenous staff members 	<p>Major</p>	<p>Unlikely</p>	<p>High</p>
<p>Guests participating in animal experiences</p>	<p>Spread of Communicable diseases by guests & staff to animals</p>	<ul style="list-style-type: none"> • All staff to be double vaccinated to deliver program. • All venues to submit a COVID safe plan and Risk Assessment for program delivery approval. • All staff and guests over 12 years to wear a mask when participating in an animal encounter. 1.5m to maintained . • Adequate ventilation at venues. • If a staff member is showing flu-like symptoms, they will be sent home and will be permitted to return to site only once well again or if they have been cleared of having COVID-19 if this is a concern. • No animal contact during program delivery by guests. • Program modified to be inline with advice from vets and Wildlife team. • Hygiene procedusres implemented throughout program delivery. • Staff to carry appropriate PPE. • Staff to wear a maks when travelling together in a vehicle - windows and ventilation to be on. 	<p>Minor</p>	<p>Very Unlikely</p>	<p>Low</p>

An educator/child is diagnosed to be COVID-19 "Positive" after attending program.	Spread of communicable diseases within the zoo and potentially a community super spreader	<ul style="list-style-type: none"> • Implementation of TZ COVID close contact tracing procedure. . • WHS to notify NSW Health and SafeWork NSW • All persons over the age of 16 must be fully vaccinated and face masks worn when required. • Covid safe site plans to ensure a safe site will be implemented and reviewed for any change. 	Major	Unlikely	High
Program set up of animal tanks and music equipment	Slips, trips and falls. Strains and sprains	<ul style="list-style-type: none"> • TZ Staff required to wear suitable footwear at all times. • Venue discription and entry/exits points identified prior to attending. • Animal transport enclosures to be handled as per Animal Handling Manual. • TZ Staff report potential hazards to school staff when appropriate. • Trolley to be used if required to avoid lifting heavy/large items. Manual handling on training delivered. • Zoomobile parking to be close to set up area. 	Moderate	Very Unlikely	Medium
Extreme weather	Staff well-being	<ul style="list-style-type: none"> • In case of extreme weather (heat/storm), Zoomobile may be cancelled. 	Major	Highly Improbabl e	Medium
Driving to venue/event	Traffic accidents & driver fatigue	<ul style="list-style-type: none"> • Current NSW driver's licence. • Accidents reported to Zoomobile Coordinator and Manager, TTI, Education and Volunteers. • Day trips: TZ staff may drive up to 2 hours in one day (venue to venue) with 15 minute breaks every 2 hours, with one, single booking as close to midday as possible (total driving MAX 4 hours). • Driving in excess of 4 hours triggers 'Short Overnight Trip' (see Overnight Risk Assessment). • Van interior is to be sprayed with e-water before and after each use. • Vehicle maintenance to be scheduled and site checked completed before driving. 	Major	Very Unlikely	Medium
Delivery of program to children	Child Safety & protection	<ul style="list-style-type: none"> • All TZ staff are required to complete and maintain a Working with Children Check. • TZ Staff will only drive onto site as directed by venue, with a site staff member guiding the vehicle to ensure safety of children in the vicinity. • Zoomobile booking staff have an arrangement/discussion with venue prior to accessing the school to ensure • TZ staff are aware of venue procedures and how to enter site safely. • Where mandated, TZ staff receive induction by venue to ensure they understand which facilities and areas they are able to access. 	Minor	Very Unlikely	Low

Additional risk controls Apply the hierarchy of controls	Residual Risk rating		
	Consequence	Likelihood	Risk Rating
	<i>Select your rating from the drop down of each cell - the rating will then populate automatically</i>		
<ul style="list-style-type: none"> Zoomobile RA provided to client prior to program delivery to outline requirements. All staff trained in student engagement and control. 	Minor	Very Unlikely	Low
<ul style="list-style-type: none"> No animal contact permitted inline with 1.5m physical distancing guidelines. Taronga staff member are to remain on the stage area at all times. No close interaction with the audience is to be undertaken as staff are to remain 1.5m from participants. Taronga staff are the only persons to unpack and pack the Zoomobile. The guests/audience are not to assist with transport of pet packs, artefacts, guitars and audio equipment. Taronga staff are the only persons to handle the Indigenous artefacts and map. 	Minor	Highly Improbable	Low

<ul style="list-style-type: none"> • Program delivery to be outdoors for corporate and community groups whenever possible. • Program delivery to be outdoors in schools where practicable. Indoor spaces must be well ventilated and as large as possible for the number of attendees. If delivering the program indoors, masks must be worn by all staff, visitors and students in Year 7 or above and are strongly recommended for primary school students. Mask can only be taken off for eating indoors. • Program delivery to be set up in designated area and delivered as a presentation only - no animal contact supporting guests maintaining 1.5m. • Whilst at the Zoomobile venue: Social distancing must be adhered to in accordance with NSW Health at all times, appropriate to indoor and outdoor venues and business type. • The audience members will not be invited to participate in activities such as playing the clap sticks and didgeridoo. • Procedures around singing will be inline with NSW Guidelines. • Procedures around participants in differing year groups. Students must stick to their cohorts. • Staff must check in with the Service NSW App using the School Check In section and show proof of vaccination on site. 	Major	Very Unlikely	Medium
<ul style="list-style-type: none"> • Outdoor venues only until 1 December. • All venues to submit a COVID safe plan prior to confirming zoomobile attendance. • Adequate space provided through program delivery between staff members. • Animals of the Dreaming show to be presented on stage away from audience. 	Minor	Very Unlikely	Low

<ul style="list-style-type: none"> • Staff to escalate any gaps in this risk assessment to management for immediate rectification. • All incidents to be reported on riskware after verbal report. • External event booking porcedures reviewed and modified if required. 	Major	Very Unlikely	Medium
<ul style="list-style-type: none"> • Site inspection completed at venure prior to set up to ensure there are no obstacles and doorways are adequte in size to fit through. • If no parking at venure program to be cancelled. 	Moderate	Highly Improbable	Low
	Major	Highly Improbable	Medium
<ul style="list-style-type: none"> • Staff to practice driving the zoomobile in zoo carpark prior to attending first zoomobile shift. • Additional car safety training to be provided if required. 	Major	Highly Improbable	Medium
			#N/A

