

Southport State School P&C Association

Outside School Hours Care Incursion Risk Management Plan Record

Incursion Details: Henny Penny hatching incubator program	
Planned Date of Incursion: Wednesday 7/4/26 – 17/4/2026	Incursion Destination and Address: 215 Queen Street, Southport State School OSHC
Incursion to arrive at Southport State School OSHC: 10am 7/4/26	Incursion to depart from Southport State School OSHC: 17/4/26
Proposed Activities- The children will have the opportunity to care for 2 chicks and watch chicken eggs until they hatch in the Henny Penny hatching incubation program.	Water hazards? Yes/No: No If yes detail in risk assessment below:
Name of Incursion Co-ordinators: Kim Truscott- Coordinator	
Contact number of Incursion coordinator- Kim Truscott	(07) 55311138
	0407140528
Number of children attending the incursion: Approx up to 75	Number of Educators/Volunteers/Parents: 6
	Ratio: 1:12
Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details: Ratio is as per usual 1:12, as this an incursion NO higher ratio is needed.	
Incursion Equipment Checklist	
<input type="checkbox"/> Fully stocked first aid kits	
<input type="checkbox"/> List of children attending the incursion	<input type="checkbox"/> Spare Sunscreen
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Spare hand sanitiser and wipes
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Spare clothing and towels

<input type="checkbox"/> List of educators/volunteers/parents attending the incursion	<input type="checkbox"/> Contact information of educators/volunteers/parents attending the incursion
<input type="checkbox"/> Medical and Contact information for adults and educators attending the incursion	<input type="checkbox"/> Sharps container and gloves for children with diabetes
<input type="checkbox"/> Spare water bottles	<input type="checkbox"/> Incursion information
<input type="checkbox"/> Accident and Incident forms	<input type="checkbox"/> Working mobile phone / other effective means of communication with the main service and emergency services
<input type="checkbox"/> Other items not listed, please list: Walkie Talkies	

Excursion/Incursion Risk Assessment

Activity	Hazard Identified	Risk Assessment Before Controls (Use matrix)	Elimination/control measures in place	Risk Assessment After Controls (Use matrix)	Who	When	Comments
Henny Penny incubation program arriving at the service.	Moving the chicks and chicken eggs into the service building.	Med-Low	Henny Penny staff to carrying in the incubator and the small chicks as per their safety guidelines. Educators to actively supervise the children away from the area until Henny Penny staff have set up the incubator in an area deemed safe for the chicks, children and educators. Henny Penny staff to pass on any information to the coordinator/RP to support the success of the Hatching program.	Low	Henny Penny staff Coordinator RPs Educators	7/04/26- 17/4/26	

Safety discussion	The children interacting with the chick and the hatching incubator program	Med	Coordinator/RP to discuss with the children the safety expectations/guidelines related to engaging and holding the chicks in the hatching incubation program.	Low	Coordinators RPs Educators	7/04/26- 17/4/26	
Handling or touching the chicks.	Bites, scratches, minor injuries.	Medium-High	Only allow handling under active staff supervision. Instruct children beforehand, on safe behaviour handling the chicks. Staff monitor closely, handwashing before and after holding a chick.	Medium	Coordinators RPs Educators	7/04/26- 17/4/26	
Allergies	Allergic reaction, rashes.	Medium	Parents asked to declare allergies when enrolling their child. Children to be supervised washing hands before and after holding chicks.	Low	Coordinators RPs Educators	7/04/26- 17/4/26	
Germs/bacteria	Illness from contact with chicks	Medium	Mandatory handwashing before and after holding chicks. Educators to role model if needed.	Medium	Coordinators RPs Educators	7/04/26- 17/4/26	
Trip hazards from equipment.	Children or staff tripping over cords incubator equipment	Medium-High	Equipment set up in a safe designated area. Equipment placed away from walkways.	Low	Coordinators RPs Educators	7/04/26- 17/4/26	
Chicks escaping.	Distress, possible injuries	Med	Educators actively supervising the children when holding the chicks. Chicks monitored at all times.	Low	Coordinators RPs Educators	7/04/26- 17/4/26	
Fear or behavioural distress.	Crying, emotional upset in children.	High	Children briefed beforehand and reminded participation is optional.	Medium	Coordinators RPs Educators	7/04/26- 17/4/26	
Children's Health and Safety	When the Henny Penny hatching incubation program has finished. Germs and	High	After the chicks have been collected, all children and educators are to wash their hands with soap and use paper towel to dry hands. Educators to actively	Low	Coordinators RPs Educators	7/04/26- 17/4/26	

	bacteria from the chicks maybe on the children's hands or present in the area the program was set up in the service building.		supervise the process to ensure the children are washing their hands correctly. Educators will clean and sanitise the area the hatching program was setup prior to any children playing in the area.				
Henny Penny hatching program leaving the service.	Henny Penny hatching incubator program staff to remove all equipment required to run the hatching program from the service building.	Med	Educators to actively supervise and support the children away from the area, while the Henny Penny hatching incubator staff remove the equipment and chicks from the service building.	Low	Coordinators RPs Educators	7/04/26- 17/4/26	

Plan Prepared By:	Name: Kim Truscott	Position: Coordinator
Prepared In Consultation With:	Sophia Michetti- Assistant coordinator	
Communicated to:	All Educators and P&C Executive Committee	
Date:	23/3/2026	
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

Consequences							
Likelihood			Insignificant No Injury	Minor First aid required	Moderate Medical treatment	Major Serious Injury	Catastrophic Death
			1	2	3	4	5
	Almost Certain Is expected to occur most times	1	Medium	High	High	Extreme	Extreme
	Likely Will probably occur most times	2	Medium	Medium	High	Extreme	Extreme
	Possible Might occur some time	3	Low	Medium	High	High	Extreme
	Unlikely Could occur at some time	4	Low	Low	Medium	High	High
	Rare May occur in some circumstances	5	Low	Low	Low	Medium	High

Matrix Code	
Risk Level	Actions to be Taken
Extreme	Consider other venues or incursions the risk and control measures can't be eliminated.
High	High risk level must be reduced to at least medium risk before excursion or incursion is considered. If practicable, the hazard should be eliminated if possible before this venue or incursion is considered.
Medium	Record all elimination and control measures within this risk management record. Proceed with caution. Record and document any hazards closely.
Low	No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not change over time. Proceed with excursion or incursion.

Staff Name	Staff Signature