

Southport State School P&C Association

Outside School Hours Care

Incursion Risk Management Plan Record

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| Incursion Details: 'Wild Encounters' Animal Show | |
| Planned Date of Incursion: Wednesday 3 July 2026 | Incursion Destination and Address: 215 Queen Street, Southport State School OSHC |
| Incursion to arrive at Southport State School OSHC: 10am | Incursion to depart from Southport State School OSHC: 12pm |
| Proposed Activities- In 2 -3 groups, children will choose to engage with the animal show from Wild Encounters. Children will have the opportunity to learn about different types of animals as well as the chance to hold them and see them up-close. | Water hazards? Yes/No: No If yes detail in risk assessment below: |
| Upon arrival of incursion activity- Children will have a safety briefing around the incursion of the day as well as a conversation of behaviour expectations. | |
| 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: 7 |
| | Ratio: 1:12 |
| Educator to child ratio, including whether this incursion warrants a higher ratio? Please provide details: No. | |
| Incursion Equipment Checklist | |
| <input type="checkbox"/> Fully stocked first aid kits | |

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| <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"/> Walkie Talkies |
| <input type="checkbox"/> Spare water bottles | <input type="checkbox"/> Incursion information |
| <input type="checkbox"/> Accident and Incident forms | <input type="checkbox"/> Working mobile phones / other effective means of communication with the main service and emergency services |
| <input type="checkbox"/> Other items not listed, please list: | |
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| Excursion/Incursion Risk Assessment | | | | | | | |
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| Activity | Hazard Identified | Risk Assessment Before Controls (Use matrix) | Elimination/control measures in place | Risk Assessment After Controls (Use matrix) | Who | When | Comments |
| Wild Encounters Animal Show arriving at the service. | Wild Encounters staff carrying in heavy crates with live animals, damage to the crates by dropping, animals being scared due to loud noises or getting out. | Med-Low | All educators to actively supervise the children away from the area. Wild Encounters staff to manage the moving of crates for the animal show into a safe area in the service building. | Low | Wild Encounters staff All Educators | 3/7/26 | |

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| Emergency event (fire, evacuation) | Wild Encounters staff to understand the services safety procedures during the incursion. | Low | On arrival Coordinator/RP to inform the Wild Encounters staff of all relevant safety information for the service. Coordinator/RP to lead any safety procedures that may occur on the day. | Low | Coordinator RP True-Blue Reptile staff | 3/7/26 | |
| Handling or touching of the animals | Bites, scratches, minor injuries. | Medium-High | Only allow handling under Wild Encounters staff supervision. Instruct children beforehand, on safe behaviour during animal show. Staff monitor closely, handwashing before and after contact with animals. | Medium | All Educators Wild Encounters staff | 3/7/26 | |
| Animal allergies | Allergic reaction, rashes. | Medium | Parents asked to declare allergies when enrolling their child. Children to be supervised washing hands before and after handling animals. | Low | All Educators | 3/7/26 | |
| Germs/bacteria (e.g., salmonella) | Illness from contact with animals or enclosures | Medium | Mandatory handwashing. Wild Encounters staff to clean animals pre-visit | Medium | All Educators + Wild Encounters staff | 3/7/26 | |
| Trip hazards from equipment. | Children or staff tripping over cages, cords or mats | Medium-High | Designated demonstration area. Equipment placed away from walkways. | Low | All Educators Wild Encounters staff | 3/7/26 | |
| Animal escape. | Distress, possible injuries | Low-Medium | Wild Encounters Staff using secure containers. Animals monitored at all times. | Low | All Educators Wild Encounters Staff | 3/7/26 | |

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| Fear or behavioural distress. | Crying, emotional upset in children. | High | Children briefed beforehand and reminded participation is optional. | Medium | All Educators | 3/7/26 | |
| Bites and scratches | Minor bites or scratches, potential for infection. | Medium | Wild Encounters show staff to give safety briefing to children before contact with animals. Wild Encounters Staff to upkeep animals hygiene. | Medium | All Educators Wild Encounters staff | 3/7/26 | |
| Children's Health and Safety | When the Wild Encounters show has finished. Germs and bacteria from the reptiles maybe on the children's hands | High | After the Wild Encounters animal show, all children and educators are to wash their hands with soap and use paper towel to dry hands. Educators to actively supervise the process to ensure the children are washing their hands correctly. | Low | All Educators | 3/7/26 | |
| Wild Encounters show leaving the service. | True-Blue reptiles show staff to remove all the reptile crates from the service. | Med | Educators to support the children away from the area, while the Wild Encounters staff remove the animals from the service. | Low | All Educators | 3/7/26 | |

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| Plan Prepared By: | Name: Jessica Schuh | Position: Assistant coordinator |
| | Kim Truscott | Coordinator |
| Prepared In Consultation With: | Kim Truscott -Coordinator Sophia Michetti- Assistant coordinator | |

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| Communicated to: | All Educators and P&C Executive Committee |
| Date: | 16/06/26 |
| 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 | | | | | | | |
|--------------|--|---|----------------------------|--------------------------------|----------------------------------|----------------------------|-----------------------|
| | | | Insignificant No Injury | Minor First aid required | Moderate Medical treatment | Major Serious Injury | Catastrophic Death |
| | | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | 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 | |
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| Risk Level | Actions to be Taken |

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