

## Risk Management Plan Centre: Golden Ridge Animal Farm (Incursion)

Incursion details			
Date(s) of excursion	10th July 2024	Excursion destination:	Concord Public School (Incursion)
Departure and arrival times	Animal Farm employee is due to start the animal farm incursion at 11am and conclude at 1pm.		
Proposed activities	Interacting, patting and learning about a range of animals.	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including entering and exiting	N/A		
Name of RPD	Emily Gould and Christina Chami	Contact Number of RPD	0449 734 922
Number of children attending excursion	Estimated: 35 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15		
Educators on Excursion (Names):  Emily Gould Mia Tsirekas Lisa Chami Christina Chami Isabella Lavenuta	Educator Training:  * Certified Child Protection/First Aid & CPR * First Aid/CPR * Certified Child Protection/First Aid & CPR	Educator's Contact Details (to be completed on staff copy of RA only): * * * *	Educators to sign once they have read and understood the Risk Management Plan: * * * *
Plan Prepared By:	Emily Gould	Date Prepared:	07.04.2024
Additional Venue Information:			
Seatbelt/Safety Restraint?	No		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			
Excursion checklist			
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds		<input type="checkbox"/> Centre phone on divert to RPD mobile	
<input type="checkbox"/> Roll of children attending the excursion & contact numbers		<input type="checkbox"/> Excursion T-shirts worn by each child	
<input type="checkbox"/> List of Medical information for each child attending excursion		<input type="checkbox"/> Medication and action plans for each child with a medical condition	
<input type="checkbox"/> Camera		<input type="checkbox"/> All children checked for food applicable, full water bottle and hat	
<input type="checkbox"/> mobile Phone & Spare battery with cable		<input type="checkbox"/> Permissions Checked	

<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Venue and Bus confirms
<input type="checkbox"/> Blank incident reports and Medication Form	<input type="checkbox"/> Cones to mark off out of bounds and in bound areas, and hazards
<input type="checkbox"/> Soap Pump for toilets	

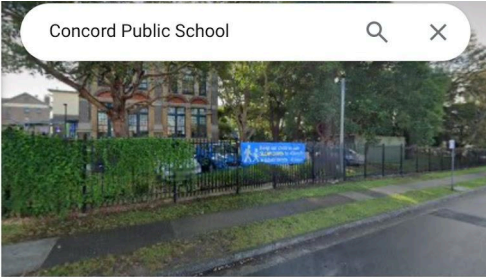
Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Outside with animals - Exposure to sun	2	- Setting up in a shaded area - Kids wearing hats and sunscreen if the UV is higher than 3	Educators and Golden Ridge Staff	Prior to the commencement of the excursion	
	Patting the animals - Dirty hands	2	- Anti-bacterial gel is supplied throughout the incursion - Children wash their hands after finishing their sessions with the animals	Educators	During and the end of incursion	
	Farm/ animal Equipment - Minor scratches	1	- Children do not touch staffs equipment (do not climb etc)	Educators and Golden Ridge Staff	Prior to incursion and during	
	Hand feeding goats and sheep - Animal bite	1	- Children are guided and shown how to feed - Cups are provided to the kids by the golden ridge staff - Only animals with no front upper teeth will be hand fed	Golden Ridge Staff	During incursion	
	Setting up equipment	2			Prior to incursion and during	

	- Trip hazards		- Ensure students are not near equipment during the set up processes	Educators and Golden Ridge Staff		
Eating & Drinking on Incursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> <li>Food Allergies</li> </ul>	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During incursion	Low
		Extreme	Children's allergies will be discussed with educators prior to the incursions commencement.	Educators	Before the children arrive and throughout the incursion	Low
			Medication is kept in a medical section inside of the COOSH hall and easily accessible.	Educators	Prior to commencement of the day	Low
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During the vacation Care planning process.	Low
			Children's will be asked about their morning tea prior to the incursion day and again prior to the allocated food breaks to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to incursion and throughout	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>Sharing food with children with allergies</li> <li>Illnesses and diseases carried by animals</li> <li>Set up equipment</li> <li>Dangerous or aggressive animals</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviours when working with golden ridge animal farm employees</li> <li>Entertainment through interacting with other students and farm animals</li> <li>Gaining knowledge and respect of our environment and animals</li> <li>Developing a sense of self by challenging fears or self imposed limits</li> </ul>

	• FUN!
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Map of Venue





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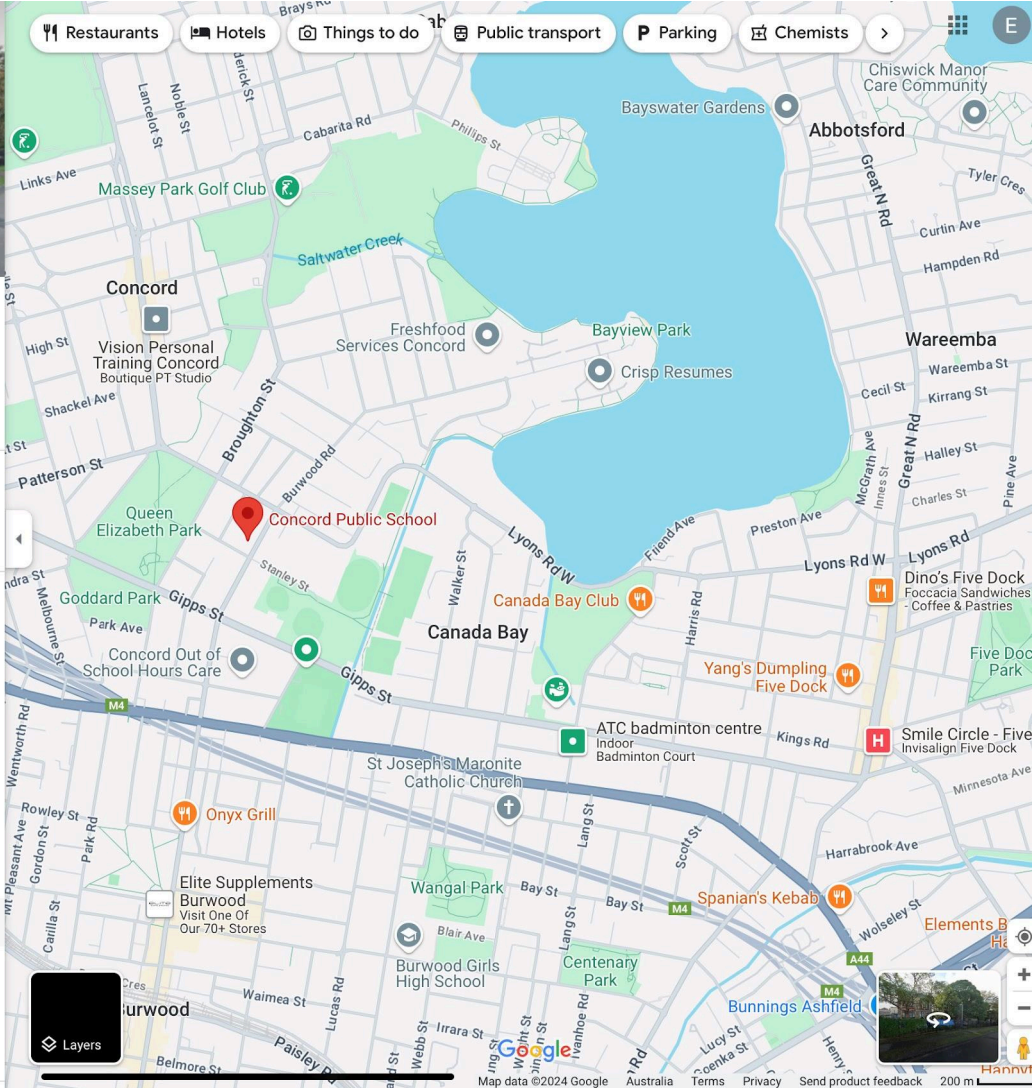
  
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Risk Matrix

Consequence

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	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