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**The New Risk Assessment & Management Plan for School Incursions
 Information for Teachers and Parents**

We have formulated this Risk Assessment and Management Plan to supplement booking information and make booking an incursion from Travelbugs Mobile Mini-beasts as easy and safe as possible. To date, Travelbugs have had no accidents or incidents of any kind ever reported, nor any insurance claims ever lodged, and we pride ourselves on delivering safe workshops as well as safe educational messages. We have identified **9 different stages** within our incursion programs that may present some 'hazards' or risk to students, teachers, parents or any of our presenters. These 9 stages are as follows:

1. Arrival at school and parking vehicle
2. Setting up ready for presentation
3. Students entry into venue for presentation
4. During oral presentation
5. During mini-beast handling activities
6. Students departure from the venue at the end
7. During morning tea and lunch breaks
8. Packing Up and Putting equipment / live mini-beasts back into vehicle.
9. Leaving school grounds and school area in vehicle.

Stage	Possible Hazards Identified	Management Plan	Likelihood of occurrence	Has this occurred before?
1. Arrival at school & parking vehicle	<ul style="list-style-type: none"> • Hit building or other object • Hit student or other person. 	<ul style="list-style-type: none"> • Licensed driver to operate vehicle. • Adhere to Speed limits. 	1:1 1:2	No

		<ul style="list-style-type: none"> • Use safety mirrors, signs etc. 		No
2. Setting up ready for presentation	<ul style="list-style-type: none"> • Trip on step or carpet. • Slip over on wooden or lino floor (especially if wet day) 	<ul style="list-style-type: none"> • Take care • Wear sturdy shoes. 	2:2 2:2	No
3. Students entry into venue for presentation	<ul style="list-style-type: none"> • Trip on step or carpet. • Slip on wooden or lino floor. 	<ul style="list-style-type: none"> • Ensure students take care on entry. 	2:2	No
4. During oral presentation	<ul style="list-style-type: none"> • Presenter trips/falls on students. • Presenter strains muscles kneeling/bending down etc. • Presenter treads on students fingers. • Student pulls objects or tablecloth off display table without permission onto self or others. • Sunburn (if outside) • Dehydration and overheating of students (if outside or on hot day) • Bitten by insect/spider (other than Travelbugs collection) 	<ul style="list-style-type: none"> • Bending/kneeling down limited. • Aisle(s) supplied for presenter so ease of access is enabled. • Students asked to sit up, legs crossed keep legs and fingers in and not lie down. • Students asked to make way for presenter, especially if handling live animals. • Students close to table instructed to 'Do not Touch' until told it is ok. • Tablecloth suitably sized for table (not dragging on ground). • Workshops best held indoors or undercover learning area. • If outside, provide with hats and sunscreen. • Water easily accessed nearby. • Access to Stingoes, Ice pack and First Aid kit. Do NOT use Aeroguard, fly spray or hold workshop in an area recently treated for pests. 	2:2 2:1 2:1 2:1 2:1 2:1 2:1	No Yes Yes Yes No No No No No
5. During mini-beast handling activities	<ul style="list-style-type: none"> • Students bitten/stung by venomous species owned by Travelbugs. • Students experience allergic reaction from invertebrates. • Students cut from broken glass (jars, magnifying glasses) • Students pull tablecloth/objects off table onto self • Trip on table leg. • Bump into other students. 	<ul style="list-style-type: none"> • Students not permitted to touch venomous species containers or specimens. • Highly venomous species in locked enclosures. • Venomous species clearly marked 'Do Not Touch' • Students under supervision at all times by teacher and presenter. • Access to basic first aid kit, Stingoes, ice pack, compression bandage etc. • Presenter or teacher responsible for 	2:2 2:2 2:2 2:1 2:1 2:1	No No No No Yes Yes

		<ul style="list-style-type: none"> cleaning up broken glass. Students to be instructed to be careful when moving around, especially given there are small animals out of their cages. 		
6. Students departure from the venue	<ul style="list-style-type: none"> Trip or fall down step. Slip over 	<ul style="list-style-type: none"> Students instructed to be careful when leaving. No running etc. 	<p>2:1</p> <p>2:1</p>	<p>No</p> <p>No</p>
7. During morning tea and lunch breaks	<ul style="list-style-type: none"> Students bitten/stung by venomous species due to unauthorised entry into venue. 	<ul style="list-style-type: none"> Lock Doors where invertebrates are located for day. Students not permitted to enter at any time other than their workshop session with a teacher. All venomous species clearly marked 'Do Not Touch'. 	<p>2:2</p>	<p>No</p>
8. Packing Up and Putting equipment / live mini-beasts back into vehicle	<ul style="list-style-type: none"> Students bitten/stung by venomous species while helping pack up. Student strains muscle, slips over, while helping pack up. 	<ul style="list-style-type: none"> Students supervised by Travelbugs at all times if assisting with packing up. Students not usually used to help pack up as bags are quite heavy and awkward to move. 	<p>2:2</p> <p>2:2</p>	<p>No</p> <p>No</p>
9. Leaving school grounds and school area in vehicle.	<ul style="list-style-type: none"> Hit building or other object Hit student or other person. 	<ul style="list-style-type: none"> Licensed driver to operate vehicle Adhere to Speed limits. Use safety mirrors, signs etc. 	<p>1:1</p> <p>1:2</p>	

Risk Matrix

- 1 – Highly unlikely
- 2 – Unlikely
- 3 – Possible but unlikely
- 4 – Quite possible
- 5 – Highly possible

Resulting in:

- 1 – Minor illness or injury requiring no treatment or first aid.
- 2 – Illness or injury requiring doctor's treatment or first aid.
- 3 – Serious Illness or injury resulting in hospital admission
- 4 – Serious illness or injury resulting in permanent disability or other
- 5 – Serious illness or injury resulting in death.

For example:

- 1:1 = a Minor illness or injury requiring no treatment of first aid (1) which is Highly Unlikely (1)
- 3:4 = a Serious illness or injury resulting in hospital admission (3) which is Quite possible (4).