



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	Wednesday 20 th April 2022		Location:	128 Kent St Epping NSW 2121
Name of Activity/Sessions:	Nerf Wars & Inflatables			
Proposed activities:	Nerf Gun Play, Inflatables/Jumping Castle		Water hazards? Yes/No = NO If yes, detail in risk assessment below.	
Centre Contact number:	Landline: 0298690602		Mobile: 0459883456	
Number of children attending activity/session: Maximum 85		Staff to child ratio: 1:15	Number of educators 6	
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
Use of Inflatables/ injury during use	Moderate	<ul style="list-style-type: none"> - Total number of children allowed on the inflatables will be capped and monitored to avoid crowding - First Aid kit to be brought to the site of the activity by staff - Educators are responsible for monitoring children behaviour and reminding them of sensible behaviour throughout use of inflatables - No shoes or socks to be worn on the inflatable 	All Children	During use of inflatables

		<ul style="list-style-type: none"> - Safety briefing and expectations of use of inflatables discussed with children before use - Children displaying continuous inappropriate behaviour will not be allowed to participate - Activity will not go ahead in extreme weather - Number of children participating at once will be limited - Activity will not go ahead in extreme weather conditions 		
Nerf Gun Play/Injury/Aggression	Low -Moderate	<ul style="list-style-type: none"> - Safety briefing and expectations of use of inflatables discussed with children before use - Children displaying continuous inappropriate behaviour will not be allowed to participate - Activity will not go ahead in extreme weather - Number of children participating at once will be limited 	All Children	During use of Nerf Guns
Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult Community surroundings		<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 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

		<ul style="list-style-type: none"> - 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 		
--	--	--	--	--

Plan prepared by: Zoe Hanna	Date: 14/03/22
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

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

ALL TIME AMUSEMENTS



Safe Work Method / Risk Assessment Plan

This Risk Assessment has been prepared to determine the hazards which may occur whilst using the mobile rock climbing wall and its associated equipment. In addition to the Risk Assessment, the operator 7 the client must ensure that a pre start checklist is documented prior to the start of any event. The pre start checklist is as a method of checking any supporting control measures which may be relevant to a specific event or environment.

Refer to X, Y and Z below for criteria descriptions...

Hazards	Consequence	Affects Who?	Cause	Control Measure	Consequence Category [X]	Likelihood after Control measures [Y]	Residual Risk [Z]	Who?
Vehicle & Equipment Manoeuvres	Bodily Injuries	Staff Onlookers	Hasty movements Uncontrolled Access	Extreme care taken whilst positioning Marksman to be used when positioning Pedestrians to be redirected if necessary	Minor	Unlikely	Low	
Loss of Electrical Power	No Lighting	Participants Staff	Loss of power Generator out of Fuel	Regular fuel Checks Single lead into separate power outlet Switch to generator Ceases operation	Insignificant	Unlikely	Negative	
General trip Hazard	Bodily Injuries	Participants Staff Onlookers	Poor Cable routing Non removal of bollards	Cable routes to be protected Bollards to be removed	Minor	Unlikely	Low	
Sun Exposure	Sunburn	Participants Staff	Poor sun protections	Supply of sunscreen kept w equipment. Operators to wear hats	Minor	Unlikely	Low	
Crowd congestion	Bodily Injuries	Participants Staff	Poor crowd control	Working area to have barriers to	Minor	Unlikely	Low	
High Winds	Wall Stability conce	Participants Staff	Incorrectly operated during adverse weather	In accordance with Manufacturers Instructions Do not use in adverse weather conditions Equipment to be erected & operated by fully trained operators	Minor	Unlikely	Low	
Lightning	Bodily Injuries	Participants	Severe storm	If lightning is present all cli	Minor	Unlikely	Low	

conduction	Staff	conditions with tall structure	be evacuated					
Falls From Wall	Bodily Injuries	Participants Staff	Harness maloperation Harness poor fit Harness Failure Carabiner Maloperation Carabiner failure Belay Wire failure Swivel Failure	Formal training in harness application Staff trained to fit harness Harness/ Carabiner checks at all events Trained staff only to connect/ disconnect harness Belay wire and swivel are renewed annually	Major Major Major Major	Rare Rare Rare Rare	Low Low Low Low	
Wall topples	Bodily Injuries	Participants Staff Onlookers	Adverse wind conditions Overload at top of wall Soft ground	Do not use in adverse weat conditions Persons > 120kg prohibited Equipment to be erected & Operated by fully trained Staff Ground assessed prior to erection	Major Major	Rare Rare	Low Low	
Slip on Wall	Bodily injuries facial	Participants	Wet Surface Worn Holds Horseplay	Limit use in wet weather Holds checked at each even Staff monitor climber performance	Minor Minor Minor	Moderate Rare Moderate	Low Negative Low	
Uncontrolled Landing	Bodily injuries/ colli adjacent people	Participant Staff Onlookers	Poor technique during descen Low oil level in the belay syst Low air pressure in the belay Belay incorrectly primed at st Overweight participant	Climbing tuition at short interval Oil level/air pressure checked at each event Belay primed at each even Persons > 120kg prohibited	Minor Minor Minor Minor	Likely Rare Rare Rare	Medium Negative Negative Negative	
Trapped at heig	Panic	Participant	Fear of height Clothing entanglement	Follow extreme engineering operating procedures Sensible Clothing to be wor	Insignificant Insignificant	Likely Moderate	Low Negative	