



Incursion Risk Management Plan

Incursion details				
Date(s) of Activity/Session:	Friday 22 nd April 2022	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Rolling Coaches			
Proposed activities:	Riding skateboards and scooters & roller blades	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				
<input type="checkbox"/> First aid kits		<input type="checkbox"/> QR Code and Guest/Visitor Book available for sign in (outside providers)		
<input type="checkbox"/> List of children attending		<input type="checkbox"/> WWC checks verified		
<input type="checkbox"/> Contact information for each child		<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Medical information for each child		<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input type="checkbox"/>		<input type="checkbox"/> 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 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 		
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 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	Entering bus/leaving bus & During excursion
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
Falling off skateboard/scooter	Moderate-high	<ul style="list-style-type: none"> - Ensure children are spoken to about safety before hand - Educators active supervision of all students - Children are to wear protective gear when using equipment 	All Children	During incursion

Injury due to bad behaviour	Moderate	<ul style="list-style-type: none"> - Children that are exhibiting poor behaviour will not be allowed to partake - Educators active supervision to all students 	All Children	During Incursion
<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<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 - 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. 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

Plan prepared by: Zoe Hanna

Date: 14/03/22

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.

	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

Risk Matrix

**Skateboarding, Inline Skating & Scooter Riding
Risk Assessment & Management for Brookvale Early Learning Centre - Rolling Coaches**

**Epping Heights OSHC
Brookvale Public School
2-8 Old Pittwater Road Brookvale 2100**

Session 1- 14:00 to 16:00 Tuesday 29th September 2020

Session 2 - 13:30 to 15:30 Friday 9th September 2020

Primary aged children - Approx 45-60 (final number to be advised)

Children must have been assessed and approved to take part by Brookvale ELC staff.
Parents must have signed the Skate School Consent form in order for their child to participate.
Carers will be on hand to assist the Skater HQ coaches on the day.

Description and location of activity: Skate and Scoot Session with equipment and coaching provided by Rolling Coaches. Basketball/netball court and concrete areas can be used. Koola covered - assesses weather on day. Slight slope. Blade stn to be set up at bottom.
Kids can use their own gear once it has been inspected by Rolling Coaches for quality and fit.

Number in each Session - Approx 45-60 (final number to be advised)

Co-ordinator - Zoe Hanna eppingheightsoosh@hotmail.com

Accompanying Rolling Coaches:

Charlie Allum WWC1519593E DOB 22/12/79

Jackson Turnbull WWC1974318E DOB 13/03/2000

(final attending coaching staff on the day to be decided)

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures
Arriving @ the program	Possible skating or other incident without protective gear	Low -5	<ul style="list-style-type: none"> No kids allowed to stand on skateboard, scooter or roll around in any manner until fully kitted up with protective gear Participants must put on protective gear and wait for instructions from coaches
The Skating/Scooting Session	Injury through falling	Very High-1	Kids must be assessed for physical and psychological condition <ul style="list-style-type: none"> Set goals depending on the physical condition of the skater Remember that a tired skater is more at risk of injury so take more frequent breaks Explain to the skaters the effects of fear and muscular tension in relation to physical pain. e.g. Shin or lower back pain.
"	Injury through falling due to poor terrain or collisions	Low-5	All staff should perform a visual inspection of the skating terrain before the session, taking note of the following issues: <ul style="list-style-type: none"> Loose surfaces Any perimeter fences must not have sharp or protruding objects Any poles, seats or drinking fountains e.g. basketball hoops tennis nets etc. must be inspected for any protrusions even at lower levels. If any of these hazards exist the situation must be rectified or the area declared off limits and appropriate safety announcements made. <ul style="list-style-type: none"> Introduce skills and games with students safety in mind

“	Injury through falling due to wet weather	Low-5	Students are not permitted to skate in the rain or on wet surfaces
“	Injury through lack of protective equipment or premature removal of protective gear	High-2	<p>Skateboards, Inline Skates & Scooters have been inspected prior to the lesson for the following issues:</p> <ul style="list-style-type: none"> ● Skateboards - proper grip tape adhered & must have free rolling wheels and properly operating trucks ● Scooters and Inline Skates must be in sound working order with free rolling wheels and fully operational brakes <p>However at any time throughout the course of the session equipment can break or need attention. Coaches or staff must be notified at once if this occurs.</p> <ul style="list-style-type: none"> ● Each skater must wear wrist, elbow, knee pads and a helmet whenever he or she is wearing skates or standing on a skateboard. Scooter riders are exempt from wearing wrist guards. ● Pads must be correctly fitted and inspected by the coach before skating commences ● Helmets must be correctly fitted without hats worn underneath and have working clips ● Skaters who have their own equipment must have it inspected by the coaches ● No safety gear is to be removed until the student has finished skating and is seated
“	Dehydration	Low-5	Regular stops for drinks, running water availability at site, monitor students.
“	Injury through poor behaviour	Low-5	Kids demonstrating poor behaviour will not be allowed to participate.

NOTE:

Communication available - Coaches carry mobile phones and are First Aid trained.
 First Aid on site and available for minor injuries. Ambulance to be called in case of serious injury.
 Accident Report to be completed by Head Coach on site then emailed through to the centre the following day.

Monitor and Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant charge occurs.

Prepared by: Charlie Allum **Position:** Director Rolling Coaches **Date:** 09/09/2020
 charlie@rollingcoaches.com emailed to eppingheightsoosh@hotmail.com



COVID-19 POLICY

Rolling Coaches are committed to keeping its staff and pupils safe while we work together through the current coronavirus pandemic.

Whilst we have always taken care of our equipment we have installed extra sanitary measures to help prevent the spread of COVID-19. These include:

- ★ Extra protective pads purchased to allow each school throughout the school term to have their own set of protective gear.
- ★ Pads washed after each coaching session.
- ★ Helmets, blades, skates, skateboards and scooter grips sanitised at the end of each day.
- ★ Hand sanitiser placed in all our vans and available at the Rolling Coaches Skate Bunker.
- ★ All staff have the COVID-19 app installed

Rolling Coaches will always adhere to government restrictions on indoor and outdoor groups and will always follow each individual school's COVID-19 processes and procedures.

We look forward to working with you and keeping your pupils safe, active and rolling freely!



BLADE • SKATE • SCOOT • UNI

Rolling Coaches

1/26 Wattle Road, Brookvale

02 8387 4942

fistbump@rollingcoaches.com

Skateboarding, Inline Skating & Scooter Riding Risk Assessment & Management for Epping Heights & Rolling Coaches

Epping Heights Public School
128 Kent Street NSW 2121

Thursday 1st July

Session 1- 10:30-12:00

Session 2 - 13:00 to 14:30

Primary aged children - Approx 45-60 (final number to be advised)

Children must have been assessed and approved to take part by Epping Heights staff.
Parents must have signed the Skate School Consent form in order for their child to participate.
Carers will be on hand to assist the Rolling Coaches on the day.

Description and location of activity: Skate and Scoot Session with equipment and coaching provided by Rolling Coaches. Basketball/netball court and concrete areas can be used. Koola covered - assess weather on day. Slight slope. Blade stn to be set up at top by the benches.
Kids can use their own gear once it has been inspected by Rolling Coaches for quality and fit.

Number in each Session - Approx 25-30 (final number to be advised)

Co-ordinator - Zoe Hanna eppingheightsoosh@hotmail.com

Accompanying Rolling Coaches:

Charlie Allum WWC1519593E DOB 22/12/79

Jackson Turnbull WWC1974318E DOB 13/03/2000

Jarrah Mccue Shore WWC1353881E DOB 15/08/93
(final attending coaching staff on the day to be decided)

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures
Arriving @ the program	Possible skating or other incident without protective gear	Low -5	<ul style="list-style-type: none"> No kids allowed to stand on skateboard, scooter or roll around in any manner until fully kitted up with protective gear Participants must put on protective gear and wait for instructions from coaches
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Prepared by: Charlie Allum **Position:** Director Rolling Coaches **Date:**18/05/2021
 charlie@rollingcoaches.com emailed to eppingheightsoosh@hotmail.com