



## Incursion Risk Management Plan EHOSHC

Incursion details				
<b>Date(s) of Activity/Session:</b>	Wednesday 18 <sup>th</sup> January 2023		<b>Location:</b>	128 Kent St Epping NSW 2121
<b>Name of Activity/Sessions:</b>	Archey Tag			
<b>Proposed activities:</b>	Paint Ball, Dodgeball , Archery		<b>Water hazards? Yes/No = NO</b> If yes, detail in risk assessment below.	
<b>Centre Contact number:</b>	<b>Landline:</b> 0298690602		<b>Mobile:</b> 0459883456	
<b>Number of children attending activity/session:</b> Maximum 85	<b>Staff to child ratio:</b> 1:15		<b>Number of educators</b> 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"> <li>- Ensure children are seated whilst eating or drinking and are supervised</li> <li>- All staff trained in first aid</li> <li>- Maintain child to staff ratio 1:15</li> </ul>	All Children	Breakfast, Morning Tea, Lunch, Afternoon Tea
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Ensure children are washing hands after eating things that may contain allergens</li> </ul>	Children with anaphylaxis/allergies	Throughout the whole day

Children being out of bounds/wandering	Moderate	<ul style="list-style-type: none"> <li>- Educators active supervision of all students</li> <li>- Clear instructions of what is expected of the students</li> <li>- Active supervision of the students</li> <li>- Ensure safety warning has been instructed to students</li> <li>- Maintain staff to child ratio 1:15</li> </ul>	All Children	Throughout the whole day
Electrocution	Moderate	<ul style="list-style-type: none"> <li>- Ensure safety warning has been instructed to students</li> <li>- Power outlets are covered and any hanging cables secure</li> <li>- Staff trained in first aid</li> <li>- Electric equipment/games inspected by staff before use</li> <li>- Educators to plug in chargers/electrical devices for children if required</li> </ul>	All children/staff	When using electrical devices and throughout the day
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups when transitioning to other locations/activities.</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> <li>- Non-slip flooring and stair strips</li> <li>- Balustrades on stairs and rails on landings</li> </ul>	All Children	Transitioning to and from activities & During incursion
Sun Burn, Heatstroke, dehydration etc.	Low-moderate	<ul style="list-style-type: none"> <li>- Ensure children are wearing sunscreen, hats and appropriate clothing during first roll call</li> <li>- Ensure children are continually drinking water throughout the day</li> <li>- UV and Pollen check during WHS check</li> <li>- Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats</li> <li>- Ensure all staff are carrying first aid kits</li> <li>- Educators to encourage children to seek shade</li> </ul>	All children	Throughout the whole day
Toilet Use	Low-moderate	<ul style="list-style-type: none"> <li>- Scheduled WHS checks morning and afternoon</li> <li>- Educators check toilets before children use them.</li> <li>- Children to go in pairs or small groups.</li> <li>- Ensure handwashing</li> <li>-</li> </ul>	All Children	Throughout the whole day
Archery Tag Play/Injury/Aggression  Muscular fatigue / sore arms or hands	Low -Moderate	<ul style="list-style-type: none"> <li>- Safety briefing and expectations of use of inflatables discussed with children before use</li> <li>- Children displaying continuous inappropriate behaviour will not be allowed to participate</li> <li>- Number of children participating at once will be limited</li> <li>- Arrows have a soft tip to avoid injury</li> <li>- Children instructed to aim for the lower body</li> </ul>	All Children	During Archery tag & dodgeball

		<ul style="list-style-type: none"> <li>- Warm up before use of equipment</li> <li>- Give appropriate size/strength bows to appropriate participants</li> <li>- Allowing children to rest when required</li> </ul>		
<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<ul style="list-style-type: none"> <li>- Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</li> <li>- Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</li> <li>- Ensure information of Covid-19 and any practices are updated as new information becomes available</li> <li>- Ensure all such important information and factsheets are available &amp;/or displayed for educators/parents/families and visitors to see</li> <li>- Educators &amp; families are updated with any new information/updates on Covid-19</li> <li>- 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.</li> <li>- 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</li> <li>- Ensure adults are not to enter the premises if they are sick/unwell</li> <li>- 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</li> <li>- All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</li> <li>- Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</li> <li>- Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</li> <li>- Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</li> <li>- A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</li> <li>- Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</li> </ul>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

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

Likelihood	Consequence				
	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 Management

Zoom Mobile Archery- Risk Assessment						
Hazard	People Affected	Likelihood	Severity	Risk Control	Further Action	Residual Risk
Shot by an arrow	All Participants	Unlikely	Very Harmful	<p>Putting barricades and warning signs around the shooting area.</p> <p>Arrows only to be touched following the command <b>"Fire When Ready"</b> or <b>"Load"</b>.</p> <p>No one is to load or touch arrows until they are standing astride the firing line.</p> <p>Once a Participant has shot all three arrows they are to retire and step back from the firing line and wait for further instructions.</p> <p>Do not distract others while loading an arrow or shooting.</p> <p>No one is to collect their arrows until the command <b>"Collect Your Arrows"</b>.</p>	<p>Staff must position themselves in such a position, so that they are able to see all participants who are shooting.</p> <p>Firing Line identified to the participants.</p> <p>Set up a waiting area.</p> <p>Instruct participant to wait in the waiting area until told otherwise.</p> <p>Staff observant and alert throughout the session.</p>	Low



Over drawn arrow piercing bow hand	All Participants	Unlikely	Harmful	All Arrows are 32inches, sufficient to prevent this from happening.	Staff to check all the participants to ensure the right size.	Low
Falling onto an arrow	All Participants	Unlikely	Harmful	Participants warned not to run when carrying arrows.  Arrows to be carried with point safe-pointing to the ground.	Staff vigilance throughout the session.	Low
Running into an arrow	All Participants	Unlikely	Harmful	When moving around the shooting area participants are not allowed to run at any time.  Participants must always approach the target from the side or between <b>NEVER</b> Straight on.		Low
Hit by an arrow	All participants	Unlikely	Very Harmful	If more than one person is shooting at a target only one collects their arrows at a time.  Staff will let you know when it is safe to approach the target.  Participants are told to <b>ALWAYS</b> check behind them before pulling out their arrows.	Waiting area is identified for the other person.	Low



<p>Hit by falling target</p>	<p>All Participants</p>	<p>Unlikely</p>	<p>Slight Harm</p>	<p>Participants are to place one hand on the target and pull the arrow with the other hand, to anchor the target.</p> <p>Difficult to reach or deeply embedded arrows are to be withdrawn by staff only.</p>	<p>Staff to be present at the targets when arrows are being withdrawn.</p> <p>Targets are secured from behind.</p>	<p>Low</p>
<p>Damaged or broken equipment</p>	<p>All Participants</p>	<p>Unlikely</p>	<p>Harmful</p>	<p>All equipment checked before use by staff and coaches.</p> <p>Damaged equipment are to be taken out of service and recorded in the withdrawn log until repairs are carried out or the item is scrapped.</p> <p>Damage happening during the session is to either be repaired at the time or the item withdrawn as above and a replacement is used</p>	<p>Damaged or broken equipment discarded.</p> <p>Regular checks of and maintenance equipment as necessary.</p>	<p>Medium</p>



Dry fire the bows	All Participants	Unlikely	Very Harmful	<p>Participants are told about the dangers of dry firing the bows.</p> <p>Participants are <b>NOT ALLOWED</b> to move around with bow and arrows.</p>		Low
Carrying archery equipment down to site.	All participants	Unlikely	Harmful	Participants are shown how to hold equipment vertically using the handle and not the string.	Staff to account for all arrows	Low
Hit by bow string	All Participants	Sometimes	No/very slight Harm	All participants are to wear a tight long sleeve shirt or a arm guard on the hand holding the bow.	Staff to supply arm guards to participants when requested.	Low
Sore Fingers	All Participants	Sometimes	No Harm	Finger tabs to be available and used when pulling the string.	Staff to supply finger tabs to all participants when requested	Low
Strained Joints	All Participants	Sometimes	Slight Harm	<p>Bows with appropriate draw strength to be used for participants.</p> <p>Warm up before session.</p>		Low

