



## Incursion Risk Management Plan EHOSHC

Incursion details				
<b>Date(s) of Activity/Session:</b>		Wednesday 22 <sup>nd</sup> December 2021		<b>Location:</b> 128 Kent St Epping NSW 2121
<b>Name of Activity/Sessions:</b>		Aussie Christmas		
<b>Proposed activities:</b>		Music, Art and Craft, Cooking		<b>Water hazards?</b> NO 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> <li>- Stagger groups of children selecting instruments (not all at once)</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> </ul>	All Children	Throughout the whole day
Drumming/ Use of percussions	Low	<ul style="list-style-type: none"> <li>- Ear plugs or ear muffs offered to children with</li> <li>- No running with instruments</li> <li>- Children given clear instructions given to children for use of drums and drum sticks</li> <li>- Professional music teacher to ensure proper use of instruments</li> <li>- 1:15 child to educator ratio</li> <li>- Children given sufficient space for instrument use</li> <li>- Hall door to remain open for air flow</li> </ul>	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"> <li>- Do not let children carry objects that may be too heavy</li> <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>	<p>Throughout the whole day</p>
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<p>Plan prepared by: Zoe Hanna</p>	<p>Date: 06/12/2022</p>
<p><b>Communicated to:</b> All Staff on the day &amp; Families (via website, and printed in centre)</p>	
<p><b>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</b>  <b>Yes</b></p> <p>Comment if needed:</p>	
<p><b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b></p>	

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

# Ben the Bushie Christmas Show

Here is an outline of safety related points that I believe are relevant to the show being presented at your school.

Please note that this is not a legal document and that it has been prepared by me in response to your request for what is called a “risk assessment”. I do not know what the full definition under law is of that term, but I comply with your request as I best understand

it’s colloquial definition.

Please be reminded that I will be a *supervised* guest at your school, and I will make every effort to be safe, but that it is the supervising teacher’s responsibility to ascertain if that is enough for your school’s requirements.

## **Points:**

- This is an interactive show with student participants at various stages.
- I rely on the supervising teachers and administration (school staff member) to monitor the relevant activities of all students, particularly special students or students with conditions (permanent or temporary)
- There must be at least one supervising school staff member present at all times during the show. If I become aware that no school staff members are present, or all leave for whatever reason, I will stop the show until they return.
- Students are asked to volunteer to assist with magic tricks at stages throughout the show.
- DEMONSTRATIONS ARE KEPT TO A SAFE, CONTROLLED SPEED

NOTE: there are occasionally some minor variations to this show if A: the school requests a change, or B: some points are missed due to slow interactivity or questions from the students.

I hope this is what you need.

Regards, Diana and Ben Trezona