



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	Wednesday 25 th January 2023	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Kids Love to Cook			
Proposed activities:	Cooking Activity	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

		<ul style="list-style-type: none"> - Outside provider will have additional cooking options for children with allergies - Outside provider to be aware of which children have allergies - Common food allergens (nuts) not to be used in cooking activity 		
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 - Spills during activity to be cleaned immediately - Ensure any obstructions in cooking areas are removed (if practical) 	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
Using Cooking Utensils	Moderate	<ul style="list-style-type: none"> - Educators to brief children on general safety before commencement of activity. - Outside provider to brief children on specific safety when using utensils during activity and provide demonstration on correct usage - Children not to walk around with risk items in their hands 	All Children	During Cooking activity

Burns from Cooking	Moderate	<ul style="list-style-type: none"> - Safety brief with Educators and outside provider - Children not to use hot stove - When stove is in use in OSHC kitchen children to sit on the opposite side of the bench - Maximum of 6 Children in OSHC kitchen during cooking activities - Main cooking event will be run by professional cooks (20 children at a time) 	All children	During Cooking activities
<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. - Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices 	<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: 7/12/2022

Communicated to: All Staff on the day & Families (via website)

Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:
Yes
 Comment if needed: Attached Below

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

			<ul style="list-style-type: none"> - reach - Current CPR and First Aid for Presenter and assistant 			
Hygiene	<p>Students</p> <ul style="list-style-type: none"> - transfer of germs, sickness, bacteria <p>Staff</p>	3	<ul style="list-style-type: none"> - Wash hands prior to event - Cough and sneeze into elbow of your sleeve - Staff to wear gloves when preparing and assisting students with their food 	Presenter, assistant, staff and students	Prior, during and after event	2
Movement during event	<ul style="list-style-type: none"> - injuries from slips, falls, collisions - tripping over tables and chairs 	3	<ul style="list-style-type: none"> - Wipe any spillage immediately - Clear any obstructions prior to and during event ie. boxes, cords - Staff/teachers to supervise and monitor student activity at all times - Students to be given clear safety instructions regarding appropriate behaviour during lessons ie. No running, pushing - Ensure there is adequate space around tables for safe passage of students and staff - Remove chairs to ensure students do not trip - Ensure students shoe laces are tied, straps are buckled - Encourage students to voice when their shoelace is undone 	Presenter, assistant and teachers	Throughout the event	2

Standing during class	Sore backs due to prolonged exposure	2	<ul style="list-style-type: none"> - Ensure that after every 30 minutes students are given the opportunity to move and stretch their bodies - Ensure students are aware of the correct posture to adopt while standing 	Presenter and Assistant	Prior and during the incursion	1
Using utensils/equipment	Accidental injury while using an item of equipment	2	<ul style="list-style-type: none"> - Provide a safety lesson and talk to all attending students of correct use - Demonstrate the correct use of all equipment and where to place hands. - Do not allow any students to put risk items near their face or mouths. - Do not allow students to walk around the room with risk items in their hands. 	Presenter and Assistant	Before using and during the use of the equipment	1
Poor or dangerous behaviour of students	<ul style="list-style-type: none"> - Disobeying rules and expectations 	2	<ul style="list-style-type: none"> - Communicate expectations and rules prior to the commencement of the event - Reinforce rules and expectations regularly. - Monitor behaviour – implement classroom reward system of positive reinforcement, task rewards - Monitor behaviour – implement time out procedure if needed, or removal from the event 	Presenter, assistant and teachers	Throughout the event	1

			if necessary			
Food Handling	<ul style="list-style-type: none"> - Cross contamination of raw/cooked meats - Contamination of food 	3	<p>When storing food staff must ensure that:</p> <p>The food is protected from the likelihood of contamination; Potentially hazardous food is stored under temperature control; Frozen food stays frozen during storage.</p> <p>Contamination When storing food it must be protected from any potential contamination. An example is storing ready to eat food, above raw meat.</p> <p><i>Food must be clearly marked for storage</i></p> <p><i>Food that has been used in a classroom setting, must be thrown away and not reused.</i></p> <p><i>Equipment that has been used for preparing raw meat, such as chopping boards, knives, bowls, trays and preparation area, must be immediately washed in warm, soapy water.</i></p> <p><i>It must not be used again until it has been washed.</i></p> <p><i>Equipment to be used for handling cooked foods, must be freshly washed in warm, soapy water and dried, prior to use.</i></p> <p>-</p>	Presenter and assistant	Before and throughout the event	1
Date marking of Food	<ul style="list-style-type: none"> - Food being used that is out of date 	2	<p>Our business uses a date marking system to monitor the safe storage of potentially hazardous food. This ensures we follow the acronym of FIFO (First in First Out) so that</p>	Presenter and Assistants	Before an event.	1

			our stock is rotated. <i>Any foods that can be reused after an event, such as flour, eggs, pantry items etc, must be dated when opened. Food that is out of date, must be thrown out.</i>			
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Planned prepared by	Beth Hodson
Position held	Director
Prepared in consultation with	Dayana Bluncovski
Date	1 March, 2018

*For all events, staff should monitor the effectiveness of the controls and change if necessary.
The RM/AP should be reviewed if an incident or significant change occurs.*

<p>Medical Asthma/Anaphylaxis/ Hemophilia/food allergies or intolerances</p>	<p>-Existing medical conditions (ie. Allergies, intolerances)</p>	<p>3</p>	<ul style="list-style-type: none"> - Identify students prior to cooking via medical forms from teachers ie. Known allergies, medical conditions - First Aid Kit, asthma medication, epi-pens accessible and within reach - Current CPR and First Aid for Presenter and assistant - Design specific menu items for children who present with allergies, to ensure they are not affected. - No nuts to be present on site or at any workshops to ensure no trace of previous contamination 	<p>Presenter, assistant and teachers</p>	<p>Prior to cooking class During the class</p>	<p>2</p>
<p>Hygiene</p>	<p>Students - transfer of germs, sickness, bacteria Staff</p>	<p>3</p>	<ul style="list-style-type: none"> - Wash hands prior to event - Cough and sneeze into elbow of your sleeve - Staff to wear gloves when preparing and assisting students with their food 	<p>Presenter, assistant, staff and students</p>	<p>Prior, during and after event</p>	<p>2</p>
<p>Movement during event</p>	<ul style="list-style-type: none"> - injuries from slips, falls, collisions - tripping over tables and chairs 	<p>3</p>	<ul style="list-style-type: none"> - Wipe any spillage immediately - Clear any obstructions prior to and during event ie. boxes, cords 	<p>Presenter, assistant and teachers</p>	<p>Throughout the event</p>	<p>2</p>

			<ul style="list-style-type: none"> - Staff/teachers to supervise and monitor student activity at all times - Students to be given clear safety instructions regarding appropriate behaviour during lessons ie. No running, pushing - Ensure there is adequate space around tables for safe passage of students and staff - Remove chairs to ensure students do not trip - Ensure students shoe laces are tied, straps are buckled - Encourage students to voice when their shoelace is undone 			
Standing during class	Sore backs due to prolonged exposure	2	<ul style="list-style-type: none"> - Ensure that after every 30 minutes students are given the opportunity to move and stretch their bodies - Ensure students are aware of the correct posture to adopt while standing 	Presenter and Assistant	Prior and during the incursion	1
Using utensils/equipment	Accidental injury while using an item of equipment	2	<ul style="list-style-type: none"> - Provide a safety lesson and talk to all attending students of correct use - Demonstrate the correct use of all equipment and where to place hands. 	Presenter and Assistant	Before using and during the use of the equipment	1

			<ul style="list-style-type: none"> - Do not allow any students to put risk items near their face or mouths. - Do not allow students to walk around the room with risk items in their hands. 			
Poor or dangerous behaviour of students	<ul style="list-style-type: none"> - Disobeying rules and expectations 	2	<ul style="list-style-type: none"> - Communicate expectations and rules prior to the commencement of the event - Reinforce rules and expectations regularly. - Monitor behaviour – implement classroom reward system of positive reinforcement, task rewards - Monitor behaviour – implement time out procedure if needed, or removal from the event if necessary 	Presenter, assistant and teachers	Throughout the event	1
Food Handling	<ul style="list-style-type: none"> - Cross contamination of raw/cooked meats - Contamination of food 	3	<p>When storing food staff must ensure that:</p> <p>The food is protected from the likelihood of contamination; Potentially hazardous food is stored under temperature control; Frozen food stays frozen during storage.</p> <p>Contamination When storing food it must be protected from any potential contamination. An example is storing ready to eat food, above raw meat.</p> <p><i>Food must be clearly marked for storage</i></p>	Presenter and assistant	Before and throughout the event	1

			<p><i>Food that has been used in a classroom setting, must be thrown away and not reused.</i></p> <p><i>Equipment that has been used for preparing raw meat, such as chopping boards, knives, bowls, trays and preparation area, must be immediately washed in warm, soapy water.</i></p> <p><i>It must not be used again until it has been washed.</i></p> <p><i>Equipment to be used for handling cooked foods, must be freshly washed in warm, soapy water and dried, prior to use.</i></p> <p>-</p>			
Date marking of Food	- Food being used that is out of date	2	<p>Our business uses a date marking system to monitor the safe storage of potentially hazardous food. This ensures we follow the acronym of FIFO (First in First Out) so that our stock is rotated.</p> <p><i>Any foods that can be reused after an event, such as flour, eggs, pantry items etc, must be dated when opened. Food that is out of date, must be thrown out.</i></p>	Presenter and Assistants	Before an event.	Staff
COVID Safe Practises	-		<ul style="list-style-type: none"> - All food to be provided to children as individuals – not shared. - Utensils and equipment to be supplied to children as individuals – not shared. - Equipment that is to be shared is to be cleaned after each child’s use , thoroughly with the appropriate cleaning method, e.g. soap and water, detergent, disinfectant. 	Presenter and Assistants	Before and During and Event	

			<ul style="list-style-type: none"> - Staff to use gloves at all times. - Any food that is not used is to be thrown out and not reused. - Staff that present unwell and exhibiting any symptoms of COVID are to be sent home, and sent for a COVID test . They are not to be present on site until a negative result is provided. - Surfaces are to be sprayed with disinfectant prior to use and after use. - 			
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Planned prepared by	Lola Hodson
Position held	Director
Date	2/9/20

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