



## Incursion Risk Management Plan EHOSHC

<b>Incursion details</b>				
<b>Date(s) of Activity/Session:</b>		Friday 27th January 2023		<b>Location:</b> 128 Kent St Epping NSW 2121
<b>Name of Activity/Sessions:</b>		Laser Tag & Face Painting		
<b>Proposed activities:</b>		Laser Tag & Face Painting		<b>Water hazards? Yes/No = NO</b> If yes, detail in risk assessment below.
<b>Centre Contact number:</b>		Landline: 0298690602		Mobile: 0459883456
<b>Number of children attending activity/session:</b> Maximum 40		<b>Staff to child ratio:</b> 1:15		<b>Number of educators</b> 3
<b>Incursion checklist</b>				
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		
<b>Hazard identified</b>	<b>Risk Rating (use matrix)</b>	<b>Elimination/control measures</b>		<b>Who</b>
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
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 day & During Performance

		<ul style="list-style-type: none"> <li>- Educators to take EpiPen's/other medical for children with nut allergies to location of the show</li> <li>- Safety brief with all children regarding allergies</li> </ul>		
Children being out of bounds/wandering	Moderate	<ul style="list-style-type: none"> <li>- Educators to ensure 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>- Laser Tag equipment to be inspected by staff</li> <li>- Educators to plug in chargers/electrical devices for children if required</li> </ul>	All children/staff	During VR gaming & While 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>- Any water spilt during incursion will be cleaned up immediately</li> <li>- Loose cables will be taped down where possible</li> <li>- Making sure play areas and gaming area is clear before use</li> </ul>	All Children	Transitioning to and from activities & Throughout 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 twice daily</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
Poor behaviour or over stimulation during laser tag	Low	<ul style="list-style-type: none"> <li>- Each child will have their own small space to participate</li> <li>- Child will take turn participating for short 10-15 minute periods at a time.</li> </ul>	All Children	Throughout Laser Tag

		<ul style="list-style-type: none"> <li>- Educators and professional staff will be there to supervise and monitor children</li> </ul>		
Bumping into poles around school/other children	Low-moderate	<ul style="list-style-type: none"> <li>- Safety debriefing before children commence activity.</li> <li>- Include safety reminders of listening to laser staff and OSHC staff.</li> <li>- Most poles around school have soft covers around them</li> <li>- Maintain 1:15 Ratio</li> <li>- Professional on site to monitor activity</li> <li>- Ensure all children and staff are briefed on the specifics of adventure activity before it commences and the appropriate. behaviour expected</li> </ul>	All children playing Laser Tag	Throughout Laser Tag
Face Painting Adverse Reaction, Paint brush in eye, aggravating skin conditions	Low	<ul style="list-style-type: none"> <li>- DO NOT allow children with sensitive skin, eczema, open cuts or sores to have their face painted</li> <li>- Advise children who appear to have skin conditions (eg: Eczema, psoriasis, rash) that their arm will be a better place for the paint.</li> <li>- Do not paint children who are not/able to follow instructions</li> <li>- One child at a time to be sitting at painting table.</li> <li>- Tape to be placed on the ground to show where children should be standing.</li> <li>- Spectators not to be standing directly next to child/person being painted</li> <li>- Be firm but polite to maintain space around the working area</li> </ul>	All children	During face painting
Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult  Community surroundings		<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> </ul>	The Coordinator  Educators  Parents/families Children Volunteers	Throughout the whole day

		<ul style="list-style-type: none"> <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>		
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Plan prepared by: Zoe Hanna	Date: 7/12/22
Communicated to: All Staff on the day & Families (via website)	
Venue and safety information/risk assessment/COVID-19 safety reviewed and attached: <b>Yes</b> Comment if needed: Attached	
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