



## Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	11/04/23	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	All Day Team Building			
Proposed activities:		Water hazards? Yes/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				
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</li> </ul>	Children with anaphylaxis/allergies	Throughout the whole day

		allergens		
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> </ul>	All Children	Throughout the whole day
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-</li> </ul>	The Coordinator  Educators  Parents/families Children Volunteers	Throughout the whole day

		<p>19</p> <ul style="list-style-type: none"> <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>		
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Plan prepared by: Evi von Gavel	Date: 11/04/23
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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**

**Consequence**

Likelihood	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 Assessment: Barefoot Social and Competitive Bowls

<b>Bowling Club Details:</b> <i>The Greens</i> <i>ABN: 92 000 147 544</i> <i>Address: 50 Ridge St North Sydney</i> <i>Public Liability insurance in place?: Yes</i>		<i>Name of Manager: Brad Callaghan</i> <i>Contact number: 9245 3099</i> <i>Contact email: brad@thegreensnorthsydney.com.au</i>	
<b>Event information:</b> <i>Event name: Fun Day Out</i> <i>Event date:</i>		<i>Number of participants:</i> <i>Number of Schools:</i>	
<b>Event Overview:</b>			
<b>Event Personnel:</b>			
<b>Name:</b>	<b>Role:</b>	<b>Responsibility:</b>	<b>Contact details:</b>
	<i>Event Manager:</i>	<i>Overall responsibility</i>	
	<i>Health &amp; Safety Officer:</i>	<i>Manage Health and Safety</i>	
	<i>Head Teacher:</i>	<i>Manage teachers and students</i>	
	<i>Teacher:</i>	<i>Manage students</i>	
	<i>Teacher:</i>	<i>Manage students</i>	
	<i>Teacher:</i>	<i>Manage students</i>	
	<i>Volunteer:</i>	<i>Assist where needed</i>	
	<i>First Aider:</i>	<i>Provide First Aid</i>	

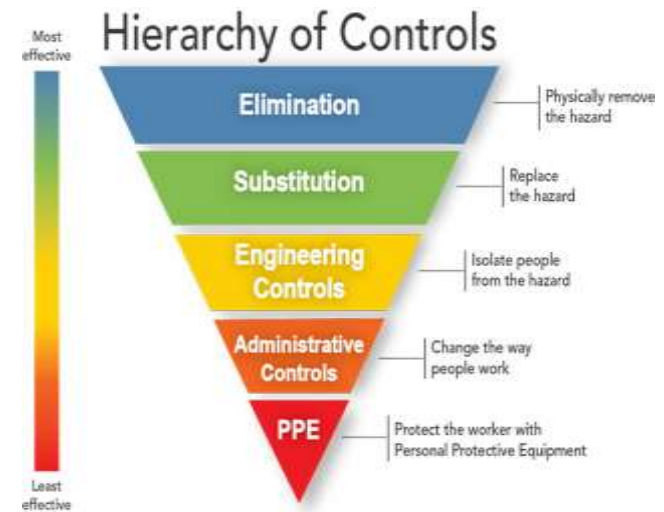


The risk assessment chart is used to determine a numerical risk rating:

**Risk Assessment Chart:**

Consequence		Likelihood			
		Very Likely Could happen frequently	Likely Could happen occasionally	Unlikely Could happen, but rare	Very unlikely Could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very High Risk (1)	Very High Risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very High Risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

The Hierarchy of Control establishes the order of applying control measures:





<b>Task/Activity</b>	<b>Hazard Identification &amp; Associated Risk</b> Type/Cause	<b>Assess Risk Before</b>	<b>Elimination or Control Measures</b>	<b>Assess Risk After</b>	<b>Who</b>
Arrival of coach	<ul style="list-style-type: none"> <li>- Struck by a vehicle</li> <li>- Slips, trips &amp; falls</li> </ul>	3	<ul style="list-style-type: none"> <li>- Club staff to receive passengers and assist them in making their way safely to the green.</li> <li>- Club staff to indicate to the driver the most suitable area to park.</li> </ul>	5	Club staff Supervising adults Bus driver
Travel to the greens	<ul style="list-style-type: none"> <li>- Slips, trips &amp; falls</li> <li>- Extreme weather</li> </ul>	3	<ul style="list-style-type: none"> <li>- Club staff to inform Supervisors and Students of any known hazards such as fire pits, trip hazards and "No Go" areas that exist on route to the greens before proceeding.</li> <li>- Supervisors are to ensure that all students have hats, sunscreen and appropriate clothing for the weather.</li> <li>- Club staff with the assistance of the Supervisors to ensure that students don't run and that they walk in an orderly manner.</li> <li>- Club staff will advise the Supervisors if the weather is unsuitable for bowls and may have to cancel proceedings for the safety of all concerned.</li> </ul>	5	Club staff Supervising adults
Accessing the green	<ul style="list-style-type: none"> <li>- Trip &amp; fall</li> <li>- Strains &amp; sprains</li> </ul>	4	<ul style="list-style-type: none"> <li>- Club Staff will demonstrate how to step down to the green. It must be made very clear to all that jumping down is not permitted.</li> </ul>	6	Club staff Supervising adults
Use of equipment	<ul style="list-style-type: none"> <li>- Impact from falling ball</li> <li>- Deliberately thrown at others</li> </ul>	4	<ul style="list-style-type: none"> <li>- Club staff to demonstrate how to use equipment correctly and to be constantly monitored.</li> <li>- Students threatening of injuring others not be tolerated. All students' behaviour to be monitored especially while handling equipment.</li> </ul>	6	Club staff Supervising adults
Bowling	<ul style="list-style-type: none"> <li>- Fatigue</li> <li>- Dehydration</li> <li>- Extreme weather</li> </ul>	3	<ul style="list-style-type: none"> <li>- The days rest breaks are to be planned and scheduled.</li> <li>- Facilities including water to be made available to students.</li> <li>- Club staff will advise the Supervisors if the weather is unsuitable for bowls and may have to cancel proceedings for the safety of all concerned.</li> </ul>	5	Club staff Supervising adults



Uninvited persons	<ul style="list-style-type: none"> <li>- Harassment</li> <li>- Assault</li> </ul>	3	<ul style="list-style-type: none"> <li>- Areas to be clearly marked to indicate a private function.</li> <li>- Club staff and Supervisors to monitor the area.</li> <li>- Club staff to approach any persons immediately who enter the area without permission.</li> </ul>	5	Club staff Supervising adults
Machinery	<ul style="list-style-type: none"> <li>- Impact</li> <li>- Entanglement</li> <li>- Cut</li> </ul>	3	<ul style="list-style-type: none"> <li>- Machinery may only be used on the green or surrounding areas if the area is clear of all persons.</li> </ul>	5	Club staff Supervising adults
Diet and food	<ul style="list-style-type: none"> <li>- Student food allergies</li> </ul>	3	<ul style="list-style-type: none"> <li>- Determine in advance if any of the students any medical conditions.</li> <li>- Establish requirements for the provision of appropriate food for students with food allergies in liaison with Supervisors/parents</li> <li>- Communicate special requirements to all staff especially emergency response procedures and equipment.</li> <li>- For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food.</li> </ul>	5	Club staff Supervising adults First Aiders

**Venue and safety information reviewed:** Yes / No

**Plan authorised by:** Brad Callaghan

**Position:** Assistant Manager

**Date:**

**Prepared in consultation with:** Francois du Toit, Commercial Safety Assurance

**Communicated to:** Club staff

**Monitor and Review:**

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