



## Incursion Risk Management Plan EHOSHC

Incursion details				
<b>Date(s) of Activity/Session:</b>	Thursday 13 <sup>th</sup> April 2023	<b>Location:</b>	128 Kent St Epping NSW 2121	
<b>Name of Activity/Sessions:</b>	Creative Creatures			
<b>Proposed activities:</b>	Art and Craft	<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 40	<b>Staff to child ratio:</b> 1:15	<b>Number of educators</b>		
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 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
Art and Craft/Cartooning/Macrame	Low	<ul style="list-style-type: none"> <li>- Educator supervision while participating in designer activity</li> <li>- Children given clear instructions by professional design teachers</li> <li>- No toxic fabric and paints supplied</li> </ul>	All Children	During Art and Craft Activities
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> </ul>	The Coordinator Educators Parents/families	Throughout the whole day

		<ul style="list-style-type: none"> <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>	Children Volunteers	
--	--	--	------------------------	--

Plan prepared by: Zoe Hanna	Date: 13/09/2023
-----------------------------	------------------

**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**

<b>Consequence</b>
--------------------

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

Heidi Hillier: ABN: 18031835924

Circus Performance Risk Management updated for Covid 19.

Author: Heidi Hillier

Implementation: 16 March 2020

Revised: 17 August 2020.

Revised February 2021

Workshops/ Shows included: Circular Circus, Super Science Circus

Physical Workshops: Illuminate Electric Circus, Hoops and Loops, General Circus, Super Soaker Circus Circuit, Superhero Training Squad

Art Workshops: Macramé Madness.

Aim: To understand and remove risks associated with transmission of COV 19. Remove risk to performer, participants or public during a performance or a workshop in a public space or a private operated venue.

Contact: Communication with venue prior to workshop to discuss group size, hand washing, distancing, set up procedure and to understand what measures are already in place.

Performer/Workshop leader requirements:

- If performer/workshop leader shows symptoms of COVID or have been in contact with anyone who tests positive to COVID – Get tested or arrange replacement. Inform centre as soon as possible.
- If performer/workshop leader shows signs of cold or flu and tests negative for COVID, find replacement/wear a mask
- Wear a mask in indoor situations and dispose of mask appropriately.
- Provide hand sanitizer, gloves and masks.
- Frequent hand washing with soap and warm water before during and after workshop.
- Sanitize hands on arrival.
- Ensure sanitize props and costumes that come into contact with audience members by using 60%+ alcohol spray or washing in soap and hot water.
- Ensure equipment is washed at the end of each session, with Soap and water and dried in full sun, or sanitized with 80% alcohol spray.
- Minimise contact between objects touched by participants and objects touched by workshop leaders. Delineate zones.
- No breath blown bubbles. Only wind drawn bubbles.
- Hand sanitize after contact with door nobs, railings, pens, paperwork, sign in book, power sockets.
- Wear gloves during set up and pack up
- Explain clearing the responsibility of participants to social distance, only use the prop they are allocated for each activity and clean hands between each activity station.
- All gear to be thoroughly cleaned/disinfected between each group.

- Keep up to date on current Covid 19 legislations, recommendations and outbreaks.
- Use contactless delivery where available.
- Continue to revise gear and implement any improvements.
- Eliminate handling by more than 1 participant by pre-cutting art materials and issuing each child with materials required.

#### Venue requirements

- Split kids into smaller groups to adhere to most current square meter guidelines.
- Ensure this includes all people in the room including staff, children and visitors and the workshop leader too.
- Use of outdoor or well ventilated spaces where possible.
- Stagger small groups rather than larger groups
- The Illuminata LED Glow workshop is 30 maximum student, but if the space is under 160 square meters the groups size can be reduced to 15 if necessary.

#### Centre Requirements

- Contact FDO/ performer and inform them if there has been an outbreak in the centre or local area within 14 days of date of activity / outbreak.
- Ensure the children have washed their hands prior to arriving for the session.
- Ensure the students understand that they are to maintain 1.5 meters distance from the performer at all times.
- Provide hand sanitizer and assist with hand sanitizing on arrival, departure and between rotation stations or when children come in contact with props
- Provide an indoor venue with the appropriate legal number of people in it and be aware of changes.
- Exclude staff and participants who are unwell
- Ensure the hall floors and surfaces have been cleaned before the Workshop leader/performer arrives for set up.

#### During performances and demonstration

- Children using sanitizer to wash hands before entering and exiting stage.
- Disinfecting list of costumes and props with 60% alcohol.
- Maintain distance of 1.5 meters of students.
- Eliminate or minimise volunteer content to ensure social distancing.
- Maintain appropriate distances for volunteers on stage
- Speak to volunteers from 1.5 meters away and increase quality of verbal instructions  
Instruct to face the front – no touching.
- If 1.5 meters distance is not possible a mask will be worn.
- Reduce need to project voice with the use of a microphone and keeping music volume low.

## General Risk Assessment

RISK	AREA	DESCRIPTION DEFINED RISK	LIKLYHOOD	SEVERITY	LEVEL OF CONTROL	SIGNIFIGANCE	RISK STRATEGY	RISK MITIGATION PLAN
Children come into contact with set and props	Set up and Pack Up	Children are injured by set and props	2	3	2	7	Transfer	Minimise access by children to the area before event and during set up and pack up. Use of safety bunting and onsite staff to assist isolation of set up area and management of guests in the event that they are in the space during this time
Performer injury during set up	Set up pack up	Injury occurs involving trips, work methods	2	3	1	5	Control	Allow adequate time for set up to eliminate rushing and bad practice. Arrive 1-2 hours prior Inform organiser of set up time required Use of trolley Use established set up procedure. Allow time for physical warm up/prep
Collision with props	Show/Workshop	Performer, participant or public hit by prop during performance or workshop	1	4	1	6	Assumption	Adequate ability and maintenance of performance skills by performer. Allow enough space for audience to maintain comfortable distance from performer Enough space is made available by organiser as per technical specifications. Participants are given adequate warning and instruction. Flags demarcate performance area and performer manages audience with the assistance of organiser and staff.
Audience trips over entering the stage	Show	Audience injured when entering stage	1	4	3	8	Control	Adequate information provided by demonstrator in regard to housekeeping and storage area of unused props. Instructor and organiser and staff to monitor and tidy the workshop space during the activity.
Audience injured onstage	Show	Injury to Volunteer or performer by use of prop onstage	1	3	2	6	Assumption	If raining or damp or slip hazard identified organisers should relocate activity to dry, covered area, postpone or cancel activity if necessary.

Electrocution	Show	Untagged power leads may cause electrocution	1	2	2	5	Control	Keep leads away from performer, participant and public. Implement maintenance program Regular inspection of equipment during set up. Leads tested and tagged as per legal requirements. If injury occurs, report to site manager immediately and access site first aid if required. Appropriate allocation of space for workshop.
Participant Injures themselves during workshop	Workshop	Participant is injured by hoop by other participant or through accidental incident.	1	2	2	5	Control	Adequate information provided by demonstrator in regard to housekeeping and storage area of unused hoops. Instructor and organiser and staff to monitor and tidy site during activity.
Slip hazard wet grass/damp air/outdoor venue	Performance or Workshop	Fall	2	5	4	11	Transfer	If raining or damp with slip potential – organisers should cancel, postpone or move performance/workshop to covered, dry area.
Audience affected by noise or flashing lights	Performance	Audience is distressed physically and emotionally by sounds of whip or flashing lights in hoops	2	3	2	2	Avoidance	Inform organisers to investigate potential risks to sensory sensitive children and provide adequate warnings. Strategies implemented for control of situation by using ear muffs and leaving room prior to potential risk.
Scissor injuries	Workshop Hoop making	Child cuts themselves or others during craft activity	1	1	1	3		Supervision and instruction in the safe handling of scissors. Workshop leader, organiser and staff to take responsibility for using scissors where risk has been identified. Blunt nose scissors used.
Participant/staff exposed to Covid 19	Show/Workshop	Exposure to surface contaminants and air droplets	3	3	2	5	Control	Allocate appropriate group size. Implement cleaning and disinfecting procedure. Inform participants of safety guidelines and requirements. Supervise participants. Contactless delivery where necessary. Implement air flow options. Single use objects or strict cleaning, procedure of



								disinfecting equipment between use
Emotional distress	Workshop	Participant distressed if they cant do the activity to the perceived level	1.	1	3	2	Transfer	Ensure adequate support and supervision is available from centre staff. Ensure the activity is simple and the instructions are easy to follow. Ensure activity is paced and pitched appropriately. Give lots of options and encourage creativity and variation to support child direction. Provide examples of how to troubleshoot. Priorotise the activity process over the activity outcomes.

Risk Significance key:

Likelihood

1. Very unlikely
2. Somewhat unlikely
3. 50/50 chance
4. Highly likely
5. Nearly Certain

Severity

1. Minor impact
2. Moderate impact
3. Significant impact
4. Very significant impact
5. Disastrous impact/project failure

Level of Control

1. Essentially avoidable through risk mitigation actions
2. Highly controllable though organization and actions
3. Moderately controllable through organization and actions
4. Largely uncontrollable
5. Uncontrollable

Significance

Risk Strategies

1. Assumption
2. Avoidance
3. Control
4. Transfer



# Cartooning Workshop - Risk Assessment

The information provided in this risk assessment lists all the control measures which are implemented to ensure a minimal accident risk level is achieved. We reassess hazards and re-evaluate risks annually as well as on an ad-hoc basis if/when they arise.

1. Background Information			
<b>Title of Assessment:</b>	School Incursions & OSHC/Vacation Care Centres	<b>Name of Assessor:</b>	Theo Papanikolaou

2. Risk Assessment				
	Identify and list Hazards	List Current Risk Controls	Risk Rating ( $L \times C = R$ )	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
1	Accident involving a child and motor vehicle whilst arriving and departing the venue.	Ensure all children are kept safely away or are indoors whilst near or around a moving motor vehicle at all times.	LOW $2 \times 2 = 4$	Providing ease of access to safely offload and set-up equipment.
2	Slips, trips and falls.	Ensure all floor areas are clean (e.g. free from rubbish) and not slippery.	LOW $2 \times 2 = 4$	
3	Physical harm from using sharp tools and drawing equipment.	Children are to be reminded of the correct usage of any sharp drawing tools to minimise personal risk.	LOW $1 \times 2 = 2$	
4	Equipment failure. Flip chart easel not secured.	Ensure flip chart easel is properly stabilised and secured using adjustable locking mechanisms.	LOW $2 \times 2 = 4$	
5	Exposure from spraying cleaning equipment and/or chemicals.	Provide non-toxic, eco-friendly cleaning equipment around children.	LOW $2 \times 1 = 2$	

## Risk Matrix = Likelihood x Consequence = Risk Level

Likelihood	Consequence	Risk Level Rating
1. Rare 2. Unlikely 3. Possible 4. Likely 5. Almost Certain	1. Insignificant = No Injury 2. Minor = Injury requiring first aid 3. Moderate = Injury requiring medical attention 4. Major = Injury requiring hospital admission 5. Severe = Fatality	1-6 = LOW 7-15 = MEDIUM 16-25 = HIGH