



## Incursion Risk Management Plan EHOSHC

Incursion details				
<b>Date(s) of Activity/Session:</b>	Wednesday 19 <sup>th</sup> April 2023	<b>Location:</b>	128 Kent St Epping NSW 2121	
<b>Name of Activity/Sessions:</b>	Kiddie Karts & Ice Cream			
<b>Proposed activities:</b>	Go Karting and Ice cream workshop	<b>Water hazards? Yes/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 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> <li>- Electrical cords are taped down and out of the way of children driving go karts.</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>- Kids will operate go karts within the confines of an inflatable track.</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
Crash Hazard	Moderate	<ul style="list-style-type: none"> <li>- Karts include seat belts so as in the event of a collision, children are locked in their seat.</li> <li>- Karts have an easy to use, colour coded release brake system</li> <li>- Kids will operate go karts within the confines of an inflatable track.</li> <li>- Staff should administer expected behavioral expectations and safety measures for the activity.</li> </ul>	All children	During Go Karting

		When not participating, children will be monitored by staff and kept away from the course.		
Grazes or Burns	Moderate	<ul style="list-style-type: none"> <li>- The Karts are speed limited and speed controlled by the operators of the activity.</li> <li>Karts are battery operated and with no emissions or hot engines.</li> <li>Staff to administer discussions with children prior to activity regarding keeping hands inside their carts at all times.</li> </ul>	All Children	During Go Karting
<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<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> <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>	Throughout the whole day

Plan prepared by: Zoe Hanna

Date: 31/03/23

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

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

**This is the statement of general policy and arrangements for:**

*Go-Kart Party Hire Pty Ltd*

**Overall and final responsibility for health and safety is that of:**

*Go-Kart Party Hire Pty Ltd*

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

*Go-Kart Party Hire Pty Ltd*

<b>Statement of general policy</b>	<b>Responsibility of (Name / Title)</b>	<b>Action / Arrangements (Customise to meet your own situation)</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change)
To provide adequate training to ensure employees are competent to do their work		Staff are given the necessary health and safety induction and provided with the appropriate training (including electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work at the various locations.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health		Staff will be routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)		Escape routes shown and explained when entering new venues. Evacuation plans are tested from time to time and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		All centres should have adequate toilets, washing facilities and drinking water provided. Systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Health and safety law poster is displayed:		
First-aid box and accident book are located: Accidents and ill health at work reported under Safework Australia (see note 2 below)		

Signed: (Employer)	Roger Nakad	Date:	06th September 2022	
Subject to review, monitoring and revision by:		Every:	12	months or sooner if work activity changes

Note 1: <https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/>

Note 2: <https://www.safeworkaustralia.gov.au/>

## **Summary of Main Points**

We will undertake a full Health and Safety assessment of all equipment and running locations. For private bookings we will undertake a risk assessment of the premises prior to the event.

### **Panther Go Kart: Summary of Safety Features**

- Conforms fully to EC Machinery Directives
- Powered by leak proof 24 volt batteries housed in a protective moulded case
- Top speed can be pre-set between 1mph and 6 mph to suit children of different ages and abilities
- Adjustable cushioned seat and padded cockpit provide comfort and security
- Front, side and rear bumpers
- Very low centre of gravity
- Powerful regenerative braking
- Easy to control
- Wide pneumatic tyres for sure-footed handling and plenty of grip on slopes and loose surfaces
- Designed for indoor or outdoor operation on any hard surface, gravel or grass area, in all weather conditions
- Leaves no tyre marks or scratches, so poses no risk to surfaces in gymnasiums and halls, lawns or other protected surface
- No emissions
- Virtually no noise
- Fully welded space frame chassis
- Automotive wheel bearings and steering joints
- Dedicated circuit board to command and protect the entire electrical system, activated by a convenient small control panel.

### **Panther Electric Go Karts and Inflatable Circuit**

The electric Panther go karts are designed and built by Pacer Leisure vehicles International, a family-run business which has been involved with manufacturing and selling its various ranges of karts for more than twenty four years. The Panther go kart is a battery operated for off-road and indoor use and is extremely safe for children between 3 – 11 years of age.

The Panther go karts are state of the art battery powered machines, built to the highest standards both in terms of safety and design. They are environmentally friendly, as there is no noise (only excited children), no fumes and they do not mark any surface. They run on wide tyres, which do not spin under acceleration and regenerative breaking assures they do not skid to a halt. The Panther karts run inside an inflatable track.

### **Inflatable Circuit**

The Panther karts run inside an inflatable track measuring 13 meters by 8.5 meters, which is made of heavy duty PVC. The track is supported by air from an electric blower. It has a ten foot high 'grand prix' type arch attached to an air-supported centre island. The track is in one piece and the nature of the structure ensures that when the Panther go kart comes into contact with the track it is brought to a gentle halt.

### **Insurance Policies**

We carry our own insurance policies and Go-Kart Party Hire Pty Ltd own a 20 million Public Liability cover, all our staff will carry out a Risk Assessment and provide Health and Safety Statements.

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive measures are and will continue to be implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognize the importance of employer/employee consultation of matters of Health and safety and the value of individual consultation prior to allocating specific health and safety functions. We also accept our responsibility for health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities and the arrangements made to implement this policy are set out herein.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use our facilities.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the company. We will review its effectiveness as appropriate.

Signed Roger Nakad

Position Director

Date 06/09/2022

# Risk assessment

**Organisation name:** Go-Kart Party Hire Pty Ltd

Activity	Nature of hazard	Who might be effected	Possible injury severity	Precautions already taken	Likelihood	Overall Risk Factor
Public access to traffic	Being struck by a kart	Public and staff	Serious	The karts are operated within an inflatable track and there is a secondary barrier around the track when operated at pay per ride events. Spectators are supervised by experienced staff.	Highly unlikely	Extremely low
Building and facilities	Slipping and tripping	Public and staff	Serious	Alls staff are trained to carry out routine checks to any venue visited. All areas are constantly supervised by trained staff.	Unlikely	Low
Lifting of karts and Track	Being trapped by drop, or strain	Staff and members of public	Serious	Appropriate training on lifting karts and track. Provided a flat trolley for moevement of the track from and to different locations. 2 people per lift	Unlikely	Low
Unauthorised access to site	Injury due to affray	Staff and members of public attending karting session	Serious	Supervised by staff all the time	Unlikely	Low
Karting maintenance	Injury due light maintenance. Fingers getting caught	Staff and manufacturers	Moderate	Only the trained experienced members of staff and manufacturers of the karts to do any work on the karts. Adequate protective clothing, goggles, gloves, overalls where appropriate must be worn.	Unlikely	Low
Securing the inflatable track	Injury due to the track moving around	Staff and public	Moderate	To make sure the inflatable track does not move around, sandbags are tied to the track and to addition steel pegs are provided for outdoor use on grass to make sure there is no movement,	Unlikely	Low
Staff guidance	Poor training	Staff	Serious	Each member of staff that would be running the gokarts is given thorough instruction in handling and maintenance of equipment. They are given a checklist of safety procedures based on our risk assessment. There are normally two experienced operatives at each event. New members of staff will be trained by the experienced operatives. The operatives / staff can be identified by their outfit	Unlikely	Low



Using Panther go karts	Poorly maintained Panther go karts	Staff, customers, general public	Moderate	<p>Panther karts are fitted with many safety and carries the CE mark of quality and approval of fitness for its intended commercial use.</p> <p>The Panther karts are ideal for children 3-11 year of age. It can be used indoors and outdoors on many surfaces. Because Panther karts are electric, there are no emissions and virtually no noise. With the wide pneumatic tyres, they will not mark any polished floors.</p> <p>Driven by twin 180 watt motors, Panther karts can comfortably negotiate all reasonable slopes and undulations. Power is provided by a leak proof 24 volt battery, housed in a protective moulded case for ease of handling.</p> <p>All staff must read and comply with the Panther Kart Operators Manual. They have an annual maintenance check every year by Pacer Leisure Vehicles International and are issued a Test Certificate.</p>	Unlikely	Low
Using Panther go karts (cont'd)						
Driving	Injury due to collision	Staff and drivers	Serious	<p>Uniformed clothing and trainers must be worn at all times.</p> <p>All children are given a safety briefing and driving instructions and only drive when they have understood the basic use of the controls.</p> <p>Care is taken to ensure that the drivers are of similar age and experience.</p> <p>All karts are fitted with complete wrap around bumpers.</p> <p>All children must be secured via a lap strap before given permission to drive.</p> <p>Driving is closely monitored and supervised using flags and or whistles by trained members of staff.</p> <p>Panther go karts are also fitted with remote control on/off that is controlled by the pit marshal, in the event of an accident or potential accident.</p> <p>By tweaking the pedal speed restrictor, Panther karts top speed can be adjusted to anywhere between 1 mph and 6 mph to suit children of all ages and abilities. Alternatively, the two preset speeds of 3 mph and 6 mph can be activated simply by use of the rear speed switch.</p> <p>The accelerator pedal also acts as a decelerator which means that releasing the pedal produces immediate braking. This will bring the kart to a halt safely and smoothly.</p>	Unlikely	Low
Driving	Stopping Panther go karts	Staff and drivers	Serious	Staff are trained to respond, from point of safety, with their own safety in mind accordance with the H & S guidelines.	Unlikely	Low
	Injury due to loose clothing or hair	Staff and drivers	Serious	<p>Potential drivers are supervised when sitting in Panther go karts.</p> <p>Scarves are not allowed.</p> <p>No helmets are needed due to the childlike use of the karts, however adequate shoes will be required.</p> <p>Drivers are instructed to tie up any long hair and plaits.</p>	Unlikely	Low
	Injury from incoming traffic	Staff and drivers	Serious	When swapping drivers, all Panther go karts must be fully stopped and staff member will switch off before any lap straps are removed. Only then will the children be allowed to swap over. All karts must be started at the same time	Unlikely	Low
Tools and Equipment	Injury due to misuse of tools by customers	Staff, customers and general public	Serious	All tools must be carefully monitored – counted in and counted out during use on maintaining karts. All tools must be kept securely locked whilst not in direct use. Tools must be properly stored and young people must be closely supervised whilst using tools.	Unlikely	Low

**Healthy Ice-Cream Making Session – Risk Assessment**

**DATE: 11<sup>th</sup> April 2022**

<b>Activity</b>	<b>Hazard</b>	<b>Risk Level</b>	<b>Control Measure</b>	<b>Revised Risk Level</b>
<b>Rotation 1: Healthy Little Eaters Puzzle</b>	Group or individual floor puzzle	7	Students are to be supervised to ensure the puzzle is being used appropriately	7
<b>Rotation 2: Health Activity Sheet/Colouring In</b>	Individual colouring in activity	7	Ensure students are sitting correctly and using pencils and paper appropriately	7
<b>Rotation 3: Serving Size Sugar experiment</b>	Spillages: Students using water to fill bowl and measure weight on scales.	6	Ensure students are actively supervised, and assisted with water jug when needed. Have a towel for floor spillages and hand towel for table spillages. Wipe up spills immediately	7
<b>Rotation 4: Ice Cream Making/ Food Handling</b>	Children potentially allergic to ingredients banana, berries, mango, coconut cream, yoghurt, cacao, zucchini, honey, beetroot, avocado, pumpkin, milk, cauliflower, vanilla	6	Permission slip to attend before event, consult with educator before session regarding children present with allergies. Students with any allergies to start the rotation first to avoid any cross contamination.	7
	Electrical Hazard from Thermomix cord	6	Ensure thermomix is placed on a sturdy table against the wall in which the electrical cord is plugged into the wall.	7
	Bodily Fluid: Saliva Infection Control	6	Students to Wash hands with soap and water before handling food or cooking equipment, advised if cough/sneeze or touch face to rewash hands. Any open cuts will need to be covered with band aid/gloves. Surfaces and equipment will be clean and disinfected.	7

<b>Group activity Changing states(time permitting)</b>	Children potentially allergic to ingredient milk, cream, sugar, vanilla.	6	Permission slip to attend before event, consult with educator before session regarding children present with allergies. Dairy Allergies will not be able to taste this product.	7
	Bodily Fluid: Saliva Infection Control	6	Wash hands with soap and water before handling food or cooking equipment, advised if cough/sneeze or touch face to rewash hands. Any open cuts will need to be covered with band aid/gloves. Surfaces and equipment will be clean and disinfected.	7
	Spillages Ensure bags are well sealed prior to use.	6	Control- supervision sealing bags prior to shaking	7

Janneke Chilcott – 4<sup>th</sup> April 2022

**Risk Assessment Table**

LIKELIHOOD How likely could it happen?	CONSEQUENCES: How serious could it hurt someone?			
	EXTREME: death, permanent disablement	MAJOR: Serious bodily injury	MODERATE: Casualty treatment	MINOR – First aid only, no time lost
VERY LIKELY could happen frequently	1	2	3	4
LIKELY	2	3	4	5
UNLIKELY	3	4	5	6
VERY UNLIKELY	4	5	6	7

**Guidance on Risk Levels**

**1, 2, 3-** The proposed activity must not proceed unless steps are taken to reduce the risk level using the hierarchy of risk controls

**4, 5 –** The proposed activity can proceed, provided that the risk level is reduced as low as reasonably practicable using the hierarchy of risk controls

**6, 7-** These risks are manageable within existing procedures

**Hierarchy of Risk Control**

**1. Elimination**

**2. Substitution**

**3. isolation**

**4. Engineering**

**5. Administration**

**6. PPE**