



Incursion Risk Management Plan EHOSHC

Incursion details			
Date(s) of Activity/Session:	Friday 21 st April 2023	Location:	128 Kent St Epping NSW 2121
Name of Activity/Sessions:	Raw Art Incursion		
Proposed activities:	External Provider bringing art activities to the school.	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 45	Staff to child ratio: 1:15	Number of educators 3	
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"> - 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 whole day
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 	All Children	Throughout the whole day
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/games 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 	All Children	Transitioning to and from activities & During incursion
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
Sharp Object Use (Scissors)	Low – moderate	<ul style="list-style-type: none"> - Children will be informed of the risks of using sharp objects such as scissors. - Children will be instructed on how to use tool with care and minimize injury. - Younger children will be assisted by either older children or educators due to lack of experience. - Children aged from Kindy – Yr 2 will be vigilantly supervised. - Scissors will only be provided in the art activity, children will not have access to these tools at any other time during the day. 	All Children	When participating in art activity

Ingestion of glue	Low	<ul style="list-style-type: none"> - Children will be informed of the hazards of ingesting glue - Educators will be supervising children when using glue - Glue will only be given to children during the art activity - If glue is consumed poison ingestion protocols will be followed. 	All children	When participating in the art activity
<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. 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children Volunteers</p>	Throughout the whole day

		<ul style="list-style-type: none"> - 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 		
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Plan prepared by: Jenna Mackaway	Date: 02/04/2023
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						
Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	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

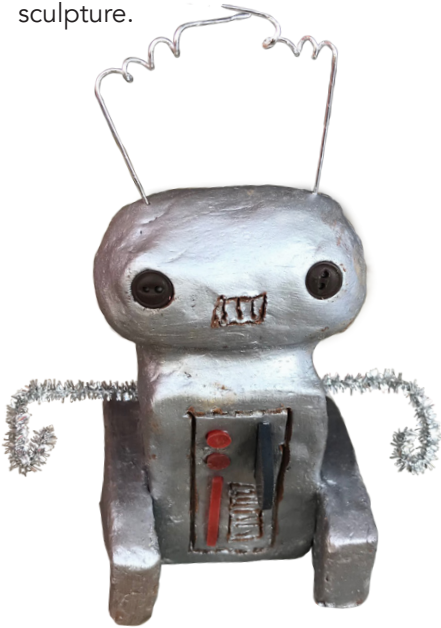
2023 – Autumn / Winter OSHC Program

Junior (Ages 5 - 8)

Rad Robot Sculptures

Clay sculpture

Have fun with clay and a range of 3D media to create a shine little robot friend. Explore clay and sculpture.



Clay Sea Turtles

3D clay Sculpture

Explore clay and 3D form to create an awesome turtle sculpture. We will decorate with paint and beads.

Cool Cacti Prints

Printmaking

Explore a few fun printing techniques and collage to create a funky cactus.

Happy Houses

Mixed Media

We will work with a range of media in this activity to create a bold colourful house artwork, exploring shape, colour, texture and pattern

Senior (Ages 9 - 12)

Mythical Creatures

Drawing/Painting

We will work with a range of drawing and painting media to create a unicorn / or a dragon / or a mermaid / or maybe a griffin. Mythical fun!

Animal Texture Masks

Clay sculpture

Work with clay and a range of 3D media to create an animal mask. We will explore texture and pattern to create quirky fun animal face.

Cool Cartooning

Drawing/ Painting

Create your own unique quirky cartoon character – working with a wide range of 2D media.

Clay Dog Sculptures

3D clay sculpture

Who doesn't love dogs? Learn how to make the cutest little doggie friend. Explore clay, sculpture and painting. Woof!



All Ages



Sleepy Sloths

Mixed Media

Have fun with a wide range of media to create an awesome hanging sleepy sloth friend. Paint, draw, cut, collage. Creative fun!

Futuristic Portraits

- Draw/paint

We will work with a range of 2D drawing and painting media to create a vibrant colourful portrait. We'll draw inspiration from super heroes, fantasy characters and comic books.

Creative Cupcakes

Mixed media

Have fun with a range of media to create a giant cupcake. Colourful fun – working with collage and printmaking. Yum!

Aussie Clay Birds

3D clay sculpture

Explore sculpture in this colourful workshop – work with clay and a range of other 2D and 3D media to create your own unique Aussie bird. Sqwaaark.

Contact
TRACY 0419 776 952

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rawartworkshops.com.au

