



Incursion Risk Management Plan EHOSHC

Incursion details					
Date(s) of Activity/Session:		Tuesday 26 th September 2023		Location: 128 Kent St Epping NSW 2121	
Name of Activity/Sessions:		Ballers and Balloons			
Proposed activities:		Basketball Program and Balloon Workshop	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 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"> - Ensure children are seated whilst eating or drinking and are supervised - All staff trained in first aid - Maintain child to staff ratio 1:15 - Children to be supervised closing while blowing up balloons 		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 - Basketball court surface to be checked before commencement of play - Any obstructions on basketball court to be removed before play. - Padding around basketball poles 	All Children	Transitioning to and from activities & During Basketball 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
Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult Community surroundings		<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 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

		<ul style="list-style-type: none"> - 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. - 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 		
--	--	--	--	--

Plan prepared by: Zoe Hanna	Date: 13/09/23
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: NA	
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				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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 management plan – multiple hazards

Business name Little Boomers Basketball Eastern Suburbs **Completed by** Phillip iSSA
Business location Eastern Suburbs **Date completed** 13TH of September 2023
Work area _____ **Scheduled review date** _____

Identify the hazard	Assess the risk	Control the risk					
What is the hazard?	What might go wrong? Who might be harmed and how?	What are you already doing to control the risk?	Priority or risk level (low, med, high) *	What else do you need to do to control the risk?	Action by whom?	Action by when?	Date completed
Children falling over whilst attending the drill	Coaches not structuring the drill (considering safety)	Ensuring the coaches in the 15minutes arrival prior to the lesson starting that they are considering the safety of the children and structuring the drills where there is space	Medium		Little Boomers	Start date of commencement	
Conducting drills in an unsafe space	Children may be harmed due to the environment of where the drills are being undertaken	Ensuring the area of where skills and drills are being conducted have been observed by both parties. Ensuring there are NO slip hazards, sharp equipment around and that there are no obstacles to carry out the skills	Medium – High		Little Boomers/ Host of Venue	Start of every session	
Hanging on the portable ring	Children may be harmed if they do decide to hang on the ring brought by Little Boomers	Ensuring the hoop is set up in a safe matter where no children are around. Also not allowing the children to distract the coach of setting up and dismantling the hoop	Medium – High		Little Boomers	Continuously being monitored	
Children being unattended	Children may cause self-harm or damage to self if they do decide to leave unsupervised	Ensuring constant supervision by both parties. Ensuring no children leave the area of sport alone or unsupervised regularly engaging with all children	Low		Little Boomers/ Host of Venue	Continuously through every session	

--	--	--	--	--	--	--	--

*The level of risk will increase as the likelihood of harm and its severity increases. For more details on the risk management process see page 2.

How to manage work health and safety risks

Use this information to help you complete the risk management table on the front of this form. This information is sourced from the *How to manage work health and safety risks Code of Practice 2011*. You can view the full code at worksafe.qld.gov.au.

Step 1

Identify hazards

Identify the things or situations that could potentially cause harm to people.

How to identify hazards

Try a number of ways, including:

Inspecting the workplace

- Consulting workers, directly or through surveys, representatives, etc.
- Information from industry bodies, regulators and specialists, etc.
- Reading instruction manuals or safety data sheets
- Reviewing your records of incident reports, complaints, health monitoring, etc.

Where to look

Look in all aspects of work, including:

- the physical work environment
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management (e.g. shift work)

Step 2

Assess hazards

Consider *what* could happen if someone is exposed to a hazard and how *likely* that is.

Level of risk

Work out the level of risk by considering the possible severity injury and likelihood of it occurring.

The level of risk will increase as the likelihood and severity increase.

Severity

How severe could the harm be? Consider what type of injuries may happen, who it affects, if it could escalate, etc.

Likelihood

Work out the likelihood of harm occurring. You can estimate it by considering:

- How often is the task done? Does this make the harm more or less likely?
- How close do people get to the hazard?
- Has it ever happened before, either in your workplace or somewhere else? How often?

Consider if the harm is: certain to occur, very likely, possible, unlikely or rare.

Step 3

Control hazards

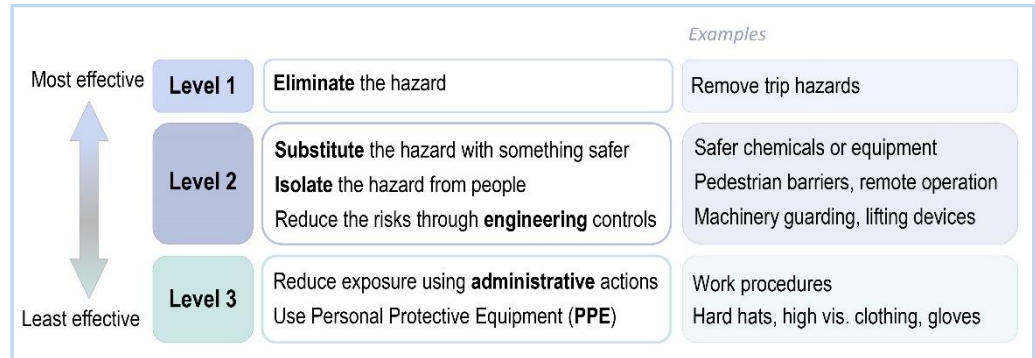
Try to eliminate the risk first, or if that is not possible, put controls in place that minimise the risk so far as is reasonably practicable.

Finding the best control

You can rank ways of controlling risks from the highest level of protection and reliability to the lowest. This ranking is known as the *hierarchy of risk control* (see below).

Always start at the most effective control (level 1, elimination), and work down the hierarchy.

The hierarchy of risk control



Step 4

Review controls

Reviews will help you identify if your controls become less effective.

Regular reviews

The control measures that you put in place should be reviewed regularly to make sure they work as planned. Don't wait until something goes wrong.

If you find problems, go back through the risk management steps, review your information and make further decisions about risk control.