



Incursion Risk Management Plan EHOSHC

Incursion details			
Date(s) of Activity/Session :	29/01/2024	Location:	128 Kent St Epping NSW 2121
Name of Activity/Sessions:	Water Slide and Go Karts		
Proposed activities:	Waterslide inflatable and go karting.	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"> - 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/s taff	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 - Students will be encouraged to walk instead of run. - Children will be asked to towel off thoroughly before leaving the water slide area. 	All Children	<p style="text-align: center;">Transitioning to and from activities & During incursion</p>
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 	All children	Throughout the whole day

		<ul style="list-style-type: none"> - hats - Ensure all staff are carrying first aid kits - Educators to encourage children to seek shade 		
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
Drowning	High	<ul style="list-style-type: none"> - CPR trained Staff will always supervise the activity. - The hose will be turned off if/when the water collects in the bottom of the inflatable to an unsafe level. 	All Children	During the incursion.
<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 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

		<ul style="list-style-type: none">- 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: Brittany McPherson	Date: 11/12/2023
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						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Al	Moderate	High	High	Extreme	Extreme
	m					
	o					
	s					
	t					
	e					
	r					
	t					
	a					
	i					
	n					

Li k e l y	Moderate	Moderate	High	Extreme	Extreme
P o s s i b l e	Low	Moderate	High	High	Extreme
U n l i k e l y	Low	Low	Moderate	High	High
R a r e	Low	Low	Low	Moderate	High

What are the hazards?	Who might be harmed and how?	Likelihood 1 = not likely 2 = likely 3 = very likely	Level of harm 1 = minor injury 2 = moderate injury 3 = serious injury	Action that will be taken to prevent this hazard
Head Knock	All participants and supervisors	1	1	Wear helmets.
Running into other students.	All go kart riders.	3	1	Only students on go karts. All participants waiting to ride need to stand 2m away from the track.
Collision	All participants and supervisors.	2	1	Speed is controlled by Mobile phone and adjusted for each group based on their age.
Can't reach pedals.	Young children	1	0	Dual Pedals for adults and kids
Wet Courts.	All participants.	1	0	Speed is lowered based on the conditions.