



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:		Tuesday 30th January 2024		Location: 128 Kent St Epping NSW 2121
Name of Activity/Sessions:		Aquablitz & Gaming		
Proposed activities:		Water Play and Gaming Consoles	Water hazards? Yes 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 4	
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 - Children not to run around water slide area - Limited number of children on slide at ALL times to avoid collisions - All electrical cords to be taped down around slide with hazard tape 	All Children	Transitioning to and from activities & During incursion/use of water slide
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
Water Slide/Injury	Moderate	<ul style="list-style-type: none"> - Water slide will not be operated in winds >40km/h - Generator will be checked periodically - Professionals to set up slips - Children will be given a safety brief before use - Children will have access to slide in small groups and a limited number of children will be allowed to slide down at once - Ensure children slide down feet first 	All Children	While slide is set up & in use

		<ul style="list-style-type: none"> - No climbing, sitting or hanging for slide walls - One child at a time to climb up slide - Gym mats to be set up at exit point of the slide to avoid injury getting out 		
<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. - 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 	<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: 14/12/2024
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



Risk Assessment for Gaming Trailer

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	Responsible person who will make sure that action is taken
Unstable Trailer with kids inside	Smaller children could fall or injure themselves	2	1	Big Trailer is secured for stability with the jack and always attached to the vehicle and smaller trailer with jacks only.	Fun Incursion Staff

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	Responsible person who will make sure that action is taken
Draw Bars for Trailer	Children could injure themselves by hitting the drawbar	1	1	Big trailer always attached to the vehicle, cones put around the tow bar area and kids not allowed. Small trailer has a folding drawbar and the drawbar is pushed underneath the trailer	Fun Incursion Staff
Power source/Power cables	Children could trip	2	1	Priority is always to position trailer closer to Power source and cones placed around the cable, taped to the ground, if possible. No go zone for kids and supervision required	Fun Incursion Staff
Equipment like TVs and Games	Damage to the equipment	1	0	For Big trailers 12-15 kids allowed inside the trailer at a time. All have to remain seated to play games and are not allowed to operate any equipment. Supervisor provided Small trailer equipment is all secured with a screen and kids can access the equipment. Supervision provided	Fun Incursion Staff
Unsuitable games for kids	Kids exposure to unsuitable content	1	0	Only games with General rating are played and no internet access connected to the consoles, so that kids don't have access to online games	Fun Incursion Staff



Sports activities obstacle course

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Running, jumping	Surface/ grounds	Moderate	Removing hazard	Organiser/Myself	On arrival
Running, jumping	Sportswear	Moderate	Shoelaces tied up	Organiser/Myself	On arrival
Running, jumping	Weather dependant example Rain	Moderate	Move Outdoor to Indoors	Organiser/Myself	On arrival
Indoor activities	Lighting	Moderate	Lights must be on	Organiser/Myself	On arrival
Indoor activities	Airflow/AC	Moderate	Suitable room temp	Organiser/Myself	On arrival
Indoor/outdoor	Hydration	Moderate	Easy access to drinking water	Organizers	At all times

Plan prepared by:	Name(s): Sam	Date Plan Prepared: 23/06/2023
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Prepared in consultation with:	Name(s):
Communicated to:	Name(s):
Venue and safety information reviewed and attached	Yes / No Comment if needed:
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

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Consequence

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	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High