



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	Wednesday 20th December 2023	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Christmas Cook Off			
Proposed activities:	Cooking Activity and Art & Craft	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				
<input type="checkbox"/> First aid kits		<input type="checkbox"/> QR Code and Guest/Visitor Book available for sign in (outside providers)		
<input type="checkbox"/> List of children attending		<input type="checkbox"/> WWC checks verified		
<input type="checkbox"/> Contact information for each child		<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Medical information for each child		<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input type="checkbox"/>		<input type="checkbox"/> 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 day & during cooking activity

		<ul style="list-style-type: none"> - Outside provider will have additional cooking options for children with allergies - Outside provider to be aware of which children have allergies - Common food allergens (nuts) not to be used in cooking activity 		
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 		
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 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 - Spills during activity to be cleaned immediately - Ensure any obstructions in cooking areas are removed (if practical) 	All Children	Throughout the whole day
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
Using Cooking Utensils	Moderate	<ul style="list-style-type: none"> - Educators to brief children on general safety before commencement of activity. - Outside provider to brief children on specific safety when using utensils during activity and provide demonstration on correct usage - Children not to walk around with risk items in their hands 	All Children	During Cooking activity

Burns from Cooking	Moderate	<ul style="list-style-type: none"> - Safety brief with Educators and outside provider - Children not to use hot stove - When stove is in use in OSHC kitchen children to sit on the opposite side of the bench - Maximum of 6 Children in OSHC kitchen during cooking activities - Main cooking event will be run by professional cooks (20 children at a time) 	All children	During Cooking activities
Painting	Low	<ul style="list-style-type: none"> - Lox tox child friendly paint to be used. - Children to be supervised and given clear instructions during craft session 	All Children	During Babushka Doll creations
<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:20/11/2023

Communicated to: All Staff on the day & Families (via website)

Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:
NA
 Comment if needed: Attached Below

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	

