



Incursion Risk Management Plan

Incursion details				
Date(s) of Activity/Session:	10/10/2024	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Radical Art & Reptiles			
Proposed activities:	Arcade Games and Fusion Sports	Water hazards? Yes/No = NO If yes, detail in risk assessment below.		
Centre Contact number:	Landline: 0298690602	Moblile: 0459883456		
Number of children attending activity/session: Maximum 50	Staff to child ratio: 1:15	Number of educators 4		
Incursion checklist				
oFirst aid kits		oQR Code and Guest/Visitor Book available for sign in (outside providers)		
		o WWC checks verified		
oList of children attending		oContact information for each adult		
oContact information for each child		oMobile phone / other means of communicating with the service & emergency services		
oMedical information for each child		oOther 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/ reactions to paint	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. 	Children with anaphylaxis/allergies/ all other	Throughout the day

		<ul style="list-style-type: none"> - Ensure children are washing hands after eating things that may contain allergens - Ensure children wash their hands after the art activity - Ensure provider has children friendly paint 		
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 		Throughout the 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 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 - Clean after a spill during the activity 	All Children	During Incursion and going from and to Activities
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
Children Being hit too hard with a ball		<ul style="list-style-type: none"> - Children instructed about proper use of equipment - Children given rules of the game by instructors 		

		<ul style="list-style-type: none"> - Educators actively supervising to ensure they are not breaking the rules or engaging in dangerous play 		
<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 	All Children	During dodge ball
		-	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

Plan prepared by: Jordan Anderson

Date:
16/9/ 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:

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.

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

Able Amusements Risk Assessment

for the delivery, installation and pick up of Amusement
Equipment for Hire Contact Barry Bates 0405 157 001

Potential Risk	Who is at risk	Existing control measures	Responsibility
Injury to persons	Driver / delivery staff	Wear Hi Vis vests and appropriated footwear	To ensure all staff is wearing recommended work clothes and footwear
Injury to persons	People close to delivery truck	Flashing lights and safety cones at rear of truck to maintain a safe space around rear of the vehicle	To ensure all safety equipment is present and in working order
Electrical Shock	Persons using playing amusement equipment	All electrical components are securely and safely enclosed inside machines.	Equipment is regularly tested for safety. All power leads and power boards are tested and tagged in compliance with WHS guild lines
Injury to persons	Delivery staff	Equipment is installed by experienced staff using Trolleys suited to each type of equipment	To ensure all trolleys and moving equipment is in good working order and appropriate training of all staff in accordance to WHS guild lines

Fusion Sport Vacation Care Programs **(COVID inclusive)**

DETAILS	SPORTS	Soccer, Basketball, Multi sports, dodgeball, touch footy, boot camp, cricket
	VENUE	Various
	DATES	School Holiday periods 2024-2025
	TIME	9:00am-4:00pm

		YES	NO	N/A	COMMENT
STAFFING	Are there enough staff to run the event in a safe manner	Y			
	All staff will receive information and communication regarding responsibilities	Y			
	All staff have been given information on COVID safe practices	Y			
	Other relevant information: All staff members must sign in with Service NSW App and wear masks if mandatory				
VENUE INFORMATION	Have you made contact with the venue management to ensure the venue is suitable to hold the event?	Y			
	Have you received the venue/facility's own risk assessment documentation?				
	Are there adequate, well equipped toilet facilities at the venue?	Y			
	Does the veue have their own COVID safety protocols in place	Y			
	Other relevant information:				
CHILDREN	All Children have been given information regarding the day	Y			
	All appropriate measures have been put in place to account for Children on the day	Y			
	All students have been communicated to about COVID safe practices	Y			
	Comments: Face masks to be worn on the bus				

FIRST AID ARRANGEMENTS	Will a qualified first aid staff member be appointed for this event?	Y			
	Will the first aid arrangements meet the requirements of the activity/event. I.e. nature of the event, number of attendees	Y			
	Will children with pre existing medical conditions be identified for the first aid officer including medical action plans.	Y			
	Other relevant information:				
ENVIRONMENTAL CONDITIONS	Will there be measures in place should the competition be impacted by an environmental factor?	Y			
SPORTS	Will any hazards be identified before commencing an activity and be communicated to staff	Y			
	All activities will be conducted in a safe manner that caters for all abilities ad does not put children in danger	Y			