



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	Wednesday 19th December 2024	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Aussie Christmas			
Proposed activities:	Music, Art and Craft, Cooking	Water hazards? NO If yes, detail in risk assessment below.		
Centre Contact number:	Landline: 0298690602	Mobile: 0459883456		
Number of children attending activity/session: Maximum 50	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/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 - Stagger groups of children selecting instruments (not all at once) 	All Children	Transitioning to and from activities & During 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
Drumming/ Use of percussions	Low	<ul style="list-style-type: none"> - Ear plugs or ear muffs offered to children with - No running with instruments - Children given clear instructions given to children for use of drums and drum sticks - Professional music teacher to ensure proper use of instruments - 1:15 child to educator ratio - Children given sufficient space for instrument use - Hall door to remain open for air flow 	All Children	During incursion

<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<ul style="list-style-type: none"> - Do not let children carry objects that may be too heavy - 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>	<p>Throughout the whole day</p>
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<p>Plan prepared by: Bianca Drobnak</p>	<p>Date: 1/12/24</p>
<p>Communicated to: All Staff on the day & Families (via website, and printed in centre)</p>	
<p>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</p>	
<p>Yes</p>	
<p>Comment if needed:</p>	
<p>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</p>	

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 Assessment for Disco Peeps Au: Silent Disco

Hazard	Who Could be Hurt?	Action to Minimise Risk
Injury while lifting, carrying, or setting up equipment	Service provider, Client, Visitors	Equipment carried in manageable amounts (multiple trips taken if necessary). Equipment lifted with correct posture. Trolleys used if necessary. Step ladders used if necessary
Risk of strangulation with wires	Service provider, Client, Visitors	Wires to be covered (e.g. with tape) or secured in places where people do not pass through
Litter on floor	Performer/Workshop Leader/ General public attendees/ Event Staff	Area to be checked carefully by staff before the activity begins, and cleared of any hazardous debris.
Tripping	Service provider, Client, Visitors	Wires to be covered (e.g. with tape) or secured in places where people do not pass through. Equipment to be kept clear of pathways. Adequate space for equipment to be provided to Service provider by Client. Service provider to ensure participants are aware of their surroundings.
Electric shock and fire	Service provider, Client, Visitors	Regular visual inspection performed by Service provider. No liquids to be allowed near electrical equipment

Electrical appliances – sound system, mic system	Service provider, Client, Visitors	Only tested equipment used. Ensure all appliances are checked regularly (at least once a year) by a competent person. Activity leaders to check for exposed wires and burn marks on cables or plugs before using appliances.
Anti-social behaviour	Service provider, Client, Visitors	Workshop leader/ Roving performer will demonstrate proper personal behaviour and conduct at all times. Workshop leader/ Roving performer will politely inform causers of disruption not to disrupt workshop. If disruption continues and escalates emergency services onsite will be contacted. Event/incident report will be filed by organisation/event organisers.
Food Hygiene	N/a	N/a
Hazardous substances	N/a	N/a
Injury from falling equipment	Service provider, Client, Visitors	Equipment to be set up by Service provider, ensuring it is secure and using clamps when necessary. Adequate space provided between the disco/DJ equipment and Visitors
DJ Disco setting up, performance, and dismantling	DJ lights, sound deck, microphone, speakers/amplifiers, wires	Prior to the arrival of visitors, the equipment and materials are transported by the Service Provider to the space designated by the Client for the DJ Disco to take place. Equipment is set up by the Service Provider following safety protocols, E.G.: equipment is secured in space, loose wires taped down, hot equipment kept out of reach of visitors,

		<p>electrical equipment kept clear of liquids, sound levels of speakers/amplifiers set to a range that is not harmful. At the agreed upon start time, the DJ proceeds with the act/DJ set agreed between the Service Provider and Client. When the set time is over, the DJ dismantles the equipment and materials and removes them from the venue, following all safety protocols. If necessary, the Client will assist with keeping the visitors clear of the equipment while it is being dismantled/is in transport.</p>
Injury due to noise	Service provider, Client, Visitors	<p>Service provider to wear ear plugs if necessary. Volume of equipment to be kept within a reasonable range</p>

Rampant Ent

Ben the Bushie Show

Risk assessment				
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who is Affected
Bump in and Out	Children get bumped	Low	Staff are to keep children in a different area	Everyone
Petting the rabbits	Scratch	Low	Rabbits are well socialised	Everyone
			Instructions are given on the best way to pat them	Everyone
Covid Exposure	Someone catches Covid	Low	All equipment is cleaned before each show	Everyone
			Hand sanitiser is placed at each end of the props table	Everyone
			Audience is to comply with the school's policies	Everyone

Plan prepared by:	Name(s):Diana Trezona	Date Plan Prepared: 27/7/20
Prepared in consultation with:	Name(s):Ben Trezona	
Communicated to:	Name(s):	
Venue and safety information reviewed and attached	Yes / No	
	Comment if needed:	
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