



## Incursion Risk Management Plan

Incursion details				
<b>Date(s) of Activity/Session:</b>	25/01/2025	<b>Location:</b>	128 Kent St Epping NSW 2121	
<b>Name of Activity/Sessions:</b>	Paint and Sip AND Professor Bubbles.			
<b>Proposed activities:</b>	Painting and a show	<b>Water hazards? Yes/No = No</b> If yes, detail in risk assessment below.		
<b>Centre Contact number:</b>	<b>Landline:</b> 0298690602	<b>Moblile:</b> 0459883456		
<b>Number of children attending activity/session:</b> Maximum 40	<b>Staff to child ratio:</b> 1:15	<b>Number of educators</b> 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"> <li>- Ensure children are seated whilst eating or drinking and are supervised</li> <li>- All staff trained in first aid</li> <li>- Maintain child to staff ratio 1:15</li> </ul>	All Children	Breakfast, Morning Tea, Lunch, Afternoon Tea, during incursion activity.
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Ensure children are washing hands after eating things that may contain allergens</li> </ul>	Children with anaphylaxis/allergies	Throughout the day

Children being out of bounds/wandering	Moderate	<ul style="list-style-type: none"> <li>- Educators active supervision of all students</li> <li>- Clear instructions of what is expected of the students</li> <li>- Active supervision of the students</li> <li>- Ensure safety warning has been instructed to students</li> <li>- Maintain staff to child ratio 1:15</li> </ul>		
Electrocution	Moderate	<ul style="list-style-type: none"> <li>- Ensure safety warning has been instructed to students</li> <li>- Power outlets are covered and any hanging cables secure</li> <li>- Staff trained in first aid</li> <li>- Electric equipment inspected by staff before use</li> <li>- Educators to plug in chargers/electrical devices for children if required</li> </ul>	All children/staff	When using electrical devices and throughout the day
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups when transitioning to other locations/activities.</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> <li>- Non-slip flooring and stair strips</li> <li>- Balustrades on stairs and rails on landings</li> </ul>	All Children	Entering bus/leaving bus & During excursion
Sun Burn, Heatstroke, dehydration etc.	Low-moderate	<ul style="list-style-type: none"> <li>- Ensure children are wearing sunscreen, hats and appropriate clothing during first roll call</li> <li>- Ensure children are continually drinking water throughout the day</li> <li>- UV and Pollen check during WHS check</li> <li>- Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats</li> <li>- Ensure all staff are carrying first aid kits</li> <li>- Educators to encourage children to seek shade</li> </ul>	All children	Throughout the whole day
Toilet Use	Low-moderate	<ul style="list-style-type: none"> <li>- Scheduled WHS checks morning and afternoon</li> <li>- Educators check toilets before children use them.</li> <li>- Children to go in pairs or small groups.</li> <li>- Ensure handwashing</li> </ul>	All Children	Throughout the whole day
Ingesting paint	Low	<ul style="list-style-type: none"> <li>- Children are reminded of expectations</li> <li>- Children are supervised carefully</li> </ul>	All children	Throughout the incursion
Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult		<ul style="list-style-type: none"> <li>- Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</li> <li>- Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</li> <li>- Ensure information of Covid-19 and any practices are updated as new information becomes available</li> </ul>	The Coordinator Educators Parents/families	Throughout the whole day

Community surroundings		<ul style="list-style-type: none"> <li>- Ensure all such important information and factsheets are available &amp;/or displayed for educators/parents/families and visitors to see</li> <li>- Educators &amp; families are updated with any new information/updates on Covid-19</li> <li>- 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.</li> <li>- 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</li> <li>- Ensure adults are not to enter the premises if they are sick/unwell</li> <li>- 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</li> <li>- All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</li> <li>- Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</li> <li>- Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</li> <li>- Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</li> <li>- A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</li> <li>- Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</li> </ul>	Children Volunteers	
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Plan prepared by: Tamara Browne	Date: 27/11/24
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: <b>Yes</b> 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	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- Bubble Workshop

Possible Hazard Category	Possible Hazards	Likelihood	Consequence	Initial Risk Rating	Control Measures	Responsible Position/s	Likelihood	Consequence	Residual Risk Rating
<i>e.g. first aid, staffing, communication; waste management; insurance, event quality</i>	<i>What could possibly happen- list the things you call common sense or take for granted to obtain a comprehensive document</i>	<i>See list below in relation to the impact identified</i>	<i>See list below in relation to the impact identified</i>	<i>Look at the likelihood in relation to the consequence in the table below</i>	<i>What could you put in place to eliminate or reduce the risk rating i.e. the likelihood and consequence.</i>	<i>Who will ensure the control measures are followed through with</i>	<i>With the control measure in place now what is the likelihood</i>	<i>With the control measure in place now what is the consequence</i>	<i>If the control measure are in place what is now the risk rating- note it has to be lower than the initial risk to be an effective control measure</i>
<b>Performers x 2</b>	<b>Injury to performers during show / performance</b>	<b>4</b>	<b>Mild</b>	<b>Minor</b>	<b>Performers will be inducted and made aware of any potential hazards</b>	<b>Hirer/Performer</b>	<b>5</b>	<b>insignificant</b>	<b>low</b>
<b>Audience</b>	<b>Injury to audience members</b>	<b>4</b>	<b>Minor</b>	<b>Low</b>	<b>All areas assessed in relation to possible hazards before patrons arrive</b>	<b>Hirer/Performer</b>	<b>4</b>	<b>Minor</b>	<b>minor</b>

### Likelihood

1 = Almost Certain = (Expected to Occur)

2 = Likely = (Will probably occur)

3 = Possible = (Might occur at some time)

4 = Unlikely = (Not likely to occur)

5 = Rare (Exceptional circumstances)

### Consequence

Catastrophic = Extreme pollution; death or permanent disability; >\$500,000

Major = Severe pollution; long term illness or serious injury; \$50,000 to \$500,000

Moderate = Significant pollution; medical attention & off work; \$10,000 to \$50,000

Minor = Low level pollution; first aid treatment; \$1,000 to \$10,000

Insignificant = Minimal pollution; no injuries; Loss < \$1,000

### Rating

E = Extreme

H = High

M = Moderate

L = Low Consequence      Likelihood

1      2      3      4      5

Liquid Spill	Slip hazard	4	Moderate	Moderate	Anti-slip covers used in special area where liquid used. Performer has been trained in proper handling of liquids	Performer	4	Insignificant	low
No use of fog machines									

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