



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	28/01/2025	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Beat the Heat and Feathered Friends			
Proposed activities:	A bird show	Water hazards? Yes/No = If yes, detail in risk assessment below.		
Centre Contact number:	Landline: 0298690602	Mobile: 0459883456		
Number of children attending activity/session:	Staff to child ratio:	Number of educators		
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 	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
Interaction with animals/birds	Low	<ul style="list-style-type: none"> - Ensure children have been instructed on how to deal with animals - Ensure educators monitor children throughout - Ensure children follow instructors instructions throughout show 	All Children	During the incursion
Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult		<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 	The Coordinator Educators Parents/families	Throughout the whole day

Community surroundings		<ul style="list-style-type: none"> - 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 	Children Volunteers	
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Plan prepared by: Thomas Logan	Date: 29/11/2024
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

		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

Jumping Castle Risk Assessment

Activity /Hazard	Risk	Control	Who	When
Cords	Low	<ul style="list-style-type: none"> All electrical cords are behind the jumping castle where no public can access and is fenced off. Plug cord back in straight away if unplugged 	Installer	Ongoing
Falls in castle	Low	<ul style="list-style-type: none"> Parent/supervised at all times, no ruff play. 	Installer/ supervisor	Ongoing
Slide in the castle	Low	<ul style="list-style-type: none"> Supervised at all times with no one going up the slide. Always sitting down with feet first. 	Installer/ supervisor	Ongoing
Wind	Low	<ul style="list-style-type: none"> If wind is more than 20kms hour castle will be asked to vacate and will be let down while the wind is strong. Castles will be them blown back up when safe to do so. 	Installer/ supervisor	Ongoing
Supervision of children	Low	<ul style="list-style-type: none"> Supervise do not replace close supervision by parents 	Installer/ supervisor	Ongoing
Use of power cables / live power	Low	<ul style="list-style-type: none"> All power equipment must be tagged and in date and in accordance to AS/NZS 3760 Loose leads should hang over work areas rather than on the floor 	Installer/ supervisor	Ongoing
Anchor points	Low	<ul style="list-style-type: none"> Pegs or weights securely attached to inflatable at all anchor points at all times if this can not happen then inflatable must remain on the ground uninflated 	Installer/ supervisor	Ongoing