



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	15 th April, 2025	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Working Dogs & Face Painting			
Proposed activities:		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
Items directly related to activities – see specific risk assessment.				

<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>	<p>Throughout the whole day</p>

Plan prepared by:	Date:
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						
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	

Nick The Stockman

Mobile Presentations

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Comments	When
Billy Tea and Damper preparation	Fire	Low	All kids will be kept 3 metres from pits at all times. Fire to be held in firepits and flames kept to a minimum. Will be sectioned off when not attended.	Stockman will provide safety briefing prior to activity commencing	
Whip cracking	Self Injury	Moderate	Clients to be instructed in appropriate methodology for whip use and certified protective eyewear to be worn by all when participating	Stockman will provide safety briefing prior to activity commencing	
Boomerang Throwing	Returning Boomerangs	Low	All clients will be instructed in the appropriate methodology of boomerang throwing. Will remain behind person throwing the boomerang with all eyes on boomerang while airborne	Stockman will provide safety briefing prior to activity commencing	

Dogs	Bite or scare	Low	Do not provoke dogs or place them in a threatening position. Instructed to not chase or harass dogs they will come to you.	Stockman will provide safety briefing prior to activity commencing	
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Plan prepared by:	Name(s):Nick Greene	Date Plan Prepared:22/06/2021
Prepared in consultation with:	Name(s):	
Communicated to:	Name(s):	
Venue and safety information reviewed and attached	Yes / 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						
		Consequence				
Li k e l i h o o d		Insignificant	Minor	Moderate	Major	Catastrophic
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Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High



Li'l Faces by Chen

(Facepainting Service)

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Transportation of kit	Wheels misalignment Lifting hazards	Low	Examine trolley luggage for any damages or loose bits. Bend at the knees to limit strain on the back when lifting.	Facepainter	Before event
Set-Up of Table & High Chair	Trip hazards Tipping of chair and table	Moderate	Placement of table and chairs is preferably against the wall to limit the traffic around the table. Hold the chair and assist client getting in and out of the chair. Have a 2 nd lower chair available for heavier / larger clients. Table is brand new and legs are sturdy and not protruding.	Facepainter	Before & During event

<p>Face painting, including body painting</p>	<p>Allergic reaction to paint Bacterial / Viral / Fungal Contamination from clients to kit and vice versa</p>	<p>Low</p>	<p>Use cosmetically regulated paints bought from a reputable supplier.</p> <p>Do not paint under 3 year olds.</p> <p>Change water regularly; Have a 4-pot system in place where 1st pot has soap & water to rinse off the brushes. 2nd-4th pot are all water.</p> <p>One sponge per customer only.</p> <p>Close lids of paints that are not being used to deter curious fingers.</p>	<p>Facepainter</p>	<p>Before & During event</p>
<p>Add-Ons of Facepainting Accessories</p>	<p>Getting poked by a stencil Glitter in the eye Bling placement</p>	<p>Low</p>	<p>Edges of stencils are smooth; use stencils one at a time.</p> <p>No glitter on the eyelids; Always be careful with glitter application around the eye area; only use cosmetic glitters approved for use on the face.</p> <p>Secure bling with medical tape only; ensure no loose gems; use bling for 6yrs old and up only</p>	<p>Facepainter</p>	<p>Before & During event</p>

Brushes	Getting poked in the eye by a brush Cross contamination	Low	Placement of brush wallet is always beside the facepainter. Brushes are washed with soap and water using the 4-pot system between clients. Brushes are washed and sanitised and air dried.	Facepainter	Before, During, & After event
Hygiene	Skin conditions like Eczema Open Wounds Dirty face Poor personal hygiene	Moderate	Educate the client on possible skin irritation and offer to paint a different area of the face or body. Offer wet wipes to client to clean the area where paint will go. Keep a hand sanitizer and antibacterial wipes available near the queue and near the facepainter Sanitize after each client.	Client/Customer & Facepainter	During & After event

Plan prepared by:	Name(s): Klarchen Yap	Date Plan Prepared: 1/23/2024
Communicated to:	Name(s): Marianne, Fun Day Out	
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