



## Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	17 <sup>th</sup> April 2025	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Kids Kung – Fu & Lego Robotics			
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"> <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
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 whole 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>	All Children	Throughout the whole day
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/games 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	Transitioning to and from activities & During incursion
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
**For specific activity Risk Analyses, see end**				

<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<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> <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>	<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





## Dragon Tao Kids Kung Fu

### Kids Kung Fu classes

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Running around in general	Potential trip hazards in the venue and kids could injure themselves.	Moderate	Remove any potential trip hazards and set a boundary around potential danger spots.	Me	Before class starts check for all potential hazards.
Hitting Pads	May hit a pad with incorrect form and hurt themselves.	Low	Provide plenty of instructions for appropriate technique.  Only do low risk strikes that are unlikely to cause injury to self.	Me	When preparing the lesson plan.
During Kung Fu class in general	Kids may get over excited and hit each other.	Moderate	Establish acceptable behaviour during class and that hitting each other is not allowed.  If certain children cannot control their behaviour they cannot participate in class.	Me	During class
Technique practice	Kids may try the techniques out on each other	Moderate	Tell the kids they are not allowed to use kung fu techniques on each other and if they are seen doing so despite the warning	Me	During Class

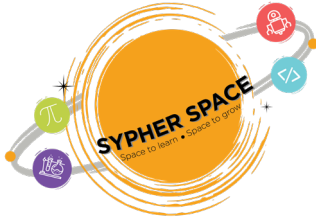
			they cannot participate anymore.		
Games	Kids may accidentally hit each other during play.	Low	<p>Allow ample space between kids to minimize accidents.</p> <p>For games where they need to hit in another child's direction, the instructor will hold the pad for the kids to strike</p>	Me	When playing Kung Fu related games

Plan prepared by: Christopher Lay	Name(s): Christopher Lay	Date Plan Prepared:
Prepared in consultation with:	Name(s):	
Communicated to:	Name(s):	
Venue and safety information reviewed and attached	Yes / No Comment if needed:	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>		

Risk Matrix

		Consequence				
Likelihood		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





## RISK ASSESSMENT PLAN

### 1. Program Information

- Program Name : **LEGO Robotics STEAM Vacation Care – After School Programs**
- Provider: **SYPHER SPACE**
- Location: **Multiple**
- Date of Program :**Spring, School Term and Summer School Holidays**
- Program Director : **Mike Thukral – 0493 66 99 84**
- Email – **admin@syperspace.com.au**

### 2. Identified Hazards and Risks

#### A. Physical Hazards

##### 1. **Electrical Equipment – Use of AA Batteries**

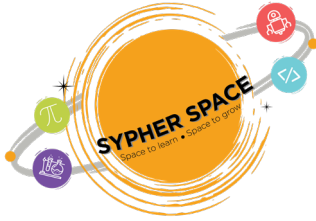
- **Risk:** Electric shock, overheating
- **Control Measures:** Use of low-voltage equipment, regular inspections, supervision during use, ensuring equipment is secure and batteries are not loose

##### 2. **LEGO Parts**

- **Risk:** Choking, cuts, tripping over pieces, throwing pieces, missing pieces
- **Control Measures:** Age-appropriate parts, close supervision, clear workspace rules and instructions regarding the use of LEGO pieces, no putting of pieces in the mouth, pick and place pieces that scatter on the floor immediately

##### 3. **Workstation Setup**

- **Risk:** Poor ergonomics leading to strain injuries
- **Control Measures:** Ensure tables and chairs are at appropriate height, encourage proper posture, take regular breaks if sitting for more than 2 hours



## RISK ASSESSMENT PLAN

### B. Environmental Hazards

#### 1. *Space Constraints*

- **Risk:** Crowding, tripping hazards
- **Control Measures:** Adequate space planning, clear walkways, limiting the number of students per session

#### 2. *Fire Safety*

- **Risk:** Inadequate emergency response
- **Control Measures:** Knowing the location of fire exits, ensuring fire extinguishers are accessible, briefing students on fire evacuation procedures

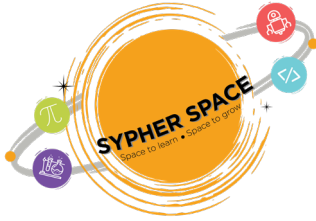
### C. Health and Hygiene Hazards

#### 1. *Sanitation*

- **Risk:** Spread of germs, infections
- **Control Measures:** Regular hand washing, use of sanitizers, cleaning of equipment before and after use

#### 2. *Allergies/Medical conditions*

- **Risk:** Allergic reactions to materials, food, or medical conditions
- **Control Measures:** Obtain allergy/medical information from the facility, ensure a nut-free environment, if necessary, have emergency medication available



## RISK ASSESSMENT PLAN

### D. Behavioural and Psychological Hazards

#### 1. *Group Dynamics*

- **Risk:** Bullying, exclusion, frustration
- **Control Measures:** Grouping students thoughtfully, monitoring interactions, providing support and mediation

#### 2. *Frustration and Stress*

- **Risk:** Frustration with complex tasks, emotional distress
- **Control Measures:** Providing clear instructions, helping each other (work in pairs or 3s), ensuring tasks are age-appropriate and achievable

#### 3. Risk Rating and Prioritization

Each risk (**A1 and A2**) is rated based on its likelihood and potential severity:

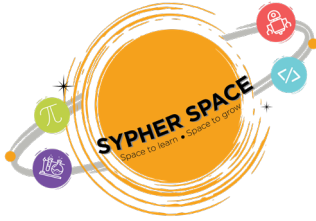
- **Likelihood:** Rare, Unlikely, Possible, Likely, Almost Certain
- **Severity:** Insignificant, Minor, Moderate, Major, Catastrophic

#### - **Electrical Equipment:**

- Likelihood: **Unlikely**
- Severity: **Minor**
- Risk Rating: **Medium**

#### - **LEGO Parts:**

- Likelihood: **Possible**
- Severity: **Medium**
- Risk Rating: **Medium**



## RISK ASSESSMENT PLAN

### 4. Mitigation and Action Plan

For each risk rated as medium or high, an action plan is below:

#### - **Electrical Equipment:**

- **Action:** Regular inspection of equipment, supervision during use, ensuring proper handling procedures

- **Responsible Person:** Sypher Space Mentors

- **Timeline:** Before and during each session

#### - **LEGO Parts:**

- **Action:** Ensure parts are age-appropriate, supervise children closely, maintain a tidy work area

- **Responsible Person:** Sypher Space Mentors

- **Timeline:** Ongoing during sessions

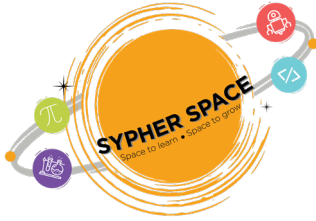
### 5. Monitoring and Review

We regularly review and update the risk assessment to ensure all measures are effective and adapt to any new risks:

- **Frequency:** Every Quarter or as needed by the School or Facility

- **Review Date:** July 2024

- **Reviewed By:** Sumit Thukral



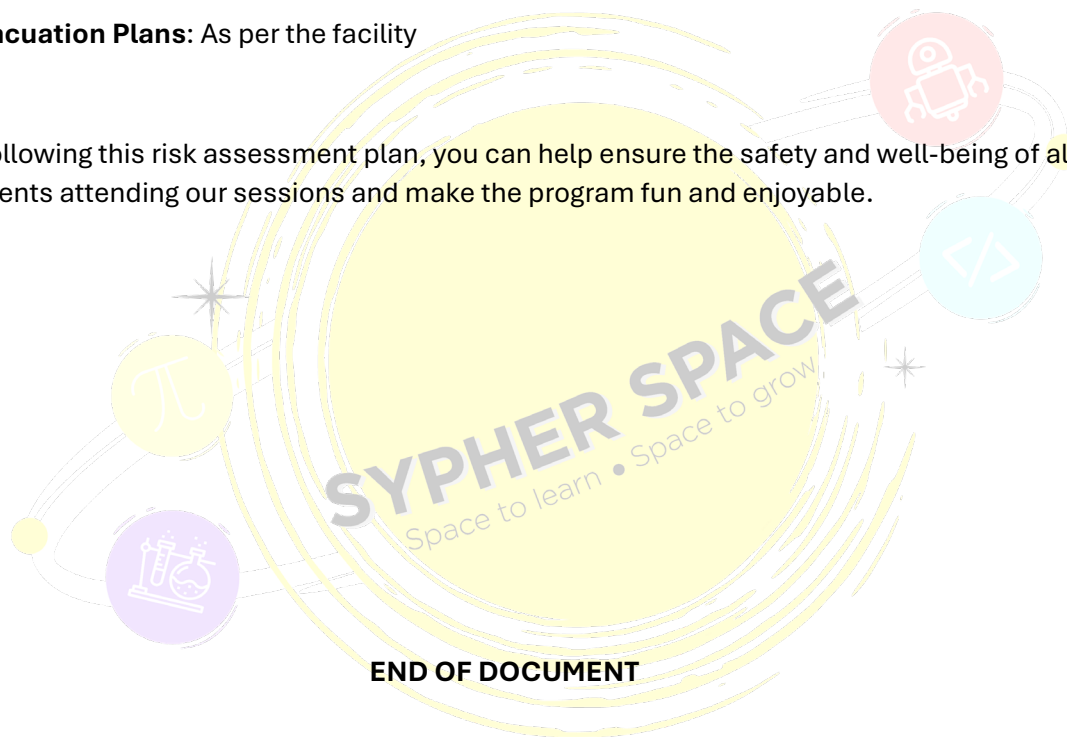
## RISK ASSESSMENT PLAN

### 6. Emergency Procedures/Policies

We also have the child safe policy in place which is mandatory for all staff to understand and acknowledge. Each location, emergency procedures of the facility apply, and each staff are to comply with the guidelines of the facility.

- **Emergency Contacts** : Facility supervisor on the day
- **First Aid**: Locations of first aid kits and first aid kits carried by each mentor
- **Evacuation Plans**: As per the facility

By following this risk assessment plan, you can help ensure the safety and well-being of all students attending our sessions and make the program fun and enjoyable.



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