



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	23.4.25	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Inflatables			
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
Inflatable specific Risk Assessment below				

<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

RISK ASSESSMENT REFERENCE TABLE

Q1. HOW SEVERE IS THE INJURY LIKELY TO BE?	Q2.	HOW LIKELY IS THE INJURY TO OCCUR?			
		e	f	g	h
		CERTAIN	PROBABLE	POSSIBLE	UNLIKELY
DEATH	a	1	1	2	3
HOSPITAL	b	1	2	3	4
DOCTOR	c	2	3	4	5
BAND-AID	d	3	4	5	6



HAZARD IDENTIFICATION AND RISK ASSESSMENT – INFLATABLES

Item	Hazard Identified	Priority	ACTION to eliminate or Minimise	Completed
1	Clearances from wires, trees, structures	a f = 1	Inspect site prior to commencing set-up. Measure clearances.	Each set-up
2	Electrical connection	a g = 2	Power off while handling leads. RCD installed for operation. Inspection	Each set-up
3	Strong wind blows ride over, or away	a g = 2	Monitor windspeed. Cease operation if winds > 30k/h	Every ride
4	Manual handling of components	c f = 3	Manual handling procedures to be prepared and followed.	Each set-up
5	Strong wind lifts ride on natural grass	b g = 3	Visual check on anchor points and peg security	Each set-up
6	Strong wind lifts ride placed on hard surfaces	a f = 1	Sandbags or concrete blocks on ALL anchor points. Cease op if winds >30k/h	Each Set-up
7	Structure collapse, seam failure, rope failure	b g = 3	operate Maintenance Schedule	Quarterly
8	Ground conditions, slope	c g = 4	Do not set up on excessive slope	Each set-up
9	Collision between patrons	c g = 4	Do not overload bouncing area. Harmonise size of riders, training.	Every ride
10	Night work. Tripping on access/egress	d f = 4	Provide appropriate flood and general lighting	Each set-up
11	Structure collapse, power loss, rips, tears	c g = 4	Non-return flaps on blower, operator training, emergency evacuation proc.	Every ride
12	Sunburn to staff	c g = 4	Provide block-out. PPE	Each day
13	Rain causes wet surfaces, slipping	d f = 4	Cease operation until surface is dried	Every ride
14	Anchors work loose in wind	c g = 4	Cease operation in strong wind >30k/h. Use suitable anchors for ground cond.	Every ride
15	Tripping over anchor ropes	d g = 5	Restrict access to rear & sides. Train staff to watch public	Each set-up
16	Tripping over blower	d g = 5	Restrict access to rear & sides. Train staff to watch public	Each set-up
17	Access to ride area, tripping, fall, crush	d g = 5	Provide non-climbable fence, locate correctly and securely	Each set-up
18	Worn ropes allowing movement of ride	c h = 5	Inspect ropes daily, replace if necessary.	Each day

Additional Safety-related features

Seam security

Seams in load area are sealed with 50mm wide vinyl tube, appear double stitched each side (i.e. quadruple stitched).

Blower security

Duct to blower secured with fabric ties.

De-Pressurisation

Blower fitted with non-return flaps, delaying blow-down in event of power failure (observed to be operable).

Fire Risk Reduction

Blower fitted with self-resetting thermal switches

Electrical Safety

Blower housing is plastic, providing effective 'double insulation'.
Extension cord socket shrouded portable RCD 'upstream'.

Anchor Security

All base anchor stakes were fitted with top stops, to prevent possibility of ropes slipping over top of stake. Angled at ~45 deg, and viewed ok re- AS3533.1 Clause 5.9.1. 30kg Sandbags on every Anchor point on hard surfaces.