



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:	24 th April 2025	Location:	128 Kent St Epping NSW 2121	
Name of Activity/Sessions:	Bricks for Kids			
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

<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

WHS & RISK ASSESSMENT SCHEDULE

Tom Foolery

COMMON RISK OR HAZARD	EXISTS IN VENUE	COMMON REMEDY OR MEASURES TO ELIMINATE RISK	ADDITIONAL MEASURES REQUIRED FOR THIS VENUE
Injury to self or others during load-in / bump out	Yes / No	Request car parking space close to performance area. Assess the access pathway prior to loading in. Ensure children are in another area during load in. Allow plenty of time for set up. Don't rush. Always bend knees when placing heavy items on the ground.	
Inappropriate Performance Space	Yes / No	Allow ample space for performance. Request alternative space if area offered is not sufficient. Ensure floor surface is non-slippery & adequate lighting for all aspects of performance.	
Insufficient distance between performance space and viewing public.	Yes / No	Ensure students are seated during performance. Create a visible barrier with a rope if necessary. Request support from teachers.	
Safe use of props by both performer and participants.	Yes / No	Ensure all props are used a safe distance from audience & children do not touch props without supervision. Request support from teachers.	

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School & Vacation Care Incursions Risk Assessment

Version Id:	1.0
Issue date:	01 July 2018
Review date:	01 July 2023 (Annual)

Location of hazard <i>(Identify location of the hazard, ie, building / depot / workstation / room number)</i>	
Description of issue <i>(Briefly outline / describe the risk)</i>	BRICKS 4 KIDZ provides School and Vacation Care Incursion program using its procedures, equipment and instructors. With this, BRICKS 4 KIDZ may introduce additional risks not already present at the school or vacation care venue and must manage these risks.
Risk likelihood <i>(Briefly outline the frequency of exposure, periods of exposure etc)</i>	The exposure could occur immediately prior to the incursion (during set up), during the program of activities or immediately following the incursion or transporting children across different locations within the school.
Potential risk consequence <i>(Briefly outline the potential outcomes, ie, injury, illness, damage to property, environment)</i>	Risk consequences includes injury or illness to BRICKS 4 KIDZ® Instructors, Vacation Care/OSHC/School staff, or students attending the Vacation care/OSHC/ School incursion.

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School & Vacation Care Incursions Risk Assessment

Task / Activity	Potential Hazards / Risk	Risk Rating			Control	Residual Risk Rating		
		Consequence	Likelihood	Risk		Consequence	Likelihood	Risk
Emergency Situation's whilst conducting Incursion	Fire Bush Fire Threats Bomb Threat Armed hold up Harassment or threats of violence Intruders COVID 19 exposure or suspecte exposure	Major	Rare	15	<ul style="list-style-type: none"> Primary responsibility for Safety in Emergency Situations resides with Vacation Care/OSHC/School provider. Vacation Care/OSHC/School provider should conduct site induction on arrival and provide details on COVID-19 management plan. Each location should have Emergency plans displayed at all exists outlining safe evacuation of all people. Any first aid should be administered by the Vacation Care/OSHC/School provider 	Moderate	Rare	6
Child Protection	Allegations against Instructors	Moderate	Possible	13	<ul style="list-style-type: none"> Instructors are to avoid body contact with students Instructors will ensure they follow BRICKS 4 KIDZ Child Safe and Friendly Policy and Code of Conduct Policy All BRICKS 4 KIDZ Employees have been through Induction and Training. All BRICKS 4 KIDZ employees have a Working with Children Check requirements and Police Background checks if over 18 years of age 	Minor	Rare	3

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Task / Activity	Potential Hazards / Risk	Risk Rating			Control	Residual Risk Rating		
		Consequence	Likelihood	Risk		Consequence	Likelihood	Risk
Hygiene	Infections and bacteria spreading in the environment	Moderate	Possible	13	<ul style="list-style-type: none"> Primary responsibility for Vacation Care and School's Hygiene resides with the school or vacation care service. Cleaning of equipment as per BRICKS 4 KIDZ® hygiene procedures prior to each incursion, including cleaning with disinfectant. Hand washing or hand sanitiser for each Instructor and child prior to participation in Incursion activities. COVID-19 COVID-19 social distancing applied as per guidelines provided by Health NSW for BRICKS 4 KIDZ® Instructors and activities; and abiding by any additional guidelines as implemented and notified by the Vacation Care provider Using disinfectant spray on equipment surfaces at the end of the incursion prior to handling by instructors. Hand washing and hand sanitiser for each Instructor at the end the incursion prior to departure. Contact tracing information maintained by BRICKS 4 KIDZ® as required for BRICKS 4 KIDZ Instructors. Vacation Care /School to maintain contact tracing information for their staff members, parents and children. 	Insignificant	Rare	1

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Task / Activity	Potential Hazards / Risk	Risk Rating			Control	Residual Risk Rating		
		Consequence	Likelihood	Risk		Consequence	Likelihood	Risk
Venue / Facility	Slips, Trips, Falls, hazards	Moderate	Possible	13	<ul style="list-style-type: none"> Primary responsibility for Facility safety resides with Vacation Care/OSHC/School Set up of the Incursion will follow BRICKS 4 KIDZ® standard procedures, including storage of equipment used to transport supplies in an area where it cannot be tripped over. BRICKS 4 KIDZ® Instructor will report any identified risks to the Vacation Care/OSHC Supervisor or School leader. BRICKS 4 KIDZ® will review its equipment prior to each workshop and will remove any faulty equipment At the start of every incursion program, BRICKS 4 KIDZ® Instructor will review BRICKS 4 KIDZ® Workshop Rules with attendees of the Incursion Program to reinforce the need for safety with BRICKS 4 KIDZ® equipment 	Insignificant	Possible	4
Use of LEGO equipment	Cuts, Scrapes, potential choking, potential obstruction of airways or orifices	Moderate	Unlikely	9	<ul style="list-style-type: none"> Children to be supervised throughout the activities. Children provided with clear workshop rules at the beginning of each incursion Motors and Batteries to be provided only when needed and safe operating instructions to be reinforced throughout the activities. Any first aid should be administered by the Vacation Care/OSHC/School provider 	Minor	Unlikely	5

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School & Vacation Care Incursions Risk Assessment

Task / Activity	Potential Hazards / Risk	Risk Rating			Control	Residual Risk Rating		
		Consequence	Likelihood	Risk		Consequence	Likelihood	Risk
Setting Up and Packing Away Equipment	Injuries from carrying equipment, bending down, musculoskeletal injury	Moderate	Possible	13	<ul style="list-style-type: none"> Apply manual handling hazard identification, risk assessment and control process Use appropriate lifting techniques Employee induction and training Ensure appropriate footwear (Staff Uniform Policy) Require two or more people to lift. Adhere to correct manual handling 	Minor	Unlikely	5

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School & Vacation Care Incursions Risk Assessment

Risk assessment - Development Team (Author) / Custodian / Approval Authority	
Author or Development team member	Position / Role
Hayley Li	Manager
Risk assessment custodian	Position / Role
Stacey Bealing	Director
Approval Authority	Position / Role
Stacey Bealing	Director

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	11	16	20	23	25
	Likely	7	12	17	21	24
	Possible	4	8	13	18	22
	Unlikely	2	5	9	14	19
	Rare	1	3	6	10	15

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School & Vacation Care Incursions Risk Assessment

