

Incursion Risk Management Plan

Incursion details			
Date(s) of Activity/Session:	Thursday 14 th January	Location: Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076	
Name of Activity/Sessions:	Inflatables Day!		
Proposed activities:	Playing on inflatable obstacle course and jumping castles. Playing sports Craft	Water hazards? Yes/No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:	Kerri Wickenden		
Contact number:	(BH) 0437 712 178	(M)	
Number of children attending activity/session:	1:15	Number of educators/parents/volunteers	4

Incursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating (including volunteers/ visitors)
	<input type="checkbox"/> WWC checks verified
<input type="checkbox"/> List of children attending	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk Assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Craft activities	Paper cuts Skin cuts / abrasions	Moderate / low	Ensure all of the children and educators are made aware of the risks	All educators All children	Moderate / low
	Using glue / tape Choking hazards	Moderate / low	Ensure that all glue is kept away from eyes and mouth.		Moderate / low Moderate

Using the equipment & supplies	Touching the face and eye area when using the art supplies and getting paint on them. Use the equipment provided appropriately.	Moderate Low	Have Asthma medication and anaphylactic pens accessible to children with reactions Ensure children avoid touching the face and eye area when using the art supplies.	All educators All children	Whilst using the equipment and the supplies at the venue
Bull Rush	Slips, trips, falls	Moderate	Ensure rules are set in games to stop them running over rough ground	All Educators & Children	During the activity
Stuck in the Mud	Child may wander/ abscond	Moderate	Educators positioned at front, middle and ends of activities Ensure children are using scissors responsibly	All Educators & Children	During the activity
Various craft activities	Children may get cut with scissors	Moderate	Educators to communicate with one another and the children. Ensure that scissors are being carried in the correct fashion and that they are being used appropriately.	All Educators & Children	During the activity
Activity: Inflatables	Bounce/collision Injuries	Moderate	Children need to be warned and made aware of the risks regarding bouncing off the inflatables. Inflatables need to be put in an area without possible hazards and collision risks. Padding should be placed on high risk fall areas	Educators & children	During the session
	Deflation/suffocation	Moderate	No sharp objects are to be allowed on any of the inflatables. Children will be required to remove shoes before using any of the inflatables. The inflatables will be checked over by staff before use to ensure they are safe and in working order.	Educators and children	During the session
	Heat stroke and exhaustion / Heat burns from surfaces	Moderate	Inflatables that are able to be entered will be placed in shade and out of direct sunlight to avoid an oven effect.	Educators and children	During the session

			<p>Inflatables that are able to be played “on” such as the obstacle course will try to be placed out of direct sunlight to avoid hot surfaces.</p> <p>Educators will check the inflatables prior to use to ensure that they are not too hot.</p>		
	Insect bites and stings	Moderate	Educators will need to thoroughly clean off the inflatables prior to use to ensure there is no bug life present	Educators	During the session/ prior to the session
	Electrocution Hazard from extension cord	Moderate	<p>Educators need to ensure that the setup of the inflatables is done in a safe manner and that the electrical wiring is not exposed and in the pathway</p> <p>Educators need to make children aware of the extension cords and ensure that children are careful</p> <p>Educators need to perform a check on the extension cords and electrical elements regarding the inflatables to ensure that they are up to working, safe and operable condition.</p>	Educators & children	During the session / prior to the session
Incursion Facilitator/Visitors to the centre	<p>Illness, injury, incident, fall/trip/medical emergency, asthma/anaphylaxis/ allergic reaction</p> <p>Child Protection</p> <p>Liability</p>		<ul style="list-style-type: none"> • Ensure all visitors sign in on the designated “Visitor Sign In” sheet • Ensure visitors have a designated space to place their valuables/belongings • Make aware of our health, safety and well-being policies • Make aware of our child protection policy and procedure • Ensure all visitors with face-to-face contact with children have a WWC that is verified by emailing information to the centre prior <ul style="list-style-type: none"> • Educators to be nearby and/or supervising all visitors whilst children are in care • Visitors are never to be left alone with any one child or groups of children • Assist and support visitors where necessary • Ensure Visitors are aware of the grounds – location of toilets, water and our 	<p>Responsible Person,</p> <p>Educators</p> <p>Facilitator/visitor</p>	Before and during the session

			<p>Emergency Evacuation & Lock down procedures</p> <ul style="list-style-type: none"> • WHS and grounds checks are completed to eliminate any potential hazards • First aid kits are available to visitors • Open communication is established and maintained with all visitors • Visitors are to follow centre's policies and procedures as to the safety, health and well-being of children and themselves. • Visitors are to disclose if they are feeling unwell or uncomfortable at any time • Visitors are to follow the centre's Covid-19 policy & procedures 		
Sun Safety	<p>Sunburn / burns/ infections / illness Sun stroke, dehydration</p>		<ul style="list-style-type: none"> • Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. • Ensure that Educators, volunteers & families are aware of our Sun Safety Policy • Ensure families pack hats for their children each day • Ensure children wear hats as necessary or stay under the shade if UV is over 3 • Provide shelter where necessary • Regularly ensure children have opportunity to get a drink of water • Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this) • Sunscreen to be applied throughout the day 	<p>The Coordinator Educators Parents/families Children Volunteers</p>	<p>Throughout the whole day</p>
Eating / Drinking	<p>Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages</p>		<ul style="list-style-type: none"> • Ensure educators, children & families are aware of our Food & Nutrition Policy <ul style="list-style-type: none"> • Ensure families are regularly provided with information about food and nutrition • Ensure children are seated down whilst eating or drinking • Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. 	<p>The Coordinator Educators Parents/families Children Volunteers</p>	<p>Throughout the whole day</p>

			<ul style="list-style-type: none"> • Ensure each educator and volunteer are aware of the medical and dietary list/info of each child. • Staff are trained in First aid, anaphylaxis and allergy awareness. 		
Toileting & hand washing	<p>Slips, trips, falls, collisions, wet accidents</p> <p>Missing child</p>		<ul style="list-style-type: none"> • Ensure children have regular opportunities to go to the toilets preferably in small groups • Assign children in buddies to go to toilets when the need is there <ul style="list-style-type: none"> • Ensure educators check each rest room/toilet area before children enter • If the gender of that staff member is not able to check the toilets. Send 2x older more responsible children to check whilst staff member waits right outside of toilet area <ul style="list-style-type: none"> • Keep a headcount • Keep a tally on timing of children going to the toilet. • Children to always communicate with educators about going to and from the toilets. 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day
Covid-19	<p>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 <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 <ul style="list-style-type: none"> • 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 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

			<p>they have been in contact with anyone that has had COVID-19 symptoms</p> <ul style="list-style-type: none"> • 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 strongly recommended to wear PPE including gloves & face masks where necessary • 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 		
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Plan prepared by:	Hamish McEwan	Date 18/11/2020	
Prepared in consultation with:	Kerri Wickenden		
Communicated to:	All Staff		
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				
		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