

Incursion Risk management plan: Parkour Day

Incursion Details: Parkour Day			
Date(s) of In Centre Activity:	22 nd December 2020	Location of in Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd, Normanhurst 2067
Proposed activities	<ul style="list-style-type: none"> Colouring in/craft activities Tag/tip games Sporting activities Cooking activities Parkour 	Water hazards? Yes /No If yes, detail in risk assessment below	
Name of Responsible Person	Kerri Wickenden		
Contact number of Responsible Person	(PH): 9489 0178 (M): 0409 457 758		
Number of children attending In Centre	30 (estimated)	Number of educators/parents/volunteers	3
Educator to child ratio, including whether this day warrants a higher ratio? Please provide details.	Educator to child ratio: 1: 15 (including extra educator to care for children with additional needs)		
In-Centre checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion		
<input type="checkbox"/> List of children attending the excursion	<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
Arts and Craft activities:	Paper Cuts	Low	Adequate supervision and assistance. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby.	Children	During and post activity
	Skin Cuts /Abrasions	Low	Adequate supervision and assistance. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby. Instruction to be careful, children to only cut their own project, hold scissors correctly.	Children	During activity
	Toxicity/Poisoning	Moderate	Adequate supervision and assistance. Educator reminding children to not put products into their mouths. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby. Wash hands regularly. Use toxic free paints.	Children Educators	During activity
	Pin pricks on skin	Low	Adequate supervision and assistance. Children will be instructed on correct usage of supplies. First aid kit and trained educator nearby. Instruction to be careful, children to not play with toothpicks and only use them for activity when required.	Children Educators	During Activity
	Eye/Skin Irritations	Low	Adequate supervision and assistance.	Children	During activity

			Children will be instructed on correct usage of products. Wash hands regularly. First aid kit and trained educator nearby		
	Allergies	Low	Adequate supervision and assistance. Educator reminding children to not put products into their mouths. First aid kit and trained educator nearby. Wash hands regularly.	Children	During activity
Cooking activities:	Choking	Moderate	Adequate supervision and assistance. Sitting down when eating.	Children Educators	During preparation and consuming
	Allergic Reaction	Moderate	Adequate supervision and assistance. First aid kit to be kept nearby. All educators to be aware of known food allergies. No use of nuts. Children who are allergic to participate in an alternative activity.	Children Educators	During preparation and consuming
	Food Contamination from Licking Fingers/Dirty Hands	Low	Frequent hand washing. Instruction to not lick fingers. Gloves to be worn.	Children Educators	During preparation
	Cuts from Sharp Objects	Low	Only educators to use sharp knives/nutribullet. Adequate supervision and assistance. First aid kit to be kept nearby.	Children Educators	During preparation
Sporting Activities:	Falling, Cuts & Scraps	Low	Safety warning. Ice-pack and first aid near by Adequate supervision and assistance.	Children	During Activity
	Head injury and eye injury	Moderate	Safety warning. Ice-pack and first aid nearby. Adequate supervision and assistance	Children Educators	During Activity
	Broken/fracture bones/limbs	Moderate	Safety warning. Ice-pack and first aid kit nearby. Adequate supervision and assistance.	Children Educators	During Activity

	Asthma	Moderate	Adequate supervision and assistance. Ensuing to sit child out if they are starting show signs of asthma attack. First aid kit nearby with asthma puffer.	Children	During Activity
Science Activity:	Skin and/or eye irritation	Low	Adequate supervision and assistance. Children will be instructed on correct usage of products. Thoroughly wash hands after activity. Wear disposable gloves.	Children Educators	During Activity Post activity
	Allergic reaction	Moderate	Adequate supervision and assistance. First aid kit to be kept nearby. All educators to be aware of known allergies.	Children Educators	During Activity
General	COVID-19	Moderate	Frequent handwashing. Social distancing. Disinfecting surfaces. No use of bubblers. 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. Ensure adults entering the service, practice social distancing. 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	Children and educators	All day

			<p>parent will be contacted to collect them as soon as possible.</p> <p>All adults/Visitors/ volunteers are to adhere to all COVID-19 rules and practices as per prescribed from the NSW government.</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based).</p>		
	Sun burn, heatstroke, dehydration	Low	<p>Wear hats, sunscreen, and have drink bottles nearby when outside.</p> <p>Remind children to drink water.</p> <p>Don't run activities in direct sun.</p> <p>Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers & families are aware of our Sun Safety Policy</p> <p>Ensure sunscreen is applied throughout the day</p>	Children and educators	All day
	Toilet supervision	Low	<p>Educators check toilets before children use them.</p> <p>Go in pairs or small groups.</p> <p>Use toilet tags.</p> <p>Ensure handwashing.</p>	Children	All day
Eating and Drinking	Choking	Moderate	<p>Adequate supervision and assistance.</p> <p>Children must be sitting while eating.</p>	Children and educators	Recess and lunch
	Allergies	Extreme	<p>Remind parents the centre is nut-free.</p> <p>First aid kit nearby.</p> <p>Ensure no sharing of food.</p> <p>Frequent handwashing.</p> <p>Ensure educators, children & families are aware of our Food & Nutrition Policy</p>	Children, parents, educators	Recess and lunch


			Ensure children are seated down whilst eating or drinking		
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Identification	Existing Controls	Who	When
<p>Risk associated with:</p> <p>1. Children not knowing safety rules or responding incorrectly</p> <p>2. Children misunderstanding the skills</p> <p>3. Skills being too difficult for the skill level of the child/children</p>	<p>1. Staff revise all safety rules at the start of the term and reinforce periodically throughout Term. Whistle Rule "Stop, Look & Listen."</p> <p>2. Staff will give demonstration of skills along with explanations including safety points.</p> <p>3. There will be a progression of skills to ensure children have sufficient strength to perform skills. Alternative skills may be offered to allow differentiation.</p>	<p>1. Moving Bodies and/or accompanying class teacher</p> <p>2. Moving Bodies</p> <p>3. Moving Bodies</p>	<p>1. Prior to the lesson starting and during the lessons as required</p> <p>2. Each lesson</p> <p>3. Each lesson</p>

<p>... Muscular/soft tissue injury</p>	<p>... Warm up and stretch is performed at the start of every lesson.</p>	<p>Moving Bodies</p>	<p>... Start of each lesson</p>
<p>... Injury due to collision of children</p>	<p>... Safety instructions regarding use of equipment and number of children to use each piece of equipment at any one time are introduced and reinforced.</p>	<p>... Moving Bodies</p>	<p>... Start of the lesson and throughout lessons as appropriate</p>
<p>... Injury due to lack of support during partner/group work</p>	<p>... Safety points for partner/group work is emphasised as each new activity is introduced.</p>	<p>Moving Bodies</p>	<p>... At the start, and throughout , all partner/group activities</p>

<p>... Injury due to collision of child with hand held equipment</p>	<p>Children are informed of their working area with hand held equipment, i.e. Appropriate spacing of the children is enforced.</p>	<p>... Moving Bodies</p>	<p>... At the start, and throughout, all work with hand held equipment</p>
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Areas	Identification	Existing Controls	Who	When
Equipment				
Possible risk of injury to child/children in the lesson as a result of equipment factors	1. Injury due to faulty school equipment	1. Equipment checked prior to and during lessons.	1. Moving Bodies	1. Discontinue use of faulty equipment
	2. Injury due to faulty Moving Bodies equipment	2. Equipment checked prior to and during the lessons.	2. Moving Bodies	2. Discontinue use of faulty equipment
	3. Injury due to inadequate gymnastics matting	3. Sufficient matting is placed around equipment. Where available, velcro is used to connect mats. Children are reminded to replace mats that move. Instructors continually checking that mats stay where required.	3. Moving Bodies & Class Teacher	3. Each lesson
	4. Injury due to unsuitable area	4. Room size, floor surface and potential obstacles are considered when selecting activities.	4. Moving Bodies	4. Each lesson
	5. Injury due to insufficient spotted/supervised activities with staff	5. Determine how many activities require spotting/assistance prior to lesson and organise staff accordingly to ensure sufficient supervision.	5. Moving Bodies	5. Each lesson

	6. Injury as a result of insufficient equipment for the number of students	6. Ensure sufficient flow of children around the area by creating enough activities for the ratio of children to equipment.	6. Moving Bodies	6. Each lesson
	7. Injury due to collision using equipment	7. Children are informed & notified as to how many children can safely use each piece of equipment at a time.	7. Moving Bodies	7. Each lesson
	8. Injury due to attempting skills beyond their ability	8. All skills are taught progressively and the more difficult and/or potentially dangerous skills are spotted/assisted.	8. Moving Bodies	8. Each lesson
	9. Injury as a result of carrying equipment	9. Children are only to assist with helping to set up pack away with light equipment only.	9. Moving Bodies	9. As appropriate

Plan prepared by	Rachel Warner	Date	25/11/2020
Prepared in consultation with:	Nick Wensley		
Communicated to:	All educators on the day		

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