

Incursion Risk Management Plan

Incursion details			
Date(s) of Activity/Session:	8/10/20	Location: Normanhurst Public School	
Name of Activity/Sessions:	Big board games incursion day		
Proposed activities:	Big board games, rob the nest, board game making, free play	Water hazards? Yes/No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:			
Contact number:	(BH) 0437 712 178	(M)	
Number of children attending activity/session:	30 (approx.)	Number of educators/parents/volunteers	1 educator per 15 children

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
Activity: Free play on play equipment	Injury, fall, trip, scrape, bruise, broken bone(s)	Moderate	Constant supervision, children not to run in areas of risk.	Children	During the session
Activity: Sport/physical activity	Injury, fall, trip, scrape, bruise, broken bone(s)	Low	Constant supervision, grassed area reduces risk of falls causing injury.	Children	During the session
Activity: Food preparation	Burns, cuts	Low	Staff trained in safe food preparation.	Educators	During the session
Activity: Big board games	Games falling on/crushing children	Moderate	Constant supervision of children ensuring no crowding around games that are likely to fall. For giant Jenga especially supervision is important as the blocks falling is part of the game meaning the risk of child being hit is higher than the other games.	Children	During the session
Craft: board game making	Paper cuts, scissor cuts, glue, tape	Low	<ul style="list-style-type: none"> Supervision & assistance where necessary 	Children	During the session

	dispenser (cuts to skin/fingers)		<ul style="list-style-type: none"> • Use of child-safe stationary supplies and craft materials • Material safety data sheets available, glue is non-toxic • Be aware of children with allergies/eczema 		
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>	Low	<ul style="list-style-type: none"> • Ensure all visitors sign in on the designated "Visitor Sign In" sheet <ul style="list-style-type: none"> • 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 <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 Emergency Evacuation & Lock down procedures • WHS and grounds checks are completed to eliminate any potential hazards • First aid kits are available to visitors <ul style="list-style-type: none"> • 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 	<p>Responsible Person, Educators Facilitator/visitor</p>	Before and during the session
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration	Low	<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. 	The Responsible Person Educators	Throughout the whole day

			<ul style="list-style-type: none"> • 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) 	Parents/families Children Volunteers	
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages	Low	<ul style="list-style-type: none"> • Ensure educators, children & families are aware of our Food & Nutrition Policy • Ensure families are regularly provided with information about food and nutrition <ul style="list-style-type: none"> • Ensure children are seated down whilst eating or drinking • Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. <ul style="list-style-type: none"> • 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. 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day
Toileting & hand washing	Slips, trips, falls, collisions, wet accidents Missing child	Low	<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 • Ensure educators check each rest room/toilet area before children enter <ul style="list-style-type: none"> • Keep a headcount • Keep a tally on timing of children going to the toilet. <ul style="list-style-type: none"> • Children to always communicate with educators about going to and from the toilets. • Educators to ensure antibacterial wipes and hand sanitiser is provided to children at times of washing hands. 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day

<p>Covid-19</p>	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	<p>Moderate</p>	<ul style="list-style-type: none"> • Ensure Educators & Families are aware of our Covid-19 Policy & procedure <ul style="list-style-type: none"> • 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 • 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. <ul style="list-style-type: none"> • 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 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 <ul style="list-style-type: none"> • Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. <ul style="list-style-type: none"> • Educators are strongly recommended to wear PPE including gloves & face masks where necessary 	<p>The Responsible Person</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	<p>Throughout the whole day</p>
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			<ul style="list-style-type: none"> 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 Dylan Colman	Date 7/8/20
Prepared in consultation with:	
Communicated to:	
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.	

Page Break

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