

## Incursion risk management plan

Incursion details: Games 2 U			
Date(s) of Incursion	Wed 20 <sup>th</sup> Jan 2021	Location of Incursion	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	<ul style="list-style-type: none"> <li>- Oz Tag</li> <li>- Outdoor games (relays, basketball)</li> <li>- Team oriented activities (puzzle race, egg drop challenge, sneak a peek)</li> </ul>		Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.  There is no specific mass of water at the location, but the instance of any form of puddle or flood or spillage.
Name of Responsible Person	Tiyani Fernando – AM Rachel Warner - PM	Contact number of Responsible Person: 0409 457 758	9489 0178
Number of educators/parents/volunteers			
Number of children attending incursion	Approx. 42 Children	Educator to child ratio, including whether this excursion warrants a higher ratio?	1:15 (including educator to care for children with disability/special needs)

Risk		Benefit	
<ul style="list-style-type: none"> <li>• Lost children at centre or during movement to and from different areas</li> <li>• Heat stroke, dehydration, sun stroke etc.</li> <li>• Sharing food with children with allergies</li> <li>• Injury from equipment / props and objects</li> <li>• Injury from tripping on differing surfaces</li> </ul>		<ul style="list-style-type: none"> <li>• Development of social skills &amp; expected behaviours when with other people of the community</li> <li>• Development of negotiating skills when sharing turns on equipment</li> <li>• Development of skills in operation of new equipment / resources</li> <li>• Children develop navigation skills</li> <li>• Children develop problem solving skills</li> <li>• Interacting with new people</li> <li>• For children to have fun!!</li> </ul>	
Plan Prepared by:	Hamish McEwan	Original: 18/11/2020	
Plan Reviewed by:			
Communicated to:			
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
General	Sun Burn, Heatstroke, dehydration etc.	Moderate	<p>Children and staff will be expected to wear hats at all times. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for drink bottles and asked to ensure all are filled throughout the day.</p> <p>Educators will ensure shaded play areas and indoor alternatives are available to children.</p> <p>Sunscreen will be applied to each child, where permission has been given.</p>	Educators and children	<p>Regular opportunities will be given to children to put on hats and apply sunscreen.</p> <p>Ideally every 4 hours there will be a sunscreen application of each child.</p> <p>This will be noted on the program, and also facilitated throughout the day.</p>
	Toilet Supervision	Low	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 2.	<p>Children directed by Educators.</p> <p>Educators</p>	All day
	Bullying	Low	Encourage children to speak up if they are getting bullied or if they see someone getting bullied.	Children	All day

			Inform children that NOOSH has zero tolerance for bullying		
	Tripping, falling, collisions with others Injury/sprain/strains/muscle aches/headache/illness	Moderate	Safety warning, don't run, etc.	Children and educators	All day
Visitors / Volunteers to the Centre	Visitors do not possess a threat or risk of harm to the children or educators  Risk of harm to children (child protection), verbal or psychological abuse/harassment bullying, or negative language  Visitors are safe whilst at the centre	Moderate	<ul style="list-style-type: none"> <li>• WWC Clearance checks have been performed on all visitors and volunteers to the service</li> <li>• Visitors complete the "visitor" sign in sheet on Arrival &amp; departure</li> <li>• Educators always supervise visitors &amp; communicate effectively with visitors</li> <li>• An orientation is conducted on arrival with Visitors</li> <li>• Staff carry first aid kits on hand at all times</li> </ul> <p>Staff ensure Centre is safe, clean, hygienic, and clear of any potential hazards</p>	Educators, children, visitors.	All day
Eating & Drinking during Incursion time	Choking whilst drinking and/or eating  Food Allergies	Moderate  High	Children will be provided space to sit during mealtimes. They will be reminded to sit whilst drinking and eating.  Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.  Medication is to be kept with each child throughout the day to ensure prompt	Educators  Educators  Educators	During the day

			<p>access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children's will be asked about their morning tea &amp; lunches during the day to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators and Parents</p> <p>Children, directed by educators</p>	
<p>Outdoor Games</p> <p>Oz Tag</p> <p>Relay race</p> <p>Bullrush</p> <p>Capture the flag</p>	Cuts, scrapes, falls	Moderate	<p>Safety warning, ice pack nearby, first aid nearby</p> <p>Educators</p> <p>Play on a softer surface e.g. grass</p>	Educators and children	Midday-afternoon
	Tripping, falling, collisions with others	Moderate	<p>Safety warning, don't run, etc.</p> <p>Play on a softer surface e.g. grass</p>	Educators and children	Midday afternoon
	Getting hit by a ball	Low	Keep children away from target area	Educators and children	Midday afternoon
	Emotional (losing game, team not cooperating)	Low	Remind children it is only a game and that winning isn't the point of the activity	Children	All day
In Hall Board games and Origami	Cuts from scissors,	Low	Instructing children to be cautious with the scissors and to cut away from themselves whilst also providing supervision and monitoring behaviour with the scissors.	Children	Midday, Afternoon
<b>Toileting &amp; hand washing</b>	Slips, trips, falls, collisions, wet accidents		<ul style="list-style-type: none"> <li>Ensure children have regular opportunities to go to the toilets preferably in small groups</li> </ul>	<p>The Coordinator</p> <p>Educators</p>	Throughout the whole day
	Missing child				

			<ul style="list-style-type: none"> <li>• Assign children in buddies to go to toilets when the need is there</li> <li>• Ensure educators check each rest room/toilet area before children enter <ul style="list-style-type: none"> <li>• 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"> <li>• Keep a headcount</li> </ul> </li> </ul> </li> <li>• Keep a tally on timing of children going to the toilet.</li> <li>• Children to always communicate with educators about going to and from the toilets.</li> </ul>	Parents/families Children Volunteers	
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Covid-19	Illness, infections, hospitalisation, death of child/educator/adult  Community surroundings	Moderate	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	The Coordinator  Educators  Parents/families Children Volunteers	Throughout the whole day
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		<p>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.</p> <p>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</p> <p>Ensure adults are not to enter the premises if they are sick/unwell</p> <p>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</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>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</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 strongly recommended to wear PPE including gloves &amp; face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>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>		
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# Games2u - Risk Assessment for Zorbing

**Overview:** Zorbing may take place at a variety of locations including grass areas. The instructor will be internally trained for use of the equipment.

Hazard	Who may be harmed	Risk		Control Measure
		Before	After	
<b>Weather</b>				
Strong Wind	Participant	High	Low	Activity Will not commence in Strong wind at the risk of the ZORB ball running off course. The Games2u Instructor will assess the wind conditions based on force and direction on the day. Problem areas will be well known and the Instructor will assess whether the session can start/continue.
Wet Conditions	Participant and instructor.	Medium	Low	When the ground underfoot is wet there is a risk of ground debris Getting stuck to the ZORB ball and rain obscuring vision of surroundings. In the event of strong rain causing lack of vision of surroundings the event will not take place. If the ground is wet the instructor will decide whether the ground is safe enough for them to run/walk on to prevent slipping over.
Sun	Participant and instructor.	High	Low	Games2u Instructor should advise customers to wear sunscreen and carry some spare for emergencies. On very hot days the Instructor should be aware of the possibility of individuals and them self overheating and dehydration. Sunglasses are not recommended inside the ZORB so the instructor will insure the sun is not in direct vision.
Lightning/thunder/storms	Participant or Instructor	High	Low	Activity will not commence in lightening Storms. Any sign of lightning nearby and group will retire to shelter.



Ice	Instructor/participant.	High	Low	ZORBING will not occur with ice as big risk of instructors slipping and ZORB veering off course.
<b>Terrain</b>				
Grass	Instructor	High	Low	The instructor will survey the area before hand to check for foreign objects such as bottles etc to prevent puncturing the ZORB. In addition to such objects, pot holes and ditches and bumps in the soil will be looked for in order to prevent the instructor from tripping over. A area of 15 – 25 metres is needed for rolling space.
Sand/beach	Instructor/participant	High	Medium	Instructor will brief on rocks and pot holes and deep sand. Movement of the ZORB will monitored and a course will be set up away from the shoreline to prevent a sea hazard.
Strong Gradient	Instructor/participant	High	High	The activity will not take place in an area with a high gradient in order to prevent complete lack of control of the ZORB, which may lead the instructor to lose footing and the participant to fall out of the ZORB.
<b>Equipment</b>				
Correct ZORB inflation	Participant	Medium	Low	The ZORB inflation pressure will be tested before use in order to prevent the ball from bursting and causing rapid deflation, in addition to sufficient inflammation to prevent the ZORB from collapsing inwards.
Puncture	Participant	Med	Low	The instructor will carry a puncture repair kit and pump and be able to fix a puncture. If unfixable the ZORB will not be used until correctly patched up. The terrain will be checked before the ZORB is used of it for objects that may cause a puncture.
Side openings	Participant	High	Low	The side opening on the ZORB will have a inflatable plug inserted covering it so that in the event that the participant falls towards the opening the insert can stop them from falling out. The participant will be instructed on how to keep the ZORB upright so that the hole doesn't move around.

Other				
Tiredness/Fatigue	Participant	High	Low	Instructors will monitor the level of fatigue occurring in the participant. If the participant becomes too exhausted the session will stop.
Clothing	Participant	High	Low	Instructors will make a check of the clothing and accessories being worn prior to ZORBING. Loose jewellery should not be worn and long hair should be tied back. Shoes are not allowed to be worn inside the ZORB. Anything that could catch should also be removed for example watches. Constricting clothing will also not be recommended, as well as very long trousers that could cause tripping. Instructors will inform participants to remove sharp objects from pockets before ZORBING.
Glasses	Participant	Medium	Low	Glasses should not be worn inside the ZORB as they may injure the participant in the event of falling. There is also the risk of them getting broken.
Being run over by ZORB	Instructor	Medium	Low	Instructor will be trained as to prevent a situation where the ZORB may veer off course. Instructors will monitor the use of the ZORB and be able to stop if this situation arises.

Stationary Objects	Participant	Medium	Low	The instructor will survey the area prior to setting out a ZORB area for stationary objects. If the ZORB ball veers off in the direction of a stationary object then the ZORB will be stopped and the instructor will move the ZORB back on course.
Observers	Public	Medium	Low	An obvious course will be laid out in view of all to see to prevent individuals from wandering on to the course. The instructors will also monitor all surroundings and inform passer bys of what is occurring.

# Games2u - Risk Assessment for Game Theatre

Overview: Games Theatre will be at a variety of locations including grass areas. Games2u driver to ensure safety in parking of the vehicle and entry and exit of all people.

Hazard	Who may be harmed	Risk		Control Measure
		Before	After	
Entering & Lining up for usage of Game Theatre	Participant	Medium	low	Entering will be monitored by Games2u Staff. Retractable barriers to be used to ensure safe orderly queue's are in practice.
Games to be played	Participant	Medium	Low	Games2u staff will provide age appropriate games. Games2u staff will liaise with customer to what is appropriate.
Parking of Games Theatre	Participant	High	Low	Parking of Trailer by Games2u Staff will be in a secure, safe area. Witches hats will be used to mark of perimeter where necessary

## Mobile Laser Tag ( Skirmish ) Health Risk Assessment

**Playing Site:**                    Activities for Aim To Please

### **General Playing Area**

Mobile Laser Tag ( Skirmish ) can be played safely in the designated playing areas selected by Aim To Please

Specific out-of-bounds areas include:

- The interior of all buildings.
- Beneath all buildings.
- Trees, railings, ladders & verandahs.
- Close proximity to glass windows.
- Close proximity to motor vehicles or machinery.
- Close proximity to rubble piles.
- Any other specific area designated by the director on the day of play.

### Identified Physical Features noted for activities for Aim To Please, that may pose risks to players.

Specific Feature	Possible Dangers	Action Required	Risk Level
During Activity	Sunburn & dehydration, Heat Stroke	CVC Officer advised prior that water a hat & Sunscreen is needed, We supply hats & have sunscreen & first Aid kit on hand	Low to Medium
Night time Activity	Uneven ground, loose surface, gravel, sand, holes, trip hazards, puddles, sticks, Slippery surface - wet grass, Petrol Generator, Power leads, Lighting	Fill in holes, remove gravel/sand from sealed surfaces, place markers near puddles, remove sticks. Warn Players.  Generator & Petrol Containers stored away from the playing area and players at all times.  Power leads & Lights are placed in a safe area in conjunction to the playing area, players are warned to keep clear and keep a eye out for any potential trip hazards or cords.	Medium
Muster area & crowd Control	Collisions, To Many players in one area,	Warn Players, supervise, Give clear instructions to players and crowds to where is a safe spot to muster. Use of Fencing and markers for players and crowd to muster behind.	Low

**Note:** All players are briefed prior to the commencement of all games. This briefing includes the identification of known risks. All games are supervised by the operator who will remind players of risks throughout the game.

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- Trees, railings, ladders & verandahs.
- Close proximity to glass windows.
- Close proximity to motor vehicles or machinery.
- Close proximity to rubble piles.
- Any other specific area designated by the director on the day of play.

### Identified Physical Features noted for activities for Aim to Please, that may pose risks to players.

Specific Feature	Possible Dangers	Action Required	Risk Level
Fencing	Sharp wire, loose sections	Secure risky sections, warn players	Low
Field Of Play	Uneven ground, loose surface, gravel, sand, holes, trip hazards, puddles, sticks, Slippery surface - wet grass	Fill in holes, remove gravel/sand from sealed surfaces, place markers near puddles, remove sticks. Warn Players.	Medium
Edges of paths/roads, stairs	Trip hazards	Warn Players, supervise	Low
Posts – Wooden/metal	Trip hazards, collision	Place markers on posts. Warn players	Low
Trees, bushes, gardens	Sharp objects. Biting insects/spiders/reptiles	Remove obvious dangerous parts. Warn players. Declare all gardens out-of-bounds.	Low To Medium
Glass windows	Breakage if struck	Ban all playing in close proximity to glass objects, eg. Windows/Cars	Low
Vehicles/machinery/camp equipment e.g. tools etc	Collision with moving or stationary object.	Players warned to avoid all vehicles & machinery on site	Low
Buildings – Classrooms, etc...	Collision with other players at corners	Warn Players. Demonstrate safe procedure	Medium
Wild Life - animals	Ant bites, snake bites, spider bites. Attacks from birds, e.g Lapwings, Magpies	Warn Players. Set limits. Supervise	Low
Other Players	Collision	Warn players. Set limits. Supervise	Medium

Plan prepared by	Hamish McEwan	Date: 25/11/20	
Prepared in consultation with: Kerri Wickenden			
Communicated to:	All Staff		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

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