

Incursion Risk Management Plan

Incursion details			
Date(s) of Activity/Session:		Location:	NOOSH: C/ Normanhurst Public School Normanhurst Rd, Normanhurst NSW 2076
Name of Activity/Sessions:	SKATE DAY		
Proposed activities:	Art and craft activities Sport activities Games and competitions Skateboarding	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:	30 (approx.)	Number of educators/parents/volunteers	1:15
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
Using the playground equipment	Tripping, falling, bruises, scrapes, injuries or incidents	Low	Verbally and physically demonstrate to children correct use equipment if necessary	All educators	Whilst at the playground
	Social / emotional well-being	Low	Encourage and support children whilst they're engaging in play	All educators and Children	Throughout the day
Activity: Art/craft (painting skateboard)	Kids throwing paintbrushes and paint Ingesting paint Putting paint on each other's skin	<u>Low</u>	<ul style="list-style-type: none"> Avoid children getting paint on their clothes through close supervision and the use of paint smocks Aim to avoid paint getting on the child's skin, and if this occurs, wash off immediately. Be aware of children with skin allergies, other allergies and asthma/anaphylaxis Ensure plaster moulds are safe / non toxic 	Educators & children	During the session

			<ul style="list-style-type: none"> • Ensure paints are safe / non toxic 		
Equipment failure	Injury due to faulty or broken equipment	Low	<ul style="list-style-type: none"> • Check equipment on a regular basis • Purchase equipment that is well constructed and appropriate for the environment • Remove all broken equipment for repair or discard • Repair or replace faulty or broken equipment 	Educators & Children	During the session
Activity: Sport/physical activity (Stuck in the mud), lunchtime/general play	Participating in sports incursion and other outdoor activity – Risk of injury, broken bones, head injuries, sprains or strains, swollen limbs	<u>High</u>	<ul style="list-style-type: none"> • Ensure all educators are closely supervising children • Ensure children are participating in activities appropriately. • Ensure first aid supplies are close by in case medical assistance is required. • Avoid the risk of child spraining or straining muscles during cricket and running activities through close supervision and assistance as required. • Ensure appropriate instruction is given to children – stretching muscles 	Educators & children	During the session
Child behavioural challenges	Child exhibits negative behaviour towards others	Low	<ul style="list-style-type: none"> • Brief participants on rules and behaviour at start of lesson. • We have a coach who is experienced with behavioural issues to settle the child • Call parent / carer if needed 	Educators & Children	During the session
	Child tries to leave	Low		Educators & Children	During the session
Incursion Facilitator/Visitors to the centre	Illness, injury, incident, fall/trip/medical emergency, asthma/anaphylaxis/allergic reaction Child Protection Liability	<u>High</u>	<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 • 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 	Responsible Person, Educators Facilitator/visitor	Before and during the session

			<ul style="list-style-type: none"> • 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 • 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	Sunburn / burns/ infections / illness Sun stroke, dehydration	<u>Moderate</u>	<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. <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 <ul style="list-style-type: none"> • 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 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages	<u>Moderate</u>	<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 • Ensure children are seated down whilst eating or drinking 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day

			<ul style="list-style-type: none"> 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. Ensure all staff are appropriately supervising children when eating and drinking. 		
Toileting & hand washing	Slips, trips, falls, collisions, wet accidents Missing child	<u>Moderate</u>	<ul style="list-style-type: none"> <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. Children to always communicate with educators about going to and from the toilets. Educators to ensure soap is provided to children at times of washing hands. Hand sanitiser to be available at all times 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day
Injury while skating	Injury caused by debris on skate area and locking up wheels Injury from falling during lesson Injury from attempting skate obstacles Injury from conflict situation with another child	Moderate Low Moderate Low	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Certified First Aid on premises at all times First Aid Emergency Kit is suitably equipped and easily recognisable and readily accessible to educators. Ensure skate area is free of debris, use leaf blower / broom if needed Establish program safety guidelines for acceptable and safe skating Ensure all participants are wearing all pads and helmets correctly Training provided to riders during orientation Maximum 5 participants per coach ratios are maintained Coaches keep an eye out and fix poor technique and stop participants from trying stuff beyond their ability level. 	All educators & children All educators & children All educators & children All educators & coaches	

	Injury from manual handling tasks – set up of program, moving skate obstacles	Low	<p>Strictly adhere to gentle graduated learning program.</p> <ul style="list-style-type: none"> • Ensure riders are ‘spotted by coach’ when attempting new obstacles / tricks until the rider improves ability level • Use skateboard to transport obstacles to minimising lifting and bending • Charged mobile telephone with emergency contact details available to coaches • Regular communication between staff to ensure safety concerns are addressed 	All educators & children	
Emergency and Evacuation	Bomb Threat Death Earthquake Environmental Fire Flood Intruder Severe Storm	Low	<ul style="list-style-type: none"> • Conduct usual fire or lockdown safety drills • Look to fire safety and lockdown posters 		
Intruder Verbally and/or physically aggressive parent guardian and/or visitor	Communication Educators not aware of appropriate actions psychological injury to staff and/or children	Low Moderate Low	<ul style="list-style-type: none"> • Informed response to the raised alarm - emergency services contact information available to educators • Charged mobile telephone with emergency contact details available to educators <ul style="list-style-type: none"> • Educator available to accompany child/children to the toilet • Working with Children Checks in place for Coaches/educators, • Certified First Aid person present at all times • First Aid Emergency Kit is suitably equipped and easily recognisable and readily accessible to educators 	All educators & children All educators & children All educators & children	
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	High	<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 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day

- 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 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

Plan prepared by	SEAN KENNEDY	Date	18/11/2020
Prepared in consultation with:	Kerri Wickenden		
Communicated to:	All NOOSH Educators		
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.			

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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	