

Incursion Risk Management Plan

Incursion details: Art Attack Day			
Date(s) of Incursion	Friday 24 th April 2020	Location of Incursion:	Normanhurst Outside School Hours Care (NOOSH Centre) C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	<ul style="list-style-type: none"> - Mindfulness Colouring in Competition - Chalk drawing competition - Foil Easter Egg activity - Cherry Blossom paintings - Fruit Mason Jars - Create your own tree activity 	Water hazards? Yes/No If yes, detail in risk assessment below. There is no specific mass of water at the location, but the only instance of any form would be that of a puddle, flood or spillage.	
Name of Responsible Person	Tiyani Fernando	Contact number of Responsible Person:	<ul style="list-style-type: none"> - 0427177578 - 9489 0178
Number of educators/parents/volunteers	X 4 educators (x2 for am session & x2 for pm session)		
Number of children attending incursion	Approx 12-15 kids.	Educator to child ratio:	1:15 (including educator to care for children with disability/special needs)
First Aid Trained Educators (Names):	<ul style="list-style-type: none"> - Tiyani Fernando - Emmi Walker - Kerri Wickenden - Tommy Woldhuis 		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Indoor craft activities: (colouring competition, cherry blossom art, mason jar art)	<ul style="list-style-type: none"> • Tripping, falling, collisions with others • Injury/sprain/strains/ muscle aches/headache/ illness • Inhalation of fumes or chemicals from clay, paints, art and other supplies • COVID-19- students too close to each other, not maintaining appropriate social distancing measures. Scissors and associated risks in using scissors, paper cuts, hot glue gun 	Moderate	<ul style="list-style-type: none"> - Educators active supervision - Clear instructions of what is expected of the students - Active supervision of the students 	Educators and children	<ul style="list-style-type: none"> - Sporadically all day - Sporadically all day 	Moderate
		Moderate	<ul style="list-style-type: none"> - Clear instructions of how to use products 	Educators		
		High	<ul style="list-style-type: none"> - MDS safety sheets are available of all toxic /chemical substances used. - Educators vigilantly encouraging students to regularly wash their hands & maintain 1.5 metres apart. 	Educators	<ul style="list-style-type: none"> - Sporadically all day 	High
		Moderate	<ul style="list-style-type: none"> - Educators to role model this behavior. - Active supervision and clear instructions. 	Educators	<ul style="list-style-type: none"> - All day 	Low
Outdoor Activity (Chalk competition, tree yourself competition)	<ul style="list-style-type: none"> - Cuts, scraps, falls 	Moderate	<ul style="list-style-type: none"> - Ensure safety warning has been instructed to students. 	Educators and children	<ul style="list-style-type: none"> - Morning session & late afternoon session. 	Moderate

	<ul style="list-style-type: none"> - Students wandering into/ being too close to construction work on basketball court. Area that is clearly marked out of bounds. 	Moderate	<ul style="list-style-type: none"> - Have First Aid bag in respective areas with students. - Ensure children are aware area is out of bounds. - Identify said area in WHS check - Ensure children are doing the activity far from area of concern. 	Educators & Children	Morning session: Chalk activity	
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General In Centre Risks	- Sun Burn, Heatstroke, dehydration etc.	Moderate	<ul style="list-style-type: none"> - Ensure there is ample bottles of sunscreen for children to utilize - Organizing specific sessions in the day to actively reapply sunscreen. 	<p>Educators and children</p> <p>Children-directed by Educators</p>	<ul style="list-style-type: none"> - Regular opportunities will be given to children to put on hats and apply sun cream. Ideally every 4 hours there will be a sun cream application of each child. - This will be noted on the program, and also facilitated throughout the day. 	Moderate
	• Toilet Supervision	Moderate	<ul style="list-style-type: none"> - Ensure educators are actively supervising toilet areas & aware of when students have gone to the toilet. 	<p>Educators</p> <p>Children directed by Educators.</p>	<ul style="list-style-type: none"> - Throughout the day 	- Moderate
	- COVID-19	High	<ul style="list-style-type: none"> - Ensure students are regularly washing their hands / sanitizing before & after every activity - Educators to role model/ instruct students - Appropriately maintaining 1.5 metre distance between staff & students - Actively communal areas such as sign in computer area & student surfaces, such as tables. 	<p>Children & Educators</p>	<ul style="list-style-type: none"> - Throughout the day CONSISTENTLY 	- High

Eating & Drinking	<ul style="list-style-type: none"> Choking whilst drinking and/or eating 	Moderate	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During the day	Low
	<ul style="list-style-type: none"> Food Allergies 	Extreme	<p>Children’s allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt 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 & lunches during the day to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>		<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>



Risk	Benefit
<ul style="list-style-type: none">• Lost children at centre or during movement to and from different areas• Heat stroke, dehydration, sun stroke etc.• Sharing food with children with allergies• Injury from equipment / props and objects• Injury from tripping on differing surfaces	<ul style="list-style-type: none">• Development of social skills & expected behaviors when with other people of the community• Development of negotiating skills when sharing turns on equipment• Development of skills in operation of new equipment / resources• Children develop navigation skills• Children develop problem solving skills• Interacting with new people• For children to have fun!!

Plan Prepared by:	Tiyani Fernando	
Plan Reviewed by:	Kerri Wickenden	
Communicated to:	Emmi Walker Tommy Woldhuis Kerri Wickenden	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		

Risk Assessment Matrix				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed	Likelihood – is an estimate of how probable it is for the hazard to cause harm.			
Legend				
1 and 2 Extreme risk; deal with the hazard immediately				
3 and 4 Moderate risk; deal with the hazard as soon possible				
5 and 6 Low risk; deal with the hazard when able.				

