



| Incursion details:  |  |   |  |
|---|--|---|--|
| Date(s) of Incursion  | 15 <sup>th</sup> July 2020   | First aid trained staff   | Alex Whipp, Tiyani Fernando, Rachel Warner, Kerri Wickenden, Alex MJ, Tommy Woldhuis |
| Proposed activities   | Active games: Modified fruit salad, Dodgeball, Crab soccer<br>Boardgames<br>Decorate cup stack targets<br>Nerf gun games<br>Fort creation<br>Target shooting game<br>Soccer<br>Device time | Water hazards? Yes/ <b>No</b><br>If yes, detail in risk assessment below. |  |
| Number of children attending incursion  | Intended: 45   | Number of educators/parents/volunteers                                    | 5 Educators in total   |
| Educator to child ratio, including whether this excursion warrants a higher ratio?<br>Please provide details. | 1:15 (1 Extra educator due to children with disability/special needs)  |   |  |

| Risk assessment   |  |                              |   |                    |         |
|-------------------|--|------------------------------|---|--------------------|---------|
| Activity          | Hazard identified                      | Risk assessment (use matrix) | Elimination/control measures                                    | Who                | When    |
| Coronavirus risks | Transmission of germs between children | Moderate                     | Social distancing, regular hand washing, cleaning of equipment. | Staff and children | All day |

|  |   |          |   |                        |                 |
|--|---|----------|---|------------------------|-----------------|
| Active games: Modified fruit salad, Dodgeball, Crab soccer | Tripping or falling on hard surface     | High     | Staff enforcing a no running rule   | Staff and children     | Morning session |
|  | Accidental contact between players      | Low      | Reminder of children to be space conscious and social distancing in games   | Staff and children     |                 |
| Boardgames   | Choking hazard                          | Moderate | Children are reminded to not put any of the game pieces into their mouth<br><br>Children reminded to take care when cutting, do not leave scissors on the floor, do not cut if the object is attached to a person | Staff and children and | All day         |
|  | Use of scissors                         | Low      |   | Staff and children     |                 |
|  | Breakage of boardgame                   | Low      | Children are reminded to treat other's property with care   | Staff and children     |                 |
| Decorate cup stack targets (Craft activity)                | Use of scissors                         | Low      | Children reminded to take care when cutting, do not leave scissors on the floor, do not cut if the object is attached to a person   | All children and staff | Afternoon       |
| Nerf gun games   | Firing bullets into face (eyes & mouth) | Moderate | Children instructed to not aim for faces. If they keep breaking this rule they will be sat out.   | All children and staff | All day         |
|  | Accidental contact                      | Moderate | Educators will ensure there is no running during these games  |                        |                 |

|                      |   |                          |   |  |           |
|----------------------|---|--------------------------|---|--|-----------|
|                      | Trips or falls  | High                     | Educators will ensure no running during these games<br><br>Educators are first aid trained<br><br>First Aid equipment and supplies are accessible   |  |           |
| Target shooting game | Firing bullets into face (eyes & mouth)   | Moderate                 | Children instructed to not aim for faces. If they keep breaking this rule they will be sat out.   | All children and staff                               | All day   |
| Fort creation        | Risk of unsteady structure leading to something falling on the child<br><br>Potential sharp edges leading to children colliding with hard objects | Moderate<br><br>Moderate | Children reminded to not use heavy items off the ground. Use of sheets and pillows as soft materials.<br><br>Staff supervising to watch the creation and ensure there are no dangerous items sticking out | All children and staff<br><br>Staff                  | Afternoon |
| Device time          | Risk of device braking<br><br>Risk of device being stolen   | Moderate<br><br>Moderate | Device time is to be supervised and children are to sit down whilst using devices.<br><br>Devices will be labelled with a sticker upon arrival and collected and stored in a container when not in use.   | All children and staff<br><br>All children and staff | All day   |
| Soccer               | Risk of trips and falls   | Moderate                 | Staff watch for dangerous behaviour, no slide tackles rule.   | All children and staff                               | All day   |

|  |  |   |  |  |   |
|--|--|---|--|--|---|
|  | <p>Player collisions</p> <p>Ball hitting face</p>                          | <p>Moderate</p> <p>Moderate</p>             | <p>Children encouraged to space out and be spatially aware</p> <p>Children encouraged to keep the ball down below head height</p>  | <p>All children and staff</p> <p>All children and staff</p>                  |   |
| Using the toilets                        | <p>Children using toilets at NOOSH</p> <p>Missing child</p> <p>Hygiene</p> | <p>Moderate</p> <p>High</p> <p>Moderate</p> | <p>Children to go in small groups of same gender</p> <p>Educators to account for when children go to and from the toilets</p> <p>Communication procedures and supervision in place</p> <p>Children encouraged to follow proper hand washing procedures</p> | <p>All educators</p> <p>All children &amp; educators</p> <p>All children</p> | <p>Whilst using toilets</p>                                     |
| Food allergies/<br>anaphylaxis reactions | <p>Children with an allergy /anaphylaxis being exposed to allergens</p>    | <p>High</p>                                 | <p>Staff are to be aware of children with allergies</p>  | <p>All children and staff</p>  | <p>Lunch, morning tea, afternoon tea, breakfast, late snack</p> |
| Sun Safety                               | <p>Sun burn</p>  |   | <p>Children to wear hats</p> <p>The centre provides suncream</p> <p>There are scheduled opportunities during the day for children to apply suncream</p> <p>Wear appropriate children can sit in the shade</p>  | <p>All children</p>  | <p>Throughout the day</p>                                       |

|                   |   |  |  |              |                    |
|-------------------|---|--|--|--------------|--------------------|
|                   |   |  | Educators to role-model<br>Follow SunSmart Policy<br>/UV ratings   |              |                    |
| Dehydration       | Fainting, dizziness,<br>fatigue, illness                    |  | Children to bring water<br>bottles as communicated<br>on program<br><br>The centre has drinking<br>water accessible to<br>children<br><br>Regular breaks are<br>provided for children to<br>have water<br><br>Wear appropriate<br>children can sit in the<br>shade | All children | Throughout the day |
| Eating / drinking | Allergies /anaphylactic<br>reactions<br><br>Choking hazards |  | Children to sit whilst<br>eating<br><br>Educators are aware of<br>children's dietary and<br>medical needs<br><br>Wear appropriate<br>children can sit in the<br>shade<br><br>Educators to role-model<br>appropriate behaviours<br>whilst eating                    | All children | Throughout the day |

|                                |                          |               |  |
|--------------------------------|--------------------------|---------------|--|
| Plan prepared by :             | Alex Whipp               | Dylan Coleman |  |
| Prepared in consultation with: | Kerri Wickenden          |               |  |
| Communicated to:               | All educators on the day |               |  |

Venue and safety information reviewed and attached

Yes / No Comment if needed: N/A

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

### 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         |