

Epping North OSHCP

Incursion Risk Assessment

Incursion Details			
Dates of Incursion	5.10.2023	Incursion Location:	Epping North Public School Oval
Incursion Times:	Activity scheduled for 10am - 12pm		
Proposed Activities	Children learn how to do Archery with trained coaches at the centre	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 60 Actual:	Number of educators/parents/volunteers	Estimated: 6 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 Ratio as per normal in centre ratio- no higher staffing requirements needed.		
Educators on excursion (Names):	Educator Training:	Educators Contact Details (to be completed on staff copy of RA only):	Educators to Sign once they have read & understood the Risk Management Plan:
* TBC * TBC * TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC * TBC * TBC	* * * * * *	* * * * * *
Plan Prepared By:	Jake Marsden	Date Prepared:	24.8.2023
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Excursion Checklist

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| <input type="checkbox"/> Pack First Aid Kits incl tissues, hand sanitiser, sick bags | <input type="checkbox"/> PRIOR Excursion hats worn by each child |
| <input type="checkbox"/> Pack Roll of Children attending excursion and contact numbers | <input type="checkbox"/> PRIOR All children checked for food applicable and full water bottle |
| <input type="checkbox"/> Pack List of Medical information for each child attending excursion | <input type="checkbox"/> PRIOR Wristbands to be worn by all children |
| <input type="checkbox"/> Pack Camera + Mobile phone with battery | <input type="checkbox"/> PRIOR Conduct Roll call prior to excursion and give instructions |
| <input type="checkbox"/> Pack Medication and Action Plans for each child with a Medical Condition | <input type="checkbox"/> PRIOR check permission notes are signed |
| <input type="checkbox"/> Pack Sunscreen | <input type="checkbox"/> PRIOR Put children into groups if necessary |
| <input type="checkbox"/> Pack walkie talkies (1 per educator) | <input type="checkbox"/> PRIOR Centre Phone on divert to RPD mobile (*21 phonenum ber #)
undivert #21# |

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Archery	Faulty / Broken Equipment	High	Children will be instructed to report faulty or broken equipment to educators or incursion staff to ensure it is not dangerous and it can be fixed/replaced.	Children	Anytime during activity	Moderate
Archery	Struck By Arrow	Extreme	Prior to activity, rules of the activity will be explained to the children to ensure the risk of being struck by an arrow is removed. Rules such as only shooting forward at the targets, ensuring all participants have stopped firing before children can collect arrows and also the proper firing technique. Activity can be modified depending on age group of the children and educators will endeavour to put similar aged children in groups. Educators and instructions will supervise and instruct activity and children who do not follow the safety instructions will miss out on participation.	Archery Instructors and educators	Prior to activity, during activity.	Moderate
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	<p>UV rating will be checked prior to Incursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre</p> <p>Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre, or will be directed to play inside until sun protection is no longer is recommended.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<p>Where the weather places children at risk that Responsible Person on Duty / Nominated Supervisor / Committee believe cannot be mitigated appropriately, the activity will be cancelled</p> <p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above,</p>	<p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p> <p>Educators</p>	<p>early decision to be made COB day prior to excursion, final decision on morning of excursion</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	
General	Wet Weather	Moderate	<p>Where possible, incursions will be planned and organised a back up plan in the event of rain. Other areas within the school will be sought such as additional classroom space or undercover space such as the COLA or Hall and the activity may be modified to accommodate these areas. In the event this is not possible and the activity is too risky to continue, the activity will be cancelled or postponed to a later date.</p>	<p>Nominated Supervisor / Responsible Person in conjunction with Incursion Staff</p>	<p>Prior to activity, during activity if conditions change.</p>	Low
General	Serious injury to a staff member, child or visitor	Moderate	<p>Where a staff member/child or visitor has suffered a serious injury, one staff member trained in first aid will render assistance if required, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance.</p>	Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Child Protection Issues with members of the Public	High	Children will never be left alone with members of the public without supervision. Nominated Supervisor will ensure that all visitors and incursion staff will have a Working with Children Check that has been checked and is valid.	Educators	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Child Protection issues with members of the public	* Exercise and physical activity
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Peer bonding
* Being struck by arrow	* Emerging interest in Sports, unique sport children may not have done before
* Difficulty of participation for younger children	* Building persistence, focus and resilience
* Injury from broken/faulty equipment	* Risky play, ensuring children take ownership of their safety and the safety of their peers.
	* Developing hand eye coordination

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