

Epping North OSHCP

Incursion Risk Assessment

Incursion Details			
Dates of Incursion	8th January 2024	Incursion Location:	Epping North Public School
Incursion Times:	Activities scheduled for 10am- 4pm		
Proposed Activities	Children will be participating in water activities such as a slip and slide, splash tower and water balloons	Water Hazards?	Yes/No
		If yes, detail in risk assessment below	
Name of RPD	Kareena Simpson	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 60 Actual:	Number of educators/parents/volunteers	Estimated: 5 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:	Megan Brook	Date Prepared:	21/11/2023
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	
<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
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 recommended.</p> <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>Educators and children</p> <p>Children-directed by Educators</p> <p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p> <p>Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</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>	Moderate
General	Wet Weather	Moderate	<p>Where possible, incursions will be planned and organised with 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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Serious injury to a staff member, child or visitor	Moderate	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.	Educators	During excursion	Low
Splash Tower	Children getting sick from being in wet clothes for an extended period of time	Low	Children will be asked to bring a change of clothes and towel for the water day. The children will be encouraged to get changed once they think they have finished playing in the water to prevent them from getting cold if they keep changing clothes. Educators will explain how the splash tower works, and ensure the children are aware they will get wet if they choose to participate. Educators will be supervising the area and ensuring all children are following instructions and behaving appropriately. Educators will monitor the amount of water in the bucket and ensure that small buckets will be used and educators will monitor constantly to reduce the risk.			

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Slip and Slide	Collision injury	Moderate	Children will be instructed to go max 2 at a time down the slip and slide. Children will be using inflatables which will act to reduce impact if a collision were to occur. Children will be supervised at all times and reminded to move off the slip and slide quickly. Children will be instructed not to begin sliding until the slide is completely clear of the previous sliders. Educators will monitor the activity and ensure that all children are following directions and behaving appropriately. Any children not following instructions or acting in a manner likely to cause harm to self or others will miss out on the activity	Educator	During Activity	Low
Water games	Drowning from buckets/ hoses	Extreme	The Educators will use the hose and small buckets of water to fill up water activities such as the slip and slide and splash tower. Educators will supervise the buckets used to eliminate risk of drowning. Educators will use small buckets that children cannot fit inside, and monitor the children's interactions with the buckets. Filled buckets will not be left unsupervised.	Educators	Prior to activity, during activity	Moderate
Water games	Head injuries while playing with water balloons and water blasters	High	Children will be instructed to avoid shooting water pistols and water balloons at other children's heads to minimise risk of head injuries. Children who are intentionally not following instruction will miss out on the activity.	Educators	During activities	Moderate
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 excursion staff will have a Working with Children Check that has been checked and is valid.	Educators	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Tripping/falling/contact injury	* Exercise and physical activity
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Peer bonding
*Children becoming ill due to remaining in wet clothes	*Connect with a quintessential Australian summer experience
* Child Protection issues with members of the public	*Cool down in hot weather

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

