

# Epping North OSHCP

## Incursion Risk Assessment

Incursion Details			
<b>Dates of Incursion</b>	26th April 2024	<b>Incursion Location:</b>	Epping North Public School Hall
<b>Incursion Times:</b>	Activity scheduled for 10am - 11:30am		
<b>Proposed Activities</b>	Children enjoy silent disco incursion at the school hall	<b>Water Hazards?</b> If yes, detail in risk assessment below	Yes/ <b>No</b>
<b>Name of RPD</b>	Kareena Pearce	<b>Contact Number of RPD</b>	02 9868 5690
<b>Number of children attending excursion</b>	Estimated: 60 Actual:	<b>Number of educators/parents/volunteers</b>	Estimated: 5 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</b>	1:15 Ratio as per normal in centre ratio- no higher staffing requirements needed.		
<b>Educators on excursion (Names):</b>	<b>Educator Training:</b>	<b>Educators Contact Details (to be completed on staff copy of RA only):</b>	<b>Educators to Sign once they have read &amp; understood the Risk Management Plan:</b>
* TBC * TBC * TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC * TBC * TBC	* * * * * *	* * * * * *
<b>Plan Prepared By:</b>	Jake Marsden	<b>Date Prepared:</b>	14/03/2024
<b>Additional Venue Information:</b>	Yes-attached/ <b>No</b>		
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"/> <b>Pack</b> First Aid Kits incl tissues, hand sanitiser, sick bags	<input type="checkbox"/> <b>PRIOR</b> Excursion hats worn by each child
<input type="checkbox"/> <b>Pack</b> Roll of Children attending excursion and contact numbers	<input type="checkbox"/> <b>PRIOR</b> All children checked for food applicable and full water bottle
<input type="checkbox"/> <b>Pack</b> List of Medical information for each child attending excursion	<input type="checkbox"/> <b>PRIOR</b> Wristbands to be worn by all children
<input type="checkbox"/> <b>Pack</b> Camera + Mobile phone with battery	<input type="checkbox"/> <b>PRIOR</b> Conduct Roll call prior to excursion and give instructions
<input type="checkbox"/> <b>Pack</b> Medication and Action Plans for each child with a Medical Condition	<input type="checkbox"/> <b>PRIOR</b> check permission notes are signed
<input type="checkbox"/> <b>Pack</b> Sunscreen	<input type="checkbox"/> <b>PRIOR</b> Put children into groups if necessary
<input type="checkbox"/> <b>Pack</b> walkie talkies (1 per educator)	<input type="checkbox"/> <b>PRIOR</b> Centre Phone on divert to RPD mobile (*72mobilenumber #) <b>*720298685690#</b>

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 is 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 &amp; 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	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.	Nominated Supervisor / Responsible Person in conjunction with Incursion Staff	Prior to activity, during activity if conditions change.	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
Silent Disco	Faulty/broken equipment	Extreme	Children will be instructed to report any faulty or broken equipment to the incursion staff to ensure dangerous or faulty products are not being used. Incursion staff will ensure all products are checked prior to being used. Children will be instructed to treat equipment with respect and children who fail to do so may miss out in participating in activities.	Educators, children and incursion staff	Prior to activity, during activity	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 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
* Tripping/falling/contact injury	* Exercise and physical activity
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Peer bonding
* Sports injury	* Emerging interest in Sports, building on current skills in Basketball
* Child Protection issues with members of the public	* Challenging children through their knowledge of a well known skill but learning it in a different way.
	* Developing empathy and understanding of people with disabilities, difficulties they can face and tolerance of others.

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