

Normanhurst West OSHC

Skate Now Incursion - Risk Assessment Plan [Winter VC 2019 – 8th July]

Centre Details		
CENTRE ADDRESS	NORMANHURST WEST OSHC (IN NORMANHURST WEST PUBLIC SCHOOL) Cnr Sefton & Dartford Rd Thornleigh 2120	
PHONE NUMBER	9484 4412	
Name of Incursion RPD/Leader	TBD	
EDUCATOR TO CHILD RATIO.	Mainstream Ratio = 15 children: 1 Educator	
FIRST AID TRAINED EDUCATORS:	All staff	
Checklist		
<input type="checkbox"/> Helmets for each child doing the activity	<input type="checkbox"/> Cones	
<input type="checkbox"/> First Aid Kits	<input type="checkbox"/> Camera	
<input type="checkbox"/> Skating Equipment	<input type="checkbox"/> Skating Safety Gear (additional to helmets)	
<input type="checkbox"/> Children wearing enclosed shoes		

Hazard identified	Risk assessment (use matrix)	Elimination/Control Measures	Who	When
Trip and slip hazards from course	Moderate	<ul style="list-style-type: none"> Chosen course will have a flat surface at either the COLA or Basketball Court. (To be decided on the day.) The area will be swept/picked up to remove any hazards to course. If windy, the course will be done in COLA and modified to minimise risk from being blown over by wind. If any severe wind or weather warnings, incursion will not go ahead. 	Educators/Skate Now Staff	On Shift – At Centre
Injury from fall and use of equipment	Moderate	<ul style="list-style-type: none"> Equipment inspected before use. Any faulty equipment reported to Skate Now staff and not used as part of the incursion. Children will be guided by Skate Now staff to stay at their level and not go beyond, to minimise falling on harder courses. First Aid kits will be kept nearby to assist in any injury. All children will be required to wear protective gear during the activity. Children will be unable to participate until all required gear is being worn. Children will be reminded to remove gear after they have finished the activity and are away from the activity area. Ramps will be supervised and packed away when not in use/supervised. Skate Now staff will advise if a child is allowed on a ramp. Cones will be placed around any hazards that cannot be moved or occur during the activity. 	Educators/Children/ Skate Now Staff	On Shift – At Centre

Misuse of equipment	Moderate	<ul style="list-style-type: none"> Skate Now staff will do an induction explaining what equipment is used and how the equipment is put on. Any children who do not adhere to the Skate Now staff rules will not participate in the incursion. 	Educators/Children	On Shift – At Centre
Exhaustion	Moderate	<ul style="list-style-type: none"> Children will take turns on using the equipment to reduce exhaustion from the activity. If Skate Now staff or Educators notice a child looking exhausted, will suggest a break to the child or amend the activity to suit. 	Educators/Children/ Skate Now Staff	On Shift – At Centre
Students Hit By Skate Now Van	High	<ul style="list-style-type: none"> Children will be removed from the activity area into another area before the Skate Now staff pack-up and remove their Van from the activity area. 	Educators/Children/ Skate Now Staff	On Shift – At Centre

Plan prepared by:	Benjamin Caswell		
Date: 25 th May 2019	Amended with Skate Now Risk Assessment Items 28 th May 2019		
Communicated to:	Staff, Children, Skate Now Staff		
Venue and safety information reviewed and attached			
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Factor Matrix						
CONSEQUENCE						
L I K E L I H O O D		Insignificant	Minor	Moderate	Major	Catastrophic
	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