

# NWOOSH Vacation Care

## Incursion Risk Assessment

Incursion Details			
Dates of incursion	Wednesday 9th October		
Departure and Arrival Times	N/A		
Proposed Activities	Enjoy a magic incursion with a performance, teaching of some tricks and take home materials	Water Hazards?	Yes/ <b>No</b> If yes, detail in risk assessment below
Method of transport, including proposed route	N/A		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
Plan Prepared By:	Blake Jervis	Date Prepared:	25th August 2019
Additional Venue Information:	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"/> 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, sick bags	<input type="checkbox"/> walkie talkies (1 per educator)
<input type="checkbox"/> Camera	

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
During Magic Incursion	Choking on Balloons or small items	Moderate	Children will be reminded not to put anything in their mouths if it's a prize or prop. If children use Balloons in activities, A Balloon pump will be present. Staff will be monitoring groups of children to ensure childrens safety.	Educators & Children	During Incursion	Low
During Magic Incursion	Tripping over wires & props	Moderate	Magician will have adequate space to set up, towards the back of the room so no children have access. Magician will have a closed off space to avoid children or staff tripping over props or wires. The space will only be entered by a child, if requested by performer.	Educators & Staff	During Incursion	Low
During Magic Incursion	Magic Props accidentally gets thrown hitting a child or staff member	Moderate	Children and staff will be seated at an appropriate distance away from performer to ensure no props could accidentally hit a staff member or child.	Educators and children	During Incursion	Low
General	Child Protection	High	Children will never be left alone with members of the incursion without supervision. All Educators hold WWCC as do venue staff.	Educators	During Incursion	Low
During Magic Incursion	Injury caused by falling objects	High	Incursion provider to ensure backdrops, tables and props are secure. Educators to ensure children do not go into the performance area unless invited by the performer	Incursion provider and educators	Prior to and at the commencement of incursion	Low
During Magic Incursion	Balloon ruptures causing concern for those with sensory issues	Low	Children will be informed of the possibility of balloon ruptures, and are advised to stand back whilst the balloon is being inflated.	Educators	At commencement of balloon activity	Low

## Risk Benefit Analysis

Risk	Benefit
* Choking on balloons or small items	* To Explore new Activities
* Injury from a magic propr inadvertantly thrown	* To further develop childrens interest in magic based activities
* Child Protection issues with members of the public	* Fun and Recreation
* Injury to children or staff from slips / trips / falls / falling objects	* to use inquiry and curiosity to find out how tricks work
* Balloon ruptures causing sensory issues	* To use imagination and performance skills (such as confidence) to develop and perform tricks

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