

# Task Risk Assessment: incursion programs

## Property location

School incursion programs

## Last updated

21/06/23

## Additional supporting documentation

- Child safe Policy Commitment and Code of Conduct
- Mandatory Reporting – Child Protection Policy
- COVID Safe plan - Education

## Task Risk Assessment

Identified safety risk	Inherent Risk Rating	Action Plan	Emergency Strategy	Residual Risk Rating
Child physical, mental or sexual assault or abuse – staff witnessed, suspected or child reported	B3 Medium	<ul style="list-style-type: none"> <li>All Education Facilitators have Working with Children checks</li> <li>All Education Facilitators are trained in Child Safe standards</li> <li>All Education Facilitators are familiar with Child Safe code of conduct</li> <li>All Education Facilitators are trained in Mandatory Reporting and Child Protection policy</li> </ul>	Follow procedure as outlined in Child Protection Policy	B1 Low
Contracting COVID -19	C3 Medium	<ul style="list-style-type: none"> <li>Follow COVID Safe Plan – Education</li> <li>Summarised:</li> <li>It is best practice that all visitors 18 years and over be double vaccinated against COVID-19</li> </ul>	Follow procedure as outlined in COVID Safe plan - Education	C3 Medium

		<ul style="list-style-type: none"> <li>Where appropriate, masks should be worn indoors to minimise risk.</li> </ul>		
Squashed/jammed finger in doors or other moving parts	D2 Medium	<ul style="list-style-type: none"> <li>Facilitator to include in safety talk a warning to be cautious of incursion boxes</li> </ul>	<ul style="list-style-type: none"> <li>School supervising teachers are required to apply necessary first aid</li> <li>Call Ambulance on 000 if injury requires hospitalisation</li> <li>If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>Property Manager to notify NTAV P &amp; C Team</li> <li>Supervising teachers to notify school and parents if required</li> </ul>	E1 Low
Injury caused from handling incursion materials	D3 Medium	<ul style="list-style-type: none"> <li>Facilitators to warn students of potential risk</li> <li>Facilitators and program developer to ensure that no dangerous materials are included in the activity</li> </ul>	<ul style="list-style-type: none"> <li>School supervising teachers are required to apply necessary first aid</li> <li>Call Ambulance on 000 if injury requires hospitalisation</li> <li>If hospitalisation occurs, Education Facilitators to notify Property Manager</li> </ul>	E2 Low

			<ul style="list-style-type: none"><li>• Property Manager to notify NTAV P &amp; C Team</li><li>• Supervising teachers to notify school and parents if required</li></ul>	
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## Potential consequence & likelihood of the risks associated with the hazard

Consequences			Likelihood		
Rating	Description		Rating	Description	
A	Extreme	Single or multiple fatalities, or permanent disability.	5	Almost Certain	Risk will occur in most circumstances; at least once every year.
B	Major	Extensive injury or physical illness requiring hospitalisation; mental illness requiring ongoing treatment; lost time injury > 1 week.	4	Likely	Risk is likely to occur in most circumstances; once every 1 - 5 years.
C	Moderate	Significant injury or physical illness requiring hospitalisation; mental illness requiring treatment; lost time injury < 1 week.	3	Possible	Risk might occur at some time; once every 5 - 20 years.
D	Minor	Injury or physical illness requiring medical treatment; mental illness requiring treatment; not a lost time injury.	2	Unlikely	Risk is unlikely to occur; once every 20 - 50 years.
E	Insignificant	Injury or physical illness resulting in local first aid treatment (i.e. minor bruises, cuts, abrasions); mental illness not requiring treatment.	1	Rare	Risk may occur only in exceptional circumstances; Once in 50 years or greater.

## Task Risk Assessment Matrix

	Consequence				
Likelihood	E	D	C	B	A
5	Medium	Medium	High	Extreme	Extreme
4	Medium	Medium	Medium	High	Extreme
3	Low	Medium	Medium	Medium	High
2	Low	Low	Medium	Medium	Medium
1	Low	Low	Low	Medium	Medium