

Risk Assessment:
(see Risk Assessment Matrix below)

In Centre details: <u>NOOSH'S EASTER SHOW!</u>			
Date of Activity:	Tues 14 th April	Location:	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	<ul style="list-style-type: none"> Crafts Relay races Easter Parade/show Making chocolate moulds/chocolate covered strawberries Sports/games 		Water hazards? Yes/No If yes, detail in risk assessment below.
Name of Responsible Person	Kerri Wickenden		Contact number of Responsible Person: 9489 0178 0437 712 178
Number of educators/ parents/ volunteers	Estimated: 2-4 Educators		
Number of children attending:	Estimated: 10-20 children	Educator to child ratio, including whether this excursion warrants a higher ratio?	1:15 Then extra educator for child with additional needs
First Aid Trained Educators (Names):			
In Centre checklist			
<input type="checkbox"/> First aid kits (one per senior educator)	<input type="checkbox"/> List of adults participating in the incursion		
<input type="checkbox"/> List of children attending the incursion	<input type="checkbox"/> Phone – Centre phone on divert to RPD mobile phone		

<input type="checkbox"/> Contact information for each child (hard and soft copies)	<input type="checkbox"/> Medication for each child with a medication condition
<input type="checkbox"/> Medical information for each child downloaded to phone	<input type="checkbox"/> Risk Assessment from Incursion Provider
<input type="checkbox"/> Walkie Talkies (two)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)

Risk assessment					
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Activity	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Easter Crafts: Hats/baskets Egg dyeing	5	Panting, glue, scissors Risk of allergies, cutting skin, skin reactions, injuries Ensure Adequate supervision and assistance is given List of children with allergies/medical conditions Educators aware of all children's allergies and needs	Children	Morning session	Unlikely, 5
Making Chocolate moulds/ chocolate strawberries	5	Cooking, hot substances/liquids, food allergies/anaphylaxis, cross contamination of foods/products Burning/scalding skin, skin allergies, food allergies/anaphylaxis Hygiene & Health: Risk of disease/infection/sickness/illness Ensure all food surfaces and equipment is cleaned and sanitised Ensure children & educators wash hands before and after activity	Children & Educators	After Lunch	Unlikely, 5

		Provide gloves and face masks where appropriate			
Sport/games	4	<p>Injuries, illness, incidents</p> <p>Falling, collisions, tripping, abrasions, head injuries, sprains or strains, broken bone/fractures</p> <p>Adequate & active supervision of children</p> <p>Safe and appropriate equipment to be used</p> <p>First Aid equipment accessible</p>	Responsible Person & Educators	Throughout the day	Likely, 4

Risk	Benefit
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<p>Injuries, illness, incidents</p> <p>Falling, collisions, tripping, abrasions, head injuries, sprains or strains, broken bone/fractures</p> <p>Cutting of skin</p> <p>Skin irritations, allergic reactions/anaphylaxis</p>	<p>Children will feel confident and grow in self esteem to show off their fashionable Easter hats and baskets</p> <p>Children will feel confident to express themselves through creativity and displaying their works of art/crafts</p> <p>Children will investigate and explore through problem-solving and going on an Easter Egg hunt</p> <p>Children will hypothesise and use judgement and science exploration whilst participating in the cooking activity</p>
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Plan Prepared by:	Person(s) <i>Kerri Wickenden</i>	Date <i>03/04/2020</i>
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Plan Reviewed by:		
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Communicated to:	To educators on the shifts throughout the day
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Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Assessment Matrix

<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is how seriously a person could be harmed

Likelihood – is an estimate of how probable it is for the hazard to cause harm.

Legend

1 and 2 Extreme risk; deal with the hazard immediately

3 and 4 Moderate risk; deal with the hazard as soon possible

5 and 6 Low risk; deal with the hazard when able.