

**Risk Assessment:  
(see Risk Assessment Matrix below)**

InCentre details: <u>Plaster Painting &amp; Fossil Dig</u>			
Date(s) of Activity:	20/04/20	Location(s) NOOSH Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	Cooking, painting etc		Water hazards? Yes/No If yes, detail in risk assessment below.
Name of Responsible Person	Kerri Wickenden		Contact number of Responsible Person: 9489 0178
Number of educators/parents/volunteers	2		
Number of children attending excursion	5	Educator to child ratio, including whether this excursion warrants a higher ratio?	1:15 (including educator to care for children with disability/special needs)
First Aid Trained Educators (Names):	Kerri Wickenden, Rachel Warner, Alex Whipp		
Excursion checklist			
<input type="checkbox"/> First aid kits (one per educator)	<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> List of children attending the excursion	<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"/> Excursion T-shirts for each child and educators to wear uniform and name tag		
<input type="checkbox"/> Walkie Talkies (two)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)		
Risk Assessment			

Activity	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Handling of frozen 'dino eggs' –  skin allergies/ irritations/ anaphylaxis	Moderate	Children wear gloves, educators closely supervise and assist children where necessary  Children wash hands before and after activity	Educators	Before and during the activity	Low
Missing children	High	Visual head counts at regular intervals roll call, ensuring children are with an educator at all times  Educators communicate with one another on children's transitions and whereabouts	Educators	During each session	Medium
Toileting	Medium	Ensure educators stand outside the bathroom and that children enter with at least one other person. Ensuring the safety of children in the presence of strangers  Refer to Centre Toilet Procedure & Supervision Policy & Procedure	Educators	On the day	Low
Trip hazards/ falls/collisions	Medium	Notify children of hazards when they arise  Mark boundaries  Encourage safe and reasonable play  Tape down areas which could potentially be a trip hazard (e.g. cords, mats, carpet)	Educators	Before the session & throughout the day	Low
Play equipment-  falls, bruises, abrasions/ scrapes/ scratches, broken bones	Medium	A thorough WHS / hazard checklist has been performed by educators.  Eliminate potential risks before children use equipment.  Talk to children about being safe and reasonable being on the equipment, close supervision and active supervision	Educators	Before the activity and during the activity	Low

		<p>Physically demonstrate use of equipment if necessary, role model and monitor children's use.</p> <p>First Aid kits accessible to educators</p>			
<p>Cooking activities –</p> <p>cross contamination of foods, allergies, anaphylaxis, burns/scalds, skin cuts</p>	Medium	<p>Educators to cut up fruit, children directed to use tooth picks safely and with guidance. Educators to closely supervise and assist children where necessary</p> <p>Wear gloves/protective gear</p> <p>Wash hands before and after activity</p> <p>Ensure all food areas and surfaces are cleaned and sanitised before, during and after activity</p>	Educators	Before & during the session	Low
<p>COVID-19 –</p> <p>Illness, hospitalisation/ death</p>	High	<p>Ensure to follow Centre's Covid-19 Policy and procedure</p> <p>Communicate with families as soon as a child shows symptoms of cold/flu</p> <p>Follow NSW Health advice and updates</p> <p>Maintain centre's cleaning, health and hygiene practices</p> <p>Regular handwashing of children and educators hands</p> <p>Maintain social distancing of children, educators and visitors at the centre (1.5mt distance). Visually mark areas on floor surfaces and grounds</p> <p>Liaise with school body and relevant health authorities</p>	The Responsible Person, Educators & Children	Before and during the session	Likely, 1-2

Risk	Benefit	
Skin allergies/ irritations/ anaphylaxis  Cross contamination of foods, allergies, anaphylaxis, burns/scalds, skin cuts  Bruises, abrasions/ scrapes/ scratches, broken bones, trps, falls/collisions  Missing children  COVID-19	Children will explore through a range of mediums such as plaster and painting  They will be able to feel confident in expressing themselves and exploring through creative and imaginative play  They will be able to enhance their gross motor skills on fixed play equipment, through a range of physical games and through spatial awareness.  They will further develop their appreciation of science and discovery through cooking activities.	
Plan Prepared by:	<i>Rachel Warner</i>	<i>Date</i> <i>31/3/20</i>
Plan Reviewed by:	Kerri Wickenden	<i>8/4/20</i>
Communicated to:	Educators on shifts throughout the day	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		

<b>Risk Assessment Matrix</b>				
<b>How serious could the injury be?</b>	<b>How likely is it to be that serious</b>			
	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
<b>Severity</b> – is how seriously a person could be harmed	<b>Likelihood</b> – is an estimate of how probable it is for the hazard to cause harm.			
<b>Legend</b>				
<b>1 and 2</b> Extreme risk; deal with the hazard immediately				
<b>3 and 4</b> Moderate risk; deal with the hazard as soon possible				
<b>5 and 6</b> Low risk; deal with the hazard when able.				