

InCentre Risk Management Plan

In Centre details: 80s Movie Day

Date(s) of In Centre Activity:	27/04/20	Location of In Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School, Normanhurst Rd. Normanhurst 2076
Proposed activities	<ul style="list-style-type: none"> • Movie watching • Craft activities • Outside play 	Water hazards? Yes/No If yes, detail in risk assessment below. There is no specific mass of water at the location, but the instance of any form of puddle or flood or spillage.	
Name of Responsible Person	Kerri Wickenden	Contact number of Responsible Person:	9489 0178 0409 457 758
Number of educators/parents/volunteers			
Number of children attending InCentre		Educator to child ratio, including whether this excursion warrants a higher ratio?	1:14 (including educator to care for children with disability/special needs)
First Aid Trained Educators (Names):	Kerri Wickenden, Tiyani Fernando, Rachel Warner		
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 (one for each educator)		<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Craft	Allergy to Glue	Extreme	Don't allow children who are allergic to participate in activity. Wear paint smocks and gloves A list of children with specific needs such as allergies/intolerances and other medical needs is displayed at the Centre (confidentially). Ensure all children wash their hands before and after activity.	Children	During Activity	Moderate
	Splinters Stabbing or cutting from popsticks	Moderate	Avoid cutting or breaking the paddle pop sticks. Children will be instructed on the correct use of all supplies and tools as required.	Children		
movie screening times	Children fighting due to fight or flight response (emotional)	Low	Tell children to keep calm Remind them the activity is only a movie	Children and educators	During activity	Low
	Children absconding building due to fear (emotional)	Low	Comforting child who is displaying fear prior to behavior presenting. Discussion with parents prior to activity to see if child may have fears			low
Using Paper / using scissors/ craft/art craft activities	Tripping, falling, collisions with others	Moderate	Safety warning don't run.	Children and Educators		Moderate
	Paper cuts	Low	Tell children to work slowly			
	Sticky tape getting stuck to skin - hurts when taking off	Low	Avoid placing sticky tape directly on skin			
Outdoor play	Allergic Reaction to plants, pollen, soil, paint.	Moderate	Do not allow children with allergies to participate in activity, or to touch. Ensure all children wash their hands before and after activity Children will be instructed on the correct use of all supplies and tools as required.	Children and Educators		Moderate
	Ingestion of soil	Moderate	Ensure all children wash their hands before and after activity Children will be instructed on the correct use of all supplies and tools as required.	Children and Educators		
	Tripping, falling, collisions with others	Moderate	Safety warning, don't run.	Children and Educators		
General	Sun Burn, Heatstroke, dehydration etc.	Low	Children and staff will be expected to wear hats at all times. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre. Children will be checked for drink bottles and asked to ensure all are filled throughout the day. Educators will ensure shaded play areas and indoor alternatives are available to children. Sunscreen will be applied to each child, where permission has been given.	Educators and children Children- directed by Educators Educators Children directed by Educators.	Regular opportunities will be given to children to put on hats and apply sunscreen. Ideally every 4 hours there will be a sunscreen application of each child. This will be noted on the program, and also facilitated throughout the day.	Low

Eating & Drinking	Toilet Supervision	Low	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.	Educators		Low
	Choking whilst drinking and/or eating	Moderate	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During the day	Low
	Food Allergies	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue. Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service. Children's will be asked about their morning tea & lunches during the day to ensure no nuts or any other related allergy products are contained.	Educators and Parents Children, directed by educators	At meal times	Low
Risk			Benefit			
<ul style="list-style-type: none"> Lost children at centre or during movement to and from different areas <ul style="list-style-type: none"> Heat stroke, dehydration, sun stroke etc. Sharing food with children with allergies Injury from equipment / props and objects Injury from tripping on differing surfaces 			<ul style="list-style-type: none"> Development of social skills & expected behaviours when with other people of the community <ul style="list-style-type: none"> Development of negotiating skills when sharing turns on equipment Development of skills in operation of new equipment / resources <ul style="list-style-type: none"> Children develop navigation skills Children develop problem solving skills <ul style="list-style-type: none"> Interacting with new people For children to have fun!! 			
Plan Prepared by:		Megan Pearce		3 rd April 2020		
Plan Reviewed by:		Kerri Wickenden				
Communicated to:						
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.						