

In Centre Risk Management Plan

In Centre details:			
Date(s) of In Centre Activity:	In Centre	Location of In Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	Pyjama day – children wearing their pyjamas Making Pizzas (Cooking activity) Making facials Face masks Painting nails Fort-making (physical activity & pretend-play) Lego mazes (construction and problem-solving) Crafts Group games (physical activity)		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: 0409 457 758
Number of educators/parents/volunteers	4		
Number of children attending In Centre	40		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, Emmi Walker, Tiyani Fernando, Rachel Warner, Rosie James, Esther Williams, Hamish McEwan, Alex-Murray-Jones, Nick Wensley, Matt Corish, Dylan Hood, Alex Whipp, Thomas Woldhuis		
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 (Apple science experiment)			<p>Ensure that children with allergies have an alternate activity to do</p> <p>Wear paint smocks and gloves</p> <p>A list of children with specific needs such as allergies/intolerances and other medical needs is displayed at the Centre (confidentially).</p> <p>Ensure all children wash their hands before and after activity.</p>	Children		5
	Cuts to skin, skin irritations, allergic reactions, eye irritations		Avoid cutting skin, use butter knives/plastic knives.	Children		

			Children will be instructed on the correct use of all ingredients, supplies and resources as required.			
	Allergic Reaction to creams, oils, paints/glues or other ingredients	Moderate	Do not allow children with allergies to ingest fruit or take part in activity 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 and Educators	9.10 – 10.00am	5
Using Lego Pieces	Children ingesting of small pieces	Moderate	Safety warning – tell children not to place Lego /small pieces in their nose, ears, or mouth.	Children	11.45-12.30	5
	Children fighting (emotional)	Low	Tell children to keep calm Remind them the activity is only a game	Children and educators		
Using Paper / using scissors/ craft/art craft activities	Tripping, falling, collisions with others	Moderate	Safety warning, don't run.	Children and Educators		5
	Paper cuts	Low	Tell children to work slowly			

	Sticky tape getting stuck to skin - hurt when taking off	Low	Avoid placing sticky tape directly on skin			
Facial Masks, eye masks, Nail painting, manicures/ pedicures	Allergic Reactions to ingredients such as avocado, yoghurt, banana, honey Nail polish – inhalations, fumes, toxic ingestion	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		5
	Ingestion or inhalation of ingredients	Moderate	Ensure all children wash their hands before and after activity Children will be instructed on the correct use of all supplies and resources as required.	Children and Educators		

Indoor Games	Tripping, falling, collisions with others Injury/sprain/strains/muscle aches/headache/illness	Moderate	Safety warning, don't run, etc	Educators and children	All day	5
Outdoor Games	Cuts, scrapes/abrasions/falls	Moderate	Safety warning, ice pack nearby, first aid nearby	Children	All day	5
Food activity - Cooking	Food contamination from children licking their fingers, health and hygiene issues COVID-19	Moderate	Remind children not to lick their fingers	Children	Afternoon (4.30pm onwards)	5
		High	Appropriate amount of resources Role-modelling behaviours Physical demonstration and assistance			

General	<p>Sun Burn, Heatstroke, Dehydration, extreme cold weather etc.</p> <p>Toilet Supervision</p>	<p>Low</p> <p>Low</p> <p>Moderate</p>	<p>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.</p> <p>Children will be checked for drink bottles and asked to ensure all are filled throughout the day.</p> <p>Educators will ensure shaded play areas and indoor alternatives are available to children.</p> <p>Sunscreen will be applied to each child, where permission has been given.</p> <p>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.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>Children directed by Educators.</p> <p>Educators</p>	<p>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.</p>	<p>6</p> <p>5</p>
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Eating & Drinking	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	5
	Food Allergies	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators		5
			Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators		5
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents		5
			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.	Children, directed by educators		5

Risk		Benefit	
Lost children at centre or during movement to and from different areas Heat stroke, dehydration, sun stroke, extreme cold weather etc. Sharing food / resources with children with allergies Injury from equipment / resources and objects Injury from tripping on differing surfaces		Development of social self confidence and self-esteem Development of negotiating skills when sharing turns on equipment Development of skills in operation of new equipment / resources Children develop new skills and abilities Children develop problem solving skills Interacting with new people For children to have fun!!	
Plan Prepared by:	Kerri Wickenden		Original: 26 th May 2020
Plan Reviewed by:			
Communicated to:			
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.				