



In Centre Risk Management Plan

In Centre details			
Date(s) of Activity/Session	10/7/20	Location: NOOSH Centre	C/ Normanhurst Public School Normanhurst Road NSW 2076
Name of Activity/Sessions:	Winter Wonderland Day		
Proposed activities:	Physical activities/ games Using slides on feet in the hall Science Experiment Craft activities Cooking activities	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:	Kerri Wickenden		
Contact number:		(M) 0437 712 178	
Number of children attending activity/session:		Number of educators/parents/volunteers	
In Centre checklist			
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating (including volunteers/ visitors)		
<input checked="" type="checkbox"/> List of children attending	<input checked="" type="checkbox"/> Contact information for each adult		
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input checked="" type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list		

Risk Assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Winter Tree Art	Choking Poking	Moderate Moderate	Children will be closely supervised by educators, especially K-1 children who may tend to put things in their mouths more often.	Children Educators	14:30
Snow Globe Craft	Cutting Swallowing Paint	Moderate Moderate	<p>Younger children are encouraged to use scissors to develop fine motor skills, but under close supervision of educators to lower risk of cutting skin.</p> <p>Paint will be distributed in small portions in clear sight of educators. Children will be sharing paint, so it is further in sight of other children.</p>	Children Educators	14:30
Melted Snowman Cookies & Milo	Allergy Burning Cutting Food Poisoning	Moderate High Moderate High	<p>Close supervision by educators.</p> <p>Knowledge of children with allergies or dietary requirements</p> <p>Ensuring that food is kept out of the temperature danger zone and there is no cross contamination.</p>	Children Educators	9:00

Slides/slippers on feet sliding activity	Tripping, falls, Spraining, muscular skeletal injuries, head injuries, abrasions	Moderate Moderate Moderate	Playing this game indoors will ensure that if a child does trip over, they are more likely to fall on a softer surface than if the game was played outside. If a child injures themselves, there will be at least one first aid trained staff member on shift at all times. If the injury is beyond management of NOOSH staff, 000 will be called.	Children Educators Ambulance emergency services	12:00
Ramps & Pipes	Cutting Poking Hitting	Moderate Moderate	Children will be closely monitored by educators when using scissors. Children's behaviour will also be monitored by educators Alternate opportunities to be provided to the children such as board games.	Children Educators	14:00

Plan prepared by:	Esther Williams	Date:	25/5/20
Prepared in consultation with:	Sofia Honcoote		
Communicated to:	Kerri Wickenden		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High