

## In-Centre Risk management plan

Excursion details			
Date(s) of In Centre Activity:	8 <sup>th</sup> July 2020	Location of in Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd, Normanhurst 2067
Proposed activities	<ul style="list-style-type: none"> <li>• Gardening</li> <li>• Craft Crate Activity</li> <li>• Vegetable Dye Experiment</li> <li>• Sport Activities</li> <li>• DIY Stamp</li> <li>• Cooking Activity</li> </ul>	Water hazards? <del>Yes</del> /No If yes, detail in risk assessment below.	
Name of Responsible Person	Kerri Wickenden		
Contact number of Responsible Person	(PH): 9489 0178 (M): 0409 457 758		
Number of children attending In Centre		Number of educators/parents/volunteers	
Educator to child ratio, including whether this day warrants a higher ratio? Please provide details.	Educator to child ratio: 1: 15 (including extra educator to care for children with disability/additional needs)		
In-Centre checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		

Medical information for each child

 Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Craft Crate	Splinters from Wood	Low	Sand down wood and get children to wear gloves if have a rough surface/edge. Adequate supervision and assistance. Avoid children snapping/ breaking products. Children will be instructed on correct use of all supplies.	Children	During Activity Post activity while children are playing with products
	Skin Pinching At Joints	Low	Adequate supervision and assistance. Provide children with clear assembly instructions.	Children	During Activity
	Choking on Small Parts	High	Adequate supervision and assistance. Educator reminding children to not put parts into their mouths.	Children	During Activity Post activity while children are playing with products
	Pin Pricks On Skin	Low	Adequate supervision and assistance. Children will be instructed on correct usage of supplies.	Children	During Activity
	Flying Object In Eye	Moderate-High	Adequate supervision and assistance. Children will be instructed on correct usage of products.	Children Educators	During Activity Post activity while children

			Staff to only permit certain objects to be used in catapult and trebuchet.		are playing with products
	Flicking of Rubber Bands	Low	Adequate supervision and assistance. Children will be instructed on correct usage of products.	Children Educators	During Activity Post activity while children are playing with products
Gardening	Ingestion of soil, plants, egg shells or fertiliser	High	Adequate supervision and assistance. Clear instruction to not consume. Frequent hand-washing.	Children Educators	During and post activity
	Allergic reaction to plants, soil, fertiliser, paint, glue, eggshells	Extreme	Adequate supervision and assistance. Clear instruction to not consume. Children who are allergic to not participate or wear gloves.	Children Educators	During and post activity
	Cuts or scrapes from gardening tools	Low	Adequate supervision and assistance. Clear instruction to not consume	Children Educators	During activity
Cooking	Choking	High	Adequate supervision and assistance. Sitting down when eating.	Children	During preparation and consuming
	Allergic reaction	Extreme	Adequate supervision and assistance. First aid kit to be kept nearby. All educators to be aware of known food allergies. No use of nuts. Children who are allergic to participate in an alternative activity.	Children Educators	During preparation and consuming
	Splinters/sharp point from skewers	Moderate	Adequate supervision and assistance. Instruction to not break skewers.	Children	During preparation and consuming
	Food contamination from licking fingers/dirty hands	Low	Frequent hand washing. Instruction to not lick fingers.	Children Educators	During preparation
Sporting Activity	Falling, cuts. scraps	Moderate	Safety warning Ice-pack and first aid near by	Children	During Activity
	Head Injury (Ball to Head/ Falling Over)	High-Extreme	Safety warning Ice-pack and first aid near by	Children Educators	During Activity

Vegetable food dye experiment	Allergic reaction	Extreme	Children who are allergic to participate in an alternative activity. Use gloves. Frequent hand washing.	Children Educators	During and post activity
	Burn from hot water	Moderate	Ensure water is cool enough before allowing children to touch.	Children Educators	During activity
DIY stamps	Choking hazard	Moderate	Adequate supervision and assistance. Instruction to not consume	Children	During and post activity
	Allergic reaction to paints	Extreme	Children who are allergic to participate in an alternative activity. Use gloves. Frequent hand washing.	Children Educators	During and post activity
	Pen poking eye	High	Adequate supervision and assistance. Instruction to not point toward face	Children Educators	During activity
	Scissors	Low	Adequate supervision and assistance. Instruction to be careful, children to only cut their own project, hold scissors correctly	Children	During activity
General	COVID-19	Moderate	Frequent handwashing. Social distancing. Disinfecting surfaces. No use of bubblers.	Children and educators	All day
	Sun burn, heatstroke, dehydration	Low	Wear hats, sunscreen, and have drink bottles nearby when outside. Remind children to drink water. Don't run activities in direct sun.	Children and educators	All day
	Toilet supervision	Low	Educators check toilets before children use them. Go in pairs or small groups. Use toilet tags. Ensure handwashing.	Children	All day
Eating and drinking	Choking	Moderate	Adequate supervision and assistance. Children must be sitting while eating.	Children and educators	Recess and lunch
	Allergies	Extreme	Remind parents the centre is nut-free. First aid kit nearby. Ensure no sharing of food. Frequent handwashing.	Children, parents, educators	Recess and lunch

Plan prepared by	Rosie James & Amy Kraus	Date	27/05/2020
Prepared in consultation with:			
Communicated to:	All educators on the day		

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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