

Risk Assessment:
(see Risk Assessment Matrix below)

In-center details: <u>Program name</u>					
Date(s) of InCentre Activity:	Monday 6th July MASTER CHEF DAY	Location of Incursion NOOSH	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076		
Proposed activities	<ul style="list-style-type: none"> - HELLO NOOSH, kids build their own meals - Hunt for your own food scavenger hunt - Restaurant activity - Make your own lunch - Food trivia 		Water hazards? Yes/ No If yes, detail in risk assessment below.		
Name of Responsible Person(s)	Tiyani Fernando & Dylan Hood		Contact number of Responsible Person: 0427 177 578	9489 0178	
Number of educators/parents/volunteers	Between 4 - 6 (1:15 ratio)				
Number of children attending incursion	Between 40-60		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):	Tiyani Fernando & Dylan Hood				
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
HELLO NOOSH Use of plastic knives, cooking utensils	5	Making sure children are aware of the procedures and are prepped on safe use of utensils . The Children won't be doing any cutting of products. This will be undertaken by the educators on duty	All educators in ratio	- Prior and during the activity	- Low

RESTAURANT ACTIVITY Make your own lunch: Nachos	6 6	Children will be utilising markers, scissors, glue and paint to create their restaurant Educators will be adequately preparing the activity to minimise children engaging in unsafe food handling. E.g. Educators will cook meat & handle oven procedures	All educators in ratio All educators in ratio	- Prior and during the activity Prior and during the activity	- Low - Low
Food & Recipe Trivia	6	Educators ensure children are aware of the rules of the activity and are actively supervising and engaged with students to ensure that are not in any imminent danger .	All educators in ratio	Prior and during the activity	- Low
Afternoon Games Fruit salad Ship, shark, Shore Captain ball Scrub the deck Over & under ball Squares	6	Educators to ensure they have properly explained the rules and expectations of the game children are participating. Educators actively supervising students and ensuring they are not running in areas they shouldn't be (e.g. the COLA) .	All educators in ratio	Prior and during the activity	- Low
Cupcake decorating	6	To minimise students utilising knives to spread icing, educators will prepare zip lock bags to utilise as piping nozzles for students to decorate cakes.	All educators in ratio	Prior and during the activity	- Low
<u>COVID-19</u> Frequent handwashing & sanitisation (kids) Sanitisation of sign out computer area (parents) Active physical distancing between students & staff	3	<ul style="list-style-type: none"> - Staff to implement and execute active handwashing sessions before and after each activity and meals. - Allocating a staff member to frequently sanitise and wipe down the sign out area that parents are utilising during the morning & afternoon session. - Educators setting up the activities so that kids are safely spaced out and are not near other students & students having their own equipment and utensils to eliminate the potential spread of germs and touch. - Educators role modelling active social distancing and reminding the children 	All educators in ratio	Prior and during the activity	- Low
Kids Scavenger hunt		<ul style="list-style-type: none"> - Children being supervised at all times when moving through the different areas of the school. 	All educators in ratio	Prior and during activities	Low
Risk			Benefit		

<ul style="list-style-type: none"> - Students potentially harming themselves during the use of utensils when engaging in cooking activities - Students hurting themselves during the scavenger hunt (e.g. falling over, getting lost) - Students not socially distancing in the current climate and not actively handwashing. - Students falling and hurting themselves during physical games in the COLA 	<ul style="list-style-type: none"> - Students learning new skills and utilising equipment they have not used before. - Children are learning resilience and problem solving - Children learning resilience and strength and learning to listen to educators when they give instructions 	
Plan Prepared by:	<i>Person(s) Tiyani Fernando</i>	<i>Date: 27/05/20</i>
Plan Reviewed by:		
Communicated to:	All educators rostered onto the session.	
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.				