In Centre Risk Management Plan

In Centre details					
Date(s) of Activity/Session : Tuesday 6/10/20	Location: NOOSH C/- Normanhurst Public School Normanhurst Road, Normanhurst NSW 2076				
Name of Activity/Sessions:	Slime and Sensory D	ау			
Proposed activities:	DIY Slime			Water hazards? Yes/ <u>No</u>	
	DIY soap			If yes, detail in risk assessment be	elow.
	Guessing games				
Name of Person in Day-to-day charge:					
Contact number:	(BH) 0437 712 178			(M)	
Number of children attending activity/session:	30 (approx.)			Number of educators/parents/volunteers	1:15
In Centre checklist					
O First aid kit		0	List of adults	s participating (including volunteer	rs/ visitors)
O List of children attending		O Contact information for each adult			
O Contact information for each child		O Mobile phone / other means of communicating with the service &			
		em	ergency servio	ces	
O Medical information for each child		O Other items, please list			

Risk Assessment					
Activity	Hazard identified	Risk assessment	Elimination/control	Who	When
		(use matrix)	measures		
Sensory Bins	 Small items choking 	Moderate	Educators supervise closely	Coordinator	9-10:30am
	hazard	(children out of	and make sure that no	Educators	
		high risk age)	children are bringing items	Children	
	 Small items can 		close to their faces.	Volunteers	
	become stuck in				
	ears, noses,		Use packing peanuts instead		
	children's cast(s)		of rice or sand so that		
			nothing will fit inside the cast		
Galaxy Slime	 Allergic reactions 	Moderate	Coordinator ensures that all	Coordinator	9-10:30am,
Floam slime	 Contact with 		educators are aware of every	Educators	11am-12pm
DIY bug soap	mouth/eyes		child's allergies and	Children	
			tolerances	Volunteers	
	- Children				
	uncomfortable/		Educators supervise closely		
	afraid of fake		to make sure that children		
	insects		have washed their hands		
			before touching their faces.		
			Educators also supervise to		
			prevent children from eating		
			slime.		
			Educators comfort children		
			and reassure them that the		
			bugs are fake and cannot		
			harm the children.		
Fruit salad challenge	- Allergic or	Low	Educators are informed of all	Coordinator	12-1pm
	anaphylactic	(no fruit allergy	allergies and cases of	Educators	
	reactions	children at	anaphylaxis.	Children	
	- Choking	NOOSH. Children		Volunteers	

		above age of choking hazard)	Epi-pens in close proximity at all times.		
			Educators supervise closely to ensure that children are eating sensibly to avoid the chance of choking		
Free play sports	 Broken limbs Head injury Bruises or scrapes Bullying/ emotional abuse between children 	High	Educators supervise and engage in games of sports with children. First Aid kit is in close proximity at all times. Educators intervene when conflicts arise between children or where they suspect or observe that harmful sentiments or language are being exchanged.		
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration	Moderate	 Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. Ensure that Educators, volunteers & families are aware of our Sun Safety Policy Ensure families pack hats for their children each day Ensure children wear hats as necessary or stay under the shade if UV is over 3 Provide shelter where necessary Regularly ensure children have opportunity to get a drink of water Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this) 	Educators Parents/families Children Volunteers	Throughout the whole day
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages	Low	 Ensure educators, children & families are aware of our Food & Nutrition Policy Ensure families are regularly provided with information about food and nutrition 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

			 Ensure children are seated down whilst eating or drinking Regularly update information of children with anaphylaxis/allergies/int olerances and cultural requirements. Ensure each educator and volunteer is ware of the medical and dietary list/info of each child. Staff are trained in First aid, anaphylaxis and allergy awareness. 		
Toileting & hand washing	Slips, trips, falls, collisions, wet accidents, Injury, incident, illness Missing child	Moderate	 Ensure children have regular opportunities to go to the toilets preferably in small groups Assign children in buddies to go to toilets when the need is there Ensure educators check each rest room/toilet area before children enter Keep a headcount Keep a tally on timing of children going to the toilet. Children to always communicate with educators about going to and from the toilets. Educators to ensure antibacterial wipes and hand sanitiser is provided to children at times of washing hands. 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings		 Ensure Educators & Families are aware of our Covid-19 Policy & procedure Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19 Ensure information of Covid-19 and any practices are updated as 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

new information becomes available • Ensure all such important information and factsheets are available & Ard of spaleyed for educators/porents/famil ies and visitors to see • Educators • Educators are updated with any mew information/updates on Covid-13 • Essure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and set solely to drop off or collect the child. • Ensure that there are no didata, may cleaning that and endidata, that enter the premises if they have been in contact with anyone that as had Coid Symptoms • Ensure adults are ont to enter the premises if they are side from other children present during the day as unwell, they will be set asoled from ther <t< th=""><th></th><th></th></t<>		
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Educators are
strongly recommended
to wear PPE including
gloves & face masks
where necessary
Educators are to
ensure supervision of
children using hand
sanitiser (as it is alcohol-
based)
A routine cleaning
list is created in the
centre and all educators
are to complete the
cleaning tasks and
schedule.
Educators are given
opportunity to reflect
and bring about new
information in relation
to our Covid-19
practices

Plan prepared by:	Sofia Honcoote	Date	14/8/20
Prepared in consultation with:	Kerri Wickenden		
Communicated to:			
Venue and safety information reviewed and	Yes / No		
attached	Comment if needed	:	
Reminder: Monitor the effectiveness of controls a significant change occurs.	and change if necessary	. Review the risk assess	sment if an incident or

sk Matr			Consequence			
Likelih			consequence			
ood		Insignificant	Minor	Moderate	Catastrophic	
	Almost certain	Moderate	High	High	Major 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