

**Risk Assessment:**  
(see Risk Assessment Matrix below)

<b>In-Centre details: Scavenger Hunt &amp; Dress-ups</b>			
<b>Date(s) of InCentre Activity:</b>	Friday 9th October	<b>Location of Incursion:</b>  NOOSH	<b>Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076</b>
<b>Proposed activities</b>	<b>Wizard Bang!</b>  <b>Knights and steed relay</b>  <b>Kings, knights and cavaliers</b>  <b>Make your own dragon</b>  <b>Scavenger Hunt</b>  <b>Crown making competition</b>		<b>Water hazards? Yes/No</b>  <b>If yes, detail in risk assessment below.</b>
<b>Name of Responsible Person</b>	Kerri Wickenden		<b>Contact number of Responsible Person: 0427 177 578</b>
<b>Number of educators/parents/volunteers</b>	1:15		

<b>Number of children attending incursion</b>	30 (approx.)	<b>Educator to child ratio, including whether this excursion warrants a higher ratio?</b>	<b>1:14 (including educator to care for children with disability/special needs)</b>		
<b>First Aid Trained Educators (Names):</b>	Thomas Woldhuis, Tiyani Fernando, Kerri Wickenden, Alex Whipp, Alex Murray-Jones, Sofia Honcoote, Amy Kraus, Emmi Walker				
<b>Excursion checklist</b>					
<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 (?)				
<b>Risk assessment</b>					
<b>Activity</b>	<b>Risk assessment (use matrix)</b>	<b>Elimination/control measures</b>	<b>Who</b>	<b>When</b>	<b>Residual Risk Rating</b>
Wizard Bang!	5	Keep kids distanced from each other to avoid poking each other in the eye Keep children calm and not over competitive Wear sunscreen	Kids	9:00	6

<b>Knights and steed relay</b>	<b>4</b>	<p>Use soft running surface like oval, avoid COLA</p> <p>Wear sunscreen if UV demands it</p> <p>Enforce no throwing of equipment</p> <p>Reduce over-competitiveness</p>	<b>Kids</b>	<b>9:00</b>	<b>5</b>
<b>Kings, knights and cavaliers</b>	<b>5</b>	<p>Play on soft surface</p> <p>Match kids together with similar physical capabilities so children don't get squashed</p> <p>Accompany kids who are weaker and ensure they feel comfortable playing</p> <p>Wear sunscreen if appropriate</p>	<b>Kids</b>	<b>9:00</b>	<b>6</b>
<b>Make your own dragon</b>	<b>4</b>	<p>Instruct children how to use scissors</p> <p>Assist younger kids with using sharp tools such as scissors</p> <p>Instruct kids to keep glue and cellophane away from mouth</p>	<b>Kids</b>	<b>9:30</b>	<b>5</b>
<b>Scavenger Hunt</b>	<b>4</b>	<p>Enforce no running</p> <p>Create fair teams and ensure younger kids are cared for</p> <p>Encourage positive play and not negative energy</p> <p>Remind children of choking hazards with coins etc.</p>	<b>Kids</b>	<b>10:30</b>	<b>5</b>
<b>Crown competition</b>	<b>5</b>	<p>Instruct children how to use scissors</p> <p>Ensure that kids keep crowns away from eyes</p>	<b>Kids</b>	<b>12:00</b>	<b>6</b>

		<p>Assist younger kids with using sharp tools such as scissors</p> <p>Enforce social distancing measures</p>			
Medieval Trivia	5	<p>Enforce social distancing measures</p> <p>Keep environment calm</p> <p>Check for any dietary requirements that won't be able to eat prize</p>	Kids	12:30	6
<b>Risk</b>			<b>Benefit</b>		
<ul style="list-style-type: none"> <li>• Lost children at centre or during movement to and from different areas <ul style="list-style-type: none"> <li>• Heat stroke, dehydration, sun stroke etc. <ul style="list-style-type: none"> <li>• Anger, frustration</li> <li>• Contracting COVID-19</li> </ul> </li> <li>• Cutting oneself with scissors <ul style="list-style-type: none"> <li>• Tripping</li> </ul> </li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>• Children experiment and play with materials <ul style="list-style-type: none"> <li>• Learn more about medieval history</li> </ul> </li> <li>• Development of teamwork skills and cooperation</li> <li>• Engagement with engineering and scientific concepts</li> <li>• Development of social skills &amp; expected behaviours when with other people of the community</li> <li>• Development of skills in operation of new equipment / resources <ul style="list-style-type: none"> <li>• Children interact with a variety of other children <ul style="list-style-type: none"> <li>• For children to have fun!!</li> </ul> </li> </ul> </li> </ul>		
Plan Prepared by:	Thomas Woldhuis			10 August 2020	
Plan Reviewed by:					
Communicated to:					
<p>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</p>					