

## In-Centre Risk management plan: Christmas workshop

In-Centre Details: Christmas Workshop Day			
Date(s) of In Centre Activity:	Wednesday 23 <sup>rd</sup> December 2020	Location: in Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd, Normanhurst 2067
Proposed activities	<ul style="list-style-type: none"> <li>• Craft: cards, ornaments, decorations etc</li> <li>• Cooking activity</li> <li>• Sport</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		
<input 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
Arts and Craft: Christmas cards Ornaments Decorations	Paper Cuts	Low	Adequate supervision and assistance. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby.	Children	During and post activity
	Skin cuts / abrasions	Low	Adequate supervision and assistance. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby. Instruction to be careful, children to only cut their own project, hold scissors correctly	Children	During activity
	Toxicity/ poisoning	Low	Adequate supervision and assistance. Educator reminding children to not put products into their mouths. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby. Wash hands regularly. Use toxic free paints.	Children Educators	During activity
	Pin Pricks on Skin (pipe cleaners and wire)	Low	Adequate supervision and assistance. Children will be instructed on correct usage of supplies. First aid kit and trained educator nearby.	Children Educators	During Activity

			Instruction to be careful, children to not play with pins and only use them for activity when required.		
	Eye/Skin Irritations	Low	Adequate supervision and assistance. Children will be instructed on correct usage of products. Wash hands regularly. First aid kit and trained educator nearby	Children	During activity
	Allergies	Low	Adequate supervision and assistance. Educator reminding children to not put products into their mouths. First aid kit and trained educator nearby. Wash hands regularly.	Children	During activity
	Choking Hazards	Low	Adequate supervision and assistance. Educator reminding children to not put products into their mouths. Children will be instructed on correct use of all supplies. First aid kit and trained educator nearby.	Children	During activity
	Illness/Injury/Incident	Low	Adequate supervision and assistance. First aid kit and trained educator nearby. Washing hands regularly.	Children	During activity
Cooking: Gingerbread house decorating	Choking	Moderate	Adequate supervision and assistance. Sitting down when eating.	Children Educators	During preparation and consuming

	Allergic reaction	Moderate	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
	Food contamination from licking fingers/dirty hands	Low	Frequent hand washing. Instruction to not lick fingers.	Children Educators	During preparation
Sport: General sporting activities	Falling, cuts, scraps	Moderate	Safety warning Ice-pack and first aid nearby	Children	During Activity
	Head injury and eye injury	Moderate	Safety warning Ice-pack and first aid near by	Children Educators	During Activity
	Broken/fracture bones/limbs	Moderate	Safety warning. Ice-pack and first aid nearby. Adequate supervision and assistance.	Children Educators	During Activity
	Asthma	Moderate	Adequate supervision and assistance. Follow asthma plan	Children	During Activity
General	COVID-19	Moderate	Frequent handwashing.	Children and educators	All day

			<p>Social distancing.</p> <p>Disinfecting surfaces.</p> <p>No use of bubblers.</p> <p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure.</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19.</p> <p>Ensure information of Covid-19 and any practices are updated.</p> <p>Ensure adults entering the service, practice social distancing.</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms.</p> <p>Ensure adults are not to enter the premises if they are sick/unwell.</p> <p>If children present during the day as unwell, they will be set aside from other children and visitors and their parent will be contacted to collect them as soon as possible.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government.</p>		
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			<p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based).</p>		
	Sun burn, heatstroke, dehydration	Low	<p>Wear hats, sunscreen, and have drink bottles nearby when outside.</p> <p>Remind children to drink water.</p> <p>Activities to not be run in direct sun.</p> <p>Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy</p> <p>Sunscreen to be applied every two hours</p>	Children and educators	All day
	Toilet supervision	Low	<p>Educators check toilets before children use them.</p> <p>Go in pairs or small groups.</p> <p>Use toilet tags.</p> <p>Ensure handwashing.</p>	Children	All day
Eating and drinking	Choking	Moderate	<p>Adequate supervision and assistance.</p> <p>Children must be sitting while eating.</p>	Children and educators	Recess and lunch
	Allergies	Extreme	<p>Remind parents the centre is nut-free.</p> <p>First aid kit nearby.</p>	Children, parents, educators	Recess and lunch

			Ensure no sharing of food. Frequent handwashing. Ensure educators, children & families are aware of our Food & Nutrition Policy Ensure children are seated down whilst eating or drinking		
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Plan prepared by	Amy Kraus	Date	19/11/2020
Prepared in consultation with:	Kerri Wickenden		
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