

**InCentre Risk Management Plan**

In Centre details: RSPCA

Date(s) of In Centre Activity:	15/04/20	Location of In Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School, Normanhurst Rd. Normanhurst 2076	
Proposed activities	Viewing of animals on screen Craft activities Outside play		Water hazards? No If yes, detail in risk assessment below. There is no specific mass of water at the location, but the instance of any form of puddle or flood or spillage.	
Name of Responsible Person	Kerri Wickenden		Contact number of Responsible Person:	9489 0178 0409 457 758
Number of educators/parents/volunteers	Estimated = 2			
Number of children attending InCentre	Estimated = 15-20 children		Educator to child ratio, including whether this excursion warrants a higher ratio?	1:14 (including educator to care for children with disability/special needs)
First Aid Trained Educators (Names):	Kerri Wickenden, Tiyani Fernando, Rachel Warner			
<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 (one for each educator)		<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Craft	Allergy to Glue	Moderate - Extreme	Provide alternate activity for children who are allergic to glue/substances  Wear paint smocks and gloves  A list of children with specific needs such as allergies/intolerances and other medical needs is displayed at the Centre (confidentially). Educators to be aware of all children with allergies/medical conditions.  MDS Safety Data sheets are updated and displayed for educators to see & review.	Educators & Children	Before Activity & during the Activity	Moderate
	Splinters Stabbing or cutting from popsticks	Moderate	Avoid cutting or breaking the paddle pop sticks.  Children will be adequately supervised and given clear instructions on the correct use of all supplies and tools as required.	Educators & Children		
Animal viewing	Children fighting due to overstimulation from screen time (emotional)	Low	Active supervision of children. Help guide them and help with social conflict resolution  Positive role modelling by staff and display positive relationships and interactions with children	Educators & Children	During activity	Low
Using Paper / using scissors/ craft/art craft activities	Tripping, falling, collisions with others	Moderate	Children to follow centre rules and safety rules	Children and Educators		Moderate
	Paper cuts	Low	Active supervision of children. Remind children to be cautious and take their time. Ensure children are sitting at the activity  Physically guide and support children as necessary			
Outdoor play	Sticky tape getting stuck to skin - hurts when taking off	Low	Physically demonstrate to children the correct and safe way of using tape			
	Allergic Reaction to plants, pollen, soil, paint.	Moderate	Provide an alternate activity for children with skin sensitivities or skin reactions/allergies Provide protective gear such as gloves and face masks where appropriate  Ensure all children wash their hands before and after activity  Children will be instructed on the correct use of all supplies and tools as required.	Children and Educators		Moderate
	Ingestion of soil	Moderate	Ensure all children wash their hands before and after activity Children will be instructed on the correct use of all supplies and tools as required.	Children and Educators		
General	Tripping, falling, collisions with others	Moderate	Children to follow centre rules and safety rules	Children and Educators		Moderate
	Sun Burn, Heatstroke,  Dehydration etc.		Children and staff will be expected to wear hats as per Sun Protection Policy. Children will put their hats on before leaving the OOSH building. Children without a hat will be provided with activities set up under the shade. Educators will monitor the SunSmart app and ensure children are aware of UV ratings throughout the day  Children will be checked for drink bottles and asked to ensure all are filled throughout the day.  Educators will ensure shaded play areas and indoor alternatives are available to children.	Educators and children	Regular opportunities will be given to children to put on hats and apply sunscreen. Ideally every 4 hours there will be a sunscreen application of each child. This will be noted on the program, and also facilitated throughout the day.	

			Sunscreen will be applied to each child, where permission has been given.	Children- directed by Educators		Low
	Toilet Supervision	Low	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.	Educators		Low
Eating & Drinking	Choking whilst drinking and/or eating	Moderate	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During the day	Low
	Food Allergies	Moderate - Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.  Medication is to be kept by educators for each individual child throughout the day. Ensuring prompt access and safe storage of medication. Educators will sign a Plan and register to show their awareness of all children's individual medical needs.  Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.  Children will be asked about their morning tea & lunches during the day to ensure no nuts or any other related allergy products are contained.	Educators and Parents  Children, directed by educators	Before sessions and at Meal times	Moderate
<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.</li> <li>Sharing food with children with allergies</li> <li>Injury from equipment / props and objects</li> </ul> </li> <li>Injury from tripping / falling on differing surfaces</li> </ul>				<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviours when with other people of the community <ul style="list-style-type: none"> <li>Development of negotiating skills when sharing turns on equipment</li> <li>Development of skills in operation of new equipment / resources <ul style="list-style-type: none"> <li>Children develop navigation skills</li> <li>Children develop problem solving skills <ul style="list-style-type: none"> <li>Interacting with new people</li> <li>For children to have fun!!</li> </ul> </li> </ul> </li> </ul> </li> </ul>		
Plan Prepared by:		Megan Pearce		3 <sup>rd</sup> April 2020		
Plan Reviewed by:		Kerri Wickenden				
Communicated to:						
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.						