



N·O·O·S·H Risk Management Plan

Chess, bingo and ping pong day			
Date of Activity:	Friday 24 th January 2021	Destination: Noosh	
Proposed activities	Travel by hired bus: N/A Lunch and play in playground at: NOOSH		
Method of transport, including proposed route: N/A	Water hazards? Yes/ No If yes, detail in risk assessment below.		
Name of Director	Kerri Wickenden		
Contact number of Director	(BH) 0409457758		
Number of children attending	Intended: unknown	(M) 0437 712 178	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 (1 Extra educator due to children with disability/special needs)	Number of educators/parents/volunteers	Unknown
Incursion checklist			
<input type="checkbox"/> First aid kit			
<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
Incursion Facilitator/Visitors to the centre	Illness, injury, incident, fall/trip/medical emergency, asthma/anaphylaxis/allergic reaction Child Protection Liability	High	<ul style="list-style-type: none"> • Ensure all visitors sign in on the designated "Visitor Sign In" sheet • Ensure visitors have a designated space to place their valuables/belongings • Make aware of our health, safety and well-being policies • Make aware of our child protection policy and procedure • Ensure all visitors with face-to-face contact with children have a WWC that is verified • Educators to be nearby and/or supervising all visitors whilst children are in care • Visitors are never to be left alone with any one child or groups of children • Assist and support visitors where necessary • Ensure Visitors are aware of the grounds – location of toilets, water and our Emergency Evacuation & Lock down procedures 	Responsible Person, Educators Facilitator/visitor	Before and during the session

			<ul style="list-style-type: none"> • WHS and grounds checks are completed to eliminate any potential hazards • First aid kits are available to visitors • Open communication is established and maintained with all visitors • Visitors are to follow centre’s policies and procedures as to the safety, health and well-being of children and themselves. • Visitors are to disclose if they are feeling unwell or uncomfortable at any time • Visitors are to follow the centre’s Covid-19 policy & procedures 		
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration	<u>Moderate</u>	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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) • Sunscreen to be applied throughout the day 	The Responsible Person Educators Parents/families Children Volunteers	Throughout the whole day

<p>Covid-19</p>	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	<p>High</p>	<ul style="list-style-type: none"> • 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 new information becomes available <ul style="list-style-type: none"> • Ensure all such important information and factsheets are available &/or displayed for educators/parents/families and visitors to see • Educators & families are updated with any new information/updates on Covid-19 • Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child. • 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 symptoms • Ensure adults are not to enter the premises if they are sick/unwell • 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 • All adults/visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government 	<p>The Responsible Person</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	<p>Throughout the whole day</p>
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			<ul style="list-style-type: none"> • Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to • Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. • 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. <p><u>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</u></p>		
Pacman/other activities	<p>Participating in sports incursion and other outdoor activity – Risk of injury, broken bones, head injuries, sprains or strains, swollen limbs</p> <p>Child may wander/ abscond</p> <p>Heat sickness</p>	<p>Moderate</p> <p>Moderate</p> <p>Low/Moderate (weather dependant)</p>	<ul style="list-style-type: none"> • Ensure rules are set in games to stop them running on court • Educators positioned at front, middle and ends of activities • Ensure all kids have appropriate clothing while on the court, use sunscreen and have a hat on! <ul style="list-style-type: none"> • Ensure all educators are closely supervising children • Ensure children are participating in activities appropriately. • Ensure first aid supplies are close by in case medical assistance is required. 	All Educators & Children	During the activity

			<ul style="list-style-type: none"> • Avoid the risk of child spraining or straining muscles during cricket and running activities through close supervision and assistance as required. • Ensure appropriate instruction is given to children – stretching muscles 		
Craft	<p>Touching the face and eye area when using the art supplies and getting paint on them.</p> <p>Use the equipment provided appropriately.</p>	<p>Moderate</p> <p>Low</p>	<p>Have Asthma medication and anaphylactic pens accessible</p> <p>Ensure children avoid touching the face and eye area when using the art supplies.</p>	<p>All educators and children</p> <p>All educators and Children</p>	<p>Whilst using the equipment</p>
Table tennis/Bingo/Chess	<p>Choking hazard</p> <p>Balls and bats</p>	<p>Low</p> <p>Low</p>	<p>Ensure they are being appropriate with NOOSH equipment</p> <p>Ensure staff closely monitor children playing with equipment in case they are angry and throw bats/balls</p>	<p>All educators and children</p> <p>All educators</p>	<p>While using games equipment</p> <p>While using games equipment</p>
Eating lunch in the playground	<p>Children at risk of allergies /anaphylaxis</p> <p>Hygiene</p>	<p>High</p>	<p>Have asthma and anaphylactic medications accessible</p> <p>Educators to be aware of children with allergies attending the session.</p>	<p>All educators</p> <p>All children</p>	<p>Whenever eating lunch/snacks</p>

Using the playground equipment	Tripping, falling, bruises, scrapes, injuries or incidents	Low	Verbally and physically demonstrate to children correct use equipment if necessary	All educators	Whilst at the playground
	Social / emotional well-being	Low	Encourage and support children whilst they're engaging in play	All educators and Children	Throughout the day
Using the toilets	Going to the bathroom	Moderate	Children to go in small groups of same gender Regular head counts and roll calls	All educators	Whilst using toilets
	Numbers at the bathroom	Moderate	Call parents, scan the school and if necessary, call the police.	All educators	Whilst using toilets
	Missing child	High	Ensure all kids are washing their hands thoroughly.	All educators	Whilst using toilets
	Hygiene	Moderate		All educators and Children	Whilst using toilets
Child behavioural challenges	Child may not be able to self-regulate and may hurt children or educators	Low	<ul style="list-style-type: none"> Brief participants on rules and behaviour at start of lesson. We have an educator who is experienced with behavioural issues to settle the child Call parent / carer if needed 	Educators & Children	During the session
	Child tries to leave	Low		Educators & Children	During the session

Plan prepared by	Sean Kennedy	Date	25/11/20
Prepared in consultation with:	Kerri Wickenden		
Communicated to:	All educators on the day		
Venue and safety information reviewed and attached	<input checked="" type="checkbox"/> Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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