

In Centre Risk Management Plan

Incursion details			
Date(s) of Activity/Session:	15/1/2021	Location: NOOSH	
Name of Activity/Sessions:	Messy Art Day		
Proposed activities:	Making slime, various art and craft activities	Water hazards? Yes/No No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:	Kerri Wickenden		
Contact number:	(BH) 94890178	(M) 0437 712 178	
Number of children attending activity/session:	1:15	Number of educators/parents/volunteers	3

In Centre checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services <input type="checkbox"/> Other items, please list
<input type="checkbox"/> List of children attending	
<input type="checkbox"/> Contact information for each child	
<input type="checkbox"/> Medical information for each child	

Risk Assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Straw art	- Using scissors Choking hazard	Moderate	Supervise closely when children are using sharp objects or objects small enough to swallow	Children Educators RPD Director	On the day
Bubble art & bubble free play	- Drinking bubble mixture - Poking bubble wands in eyes Allergies/sensitive skin	Moderate	- Supervise closely and make sure that children behave responsibly when handling bubble mixture and bubble wands Check allergies at start of day	Children Educators RPD Director	On the day
Fluffy slime, insect slime, neon slime & galaxy slime	- Allergies/sensitive skin - Swallowing mixture Mixture or utensils come in contact with eyes	Moderate	- Supervise closely - Check for allergies Run activities close to a source of water so that children may rinse out their eyes or mouth should they come into contact with mixture. Supervise closely to ensure that children do not bring small objects close to their mouths	Children Educators RPD Director	On the day
Faux hydro dipped water bottles	- Allergies/sensitive skin - Swallowing mixture Mixture or utensils come in contact with eyes	Moderate/high	- Supervise closely - Check for allergies	Children Educators RPD	On the day

	Paint mixture on the rim of the bottle where mouth contact will occur		<p>Run activities close to a source of water so that children may rinse out their eyes or mouth should they come into contact with mixture.</p> <ul style="list-style-type: none"> - - Cover rim of water bottle with masking tape - OR leave the lid screwed onto the top of the bottom so that there will be no paint contact with the drinking area <p>Supervise closely so that no children do paint this part of the bottle</p>	Director	
Toileting & hand washing	<p>Slips, trips, falls, collisions, wet accidents</p> <p>Missing child</p>	<p>Moderate</p> <p>High</p>	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Ensure educators check each rest room/toilet area before children enter <ul style="list-style-type: none"> • If the gender of that staff member is not able to check the toilets. Send 2x older more responsible children to check whilst staff member waits right outside of toilet area <ul style="list-style-type: none"> • 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. 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages	Moderate	<ul style="list-style-type: none"> • Ensure educators, children & families are aware of our Food & Nutrition Policy • Ensure families are regularly provided with information about food and nutrition • Ensure children are seated down whilst eating or drinking • Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. <ul style="list-style-type: none"> • Ensure each educator and volunteer are aware of the medical and dietary list/info of each child. 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

	Dehydration		<ul style="list-style-type: none"> • Staff are trained in First aid, anaphylaxis and allergy awareness. • Children may become dehydrated during the day due to heat and high activity. Children will be gently reminded to drink water, and water will be provided for them at the centre. 		
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration	Low	<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 • 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) • 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day
COVID-19-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	Moderate	<ul style="list-style-type: none"> • Ensure Educators & Families are aware of our COVID-19-Policy & procedure <ul style="list-style-type: none"> • 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 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

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-19 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
 - 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. <ul style="list-style-type: none"> Educators are given opportunity to reflect and bring about new information in relation to our COVID-19 practices 		
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Plan prepared by	Sofia H	Date	18/11/20
Prepared in consultation with:	Rachel Warner		
Communicated to:	Kerri Wickenden		
Venue and safety information reviewed and attached	Yes 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						
Likelihood	Consequence					
	Insignificant	Minor	Moderate	Major	Catastrophic	
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	