

In Centre Risk Management Plan

In Centre details			
Date(s) of Activity/Session :	12/1/2021	Location:	Noosh
Name of Activity/Sessions:	Wild water day		
Proposed activities:	Push of war Water Balloon Dodgeball Boat Race (craft) Drip Drip Splash Water rockets (craft) Paddling pool Slip and slide Jellyfish (craft) Sponge Necklace	Water hazards? Yes/No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:	Kerri Wickenden		
Contact number:	(BH) 0437 712178	(M)	
Number of children attending activity/session:	1:15	Number of educators/parents/volunteers	
In Centre checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating (including volunteers/ visitors)		
<input type="checkbox"/> List of children attending	<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
Craft	Allergy to Glue	Extreme	Educator awareness of children with allergies, and ensure they are wearing protective gear (e.g: gloves). Ensure adequate supervision and assistance where necessary. 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). Ensure all children wash their hands before and after activity.	Children	Craft

	Scissors cutting someone	Moderate	Sensible use of scissors to be encouraged Children will be instructed on the correct use of all supplies and tools as required.	Children	Craft
Push of war	Water being sprayed into face/eye	Low	Remind children to stand behind the table and aim for the ball and not peoples' faces.	Children and educators	During activity
Water Balloon Dodgeball	Water balloon to the face	Moderate	Rules in place to only count hits that get waist down. A gap between 2 sides to increase distance children have to throw.	Children and educators	During Activity
Drip Drip Splash	Water getting in their eyes	Low	Children reminded not to look up when being dripped or splashed. Clean water to be used		
Slip and slide	Tripping risk	Moderate	Games/activities to be played on grass or astro turf so falls are on soft surface Towels to be placed at the end of the slip and slide to prevent students injuring themselves	Children and educators	During Activity
Paddling pool	Scrapes from water slide	Low			
	Drowning	High	Areas with water are to be monitored at all times by staff members. Children are to be instructed to keep their heads above the water		
General water risks	Drowning	High	Areas with water are to be monitored at all times by staff members. Children are to be instructed to keep their heads above the water. Staff to never leave the area with water unattended	Children and educators	During Activity
	Hypothermia	Low	Staff to monitor children for shaking or other signs of hypothermia and tell children to change out of wet clothes if they are cold.		

	Sunburn	Moderate	Children to regularly apply sunscreen and allow it time to sink in before participating in water play		
Confrontations throughout the day	Children fighting (emotional)	Low	Reassure children and guide them through positive reactions Remind them the activity is only a game	Children and educators	Whole day
Tripping	Tripping, falling, collisions with others	Moderate	Safety warning, Encourage children to walk and/or follow rules. Reminder that wet surfaces are often slippery	Children and Educators	
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration		<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) Sunscreen to be applied throughout the day.	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages		<ul style="list-style-type: none"> • Ensure educators, children & families are aware of our Food & Nutrition Policy 	The Coordinator Educators	Throughout the whole day

			<ul style="list-style-type: none"> • Ensure families are regularly provided with information about food and nutrition • Ensure children are seated down whilst eating or drinking <ul style="list-style-type: none"> • Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. • Ensure each educator and volunteer are aware of the medical and dietary list/info of each child. • Staff are trained in First aid, anaphylaxis and allergy awareness. 	Parents/families Children Volunteers	
Toileting & hand washing	Slips, trips, falls, collisions, wet accidents, Injury, incident, illness Missing child		<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 • Ensure educators check each rest room/toilet area before children enter • 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 • Keep a headcount <ul style="list-style-type: none"> • Keep a tally on timing of children going to the toilet. • Children to always communicate with educators about going to and from the toilets. 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings		<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 	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

			<p>Education, ECED and any other relevant organisation in relation to Covid-19</p> <ul style="list-style-type: none">• 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<ul style="list-style-type: none">• 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.<ul style="list-style-type: none">• 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<ul style="list-style-type: none">• Children will be given regular hand washing routines throughout the day, dependant on activity		
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			<p>and what they are exposed to</p> <ul style="list-style-type: none"> • Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. <ul style="list-style-type: none"> • 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. • 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:	Alex Whipp	Date	19/11/20
Prepared in consultation with:	Kerri Wickenden		
Communicated to:	All staff		
Venue and safety information reviewed and attached	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