

Risk Assessment:
(see Risk Assessment Matrix below)

Incursion details: <u>Sea Creatures Incursion</u>					
Date(s) of Activity:	17/4/20	Location of Incursion NOOSH Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076		
Proposed activities	Presentation of sea creatures Educational talk Art/craft activities Games/ sport/outdoor play		Water hazards? Yes/No If yes, detail in risk assessment below.		
Name of Responsible Person	Kerri Wickenden		Contact number of Responsible Person:	9489 0178	
Number of educators/parents/volunteers	2-4 Educators				
Number of children attending incursion	15-20children (approx)		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):					
Incursion checklist					
<input type="checkbox"/> First aid kits (one per senior educator)		<input type="checkbox"/> List of adults participating in the incursion			
<input type="checkbox"/> List of children attending the incursion		<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"/> Risk Assessment from Incursion Provider			
<input type="checkbox"/> Walkie Talkies (two)		<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)			
Risk assessment					
Activity	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Pool noodle fishing competition	6	Educators closely supervise children during activity. Buckets will contain shallow water to prevent risk of drowning.	Educators, children	2 PM	

Sea Creatures Incursion	6	Educators, as well as incursion staff, support and supervise children looking at or handling marine fauna. Children will wash their hands ten minutes before touching. Also washing and sanitising hands after touching sea creatures	Educators, incursion staff, children	10 AM	
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Risk	Benefit
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<p>Pool noodle fishing</p> <ul style="list-style-type: none"> - Children might scratch themselves on body or face with paperclip - Children might submerge their face into water risking respiratory issues or distress <p>Sea Creatures Incursion</p> <ul style="list-style-type: none"> - Children might be afraid of marine fauna - Children might unknowingly or knowingly harm marine fauna 	<p>Pool noodle fishing</p> <ul style="list-style-type: none"> - Allows children to develop motor skills - Encourages children to work collaboratively - Children engage creatively with the setup of the activity - Children use critical thinking and time management skills <p>Sea Creatures Incursion</p> <ul style="list-style-type: none"> - Children learn about marine fauna in a face to face setting - Children learn how to carefully handle or approach marine fauna - Children become more aware and sensitive to issues surrounding marine fauna
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Plan Prepared by:	<i>Person(s)</i> Sofia Honcoote	<i>Date</i> 2/4/20
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Plan Reviewed by:	Kerri Wickenden	8/4/20
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Communicated to:	All educators on shift throughout the day
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Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Assessment Matrix

<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is how seriously a person could be harmed

Likelihood – is an estimate of how probable it is for the hazard to cause harm.

Legend

1 and 2 Extreme risk; deal with the hazard immediately

3 and 4 Moderate risk; deal with the hazard as soon possible

5 and 6 Low risk; deal with the hazard when able.