

Risk Assessment:
(see Risk Assessment Matrix below)

InCentre details: <i>Wheels Day</i>					
Date(s) of Activity:	21/04/2020	Location of Incursion Normanhurst OSHC Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076		
Proposed activities	Pimp your bike, Wheels Riding course, Wheels car wash, Skateboard craft, Egg experiment		Water hazards? No If yes, detail in risk assessment below		
Name of Responsible Person	Kerri Wickenden		Contact number of Responsible Person:	9489 0178 0437712178	
Number of educators/parents/volunteers	4 (approx)				
Number of children attending InCentre	Estimated = 10-20 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, Esther Williams, Alex Murray-Jones, Matt Corish, Dylan Hood, Rosie James, Tiyani Fernando, Rachel Warner, Thomas Woldhuis				
InCentre 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	Elimination/control measures	Who	When	Residual Risk Rating

	(use matrix)				
Pimp your bike	6	<p>Possibility of children falling from bike</p> <p>Abrasions, scratches, bleeding skin/nose, cuts, bruises, sprains/strains, broken bones</p> <p>Encourage children to sit individually to complete activity. Separate children by recommended 1.5mt distance (social distancing : Refer to Covid-19 Policy & procedure)</p> <p>Use of appropriate materials and resources. Active supervision and guiding children where necessary.</p>	Children & Educators	Morning	Very Unlikely, 6
Wheels Riding Course	4	<p>Ensure staff are actively engaged and closely monitoring children. Aware of children's riding abilities and needs.</p> <p>Work collaboratively to set up course and modify according to abilities, age groups and needs</p> <p>Children to wear protective gear – helmets, knee/elbow pads</p> <p>Wear hats according to Sun Protection Policy</p> <p>Wash hands before and after activity</p> <p>Separate children by recommended 1.5mt distance (social distancing : Refer to Covid-19 Policy & procedure)</p> <p>First aid equipment is accessible to educators and children</p>	Children	Morning	Unlikely, 5
Wheels Car Wash	4	<p>Possible skin irritations/allergies</p> <p>Drowning</p> <p>Ensure staff are closely supervising and monitoring children</p> <p>Educators are aware of children with skin irritations/allergies</p> <p>Provide adequate resources and equipment. If using water - small, shallow buckets with appropriate sponges</p>	Educators & Children	Midday	Unlikely, 5
Skateboard Craft	5	Paper cuts, using scissors – cuts to skin, burns/scalds	Children / Staff	Afternoon	Unlikely, 5

		<p>Active supervision and guidance to children</p> <p>Children must sit down whilst doing craft activity</p> <p>Provide protective gear (e.g.art smock and gloves where necessary)</p> <p>To eliminate risk, the staff only can have access to the hot glue gun</p>			
Egg experiment	6	<p>Ensure that children whom have allergies are given alternate activity to do. That these children are not present at time of activity.</p> <p>Educators have list of children with allergies/skin irritations/intolerances/anaphylactic reactions</p> <p>Provide protective gear – e.g. wearing of gloves.</p> <p>Physically demonstrate safe and appropriate ways of carrying out this experiment</p> <p>Ensure all food areas and surfaces and equipment is cleaned and sanitised</p> <p>Wash hands before and after activity, upkeep of health & hygiene standards</p> <p>Have First aid equipment accessible</p>	Educators & Children	Afternoon	Unlikely, 5
Risk		Benefit			
<p>Any potential falls or “crashes” of bicycles, collisions, bumps, falls, trips, injuries or illness</p> <p>Hot glue gun mishaps, skin irritations, burns/scalds</p>		<p>Excellent opportunity for exercise whilst riding on their respective bicycles!</p> <p>To improve their physical and social awareness by gaining skills in riding their bicycle.</p> <p>To be able to create some fun and awesome craft that will be taken home for enjoyment</p>			
Plan Prepared by:	<i>Kerri Wickenden & Dylan Hood</i>			<i>Date 06/04/2020</i>	
Plan Reviewed by:					

Communicated to:	All educators working on the shift throughout the day
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.
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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.