

InCentre Risk Management Plan

In Centre details: STUDENTS VS STAFF

Date(s) of In Centre Activity:	21/04/20	Location of InCentre	Normanhurst Outside School Hours Care C/- Normanhurst Public School, Normanhurst Rd. Normanhurst 2076	
Proposed activities	Variety of sports Outside play		Water hazards? No If yes, detail in risk assessment below. There is no specific mass of water at the location, but the instance of any form of puddle or flood or spillage.	
Name of Responsible Person	Kerri Wickenden		Contact number of Responsible Person:	9489 0178 0409 457 758
Number of educators/parents/volunteers	Estimated = 2			
Number of children attending InCentre	Estimated = 15-20 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, Tiyani Fernando, Rachel Warner			
Excursion checklist				
<input type="checkbox"/> First aid kits (one per educator)		<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> List of children attending the excursion		<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"/> Excursion T-shirts for each child and educators to wear uniform and name tag		
<input type="checkbox"/> Walkie Talkies (one for each educator)		<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)		

Risk assessment							
Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating	
		(use matrix)					
Using Play Equipment	Scratches or abrasions caused by neglected equipment	Low	Inspect all equipment prior to use to ensure no plastic is presenting as sharp or hazardous	Children and Educators	Prior to activity and During activity	Low	
	Hazardous impact with sports equipment	Moderate	Instruct appropriate play with equipment. Active supervision of children, that all equipment is being used safely and appropriately				
	Allergic Reaction to plants, pollen, soil, paint.	Moderate	Do not allow children with allergies to participate in activity, or to touch.		Children and Educators	All day	Moderate
			Ensure all children wash their hands before and after activity Children will be instructed on the correct use of all supplies and tools as required.				
	Ingestion of soil	Moderate	Ensure all children wash their hands before and after activity		Children and Educators		
Children will be instructed on the correct use of all supplies and tools as required. Children will be provided with protective gear such as gloves and face masks where appropriate							
Tripping, falling, collisions with others	Moderate	Children to follow the centre rules and safety rules. Walking instead of running		Children and Educators			
General	Sun Burn, Heatstroke,	Low	Children and staff will be expected to wear hats as per Sun Protection Policy. Children will put their hats on before leaving the OOSH building. Children without a hat will be given activities to do under the shade. Educators will monitor the SunSmart app throughout the day. Ensure children are also aware of the UV ratings.		Educators and children	Regular opportunities will be given to children to put on hats and apply sunscreen. Ideally every 4 hours there will be a sunscreen application of each child.	Low
	dehydration etc.		Educators will ensure shaded play areas and indoor alternatives are available to children.		Educators		
			Educators will ensure shaded play areas and indoor alternatives are available to children.		Educators		
	Sunscreens will be applied to each child, where permission has been given.		Children directed by Educators.				
Toilet Supervision	Low	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3. Educators will follow the Toilet Supervision procedure		Educators			
Eating & Drinking	Choking whilst drinking and/or eating	Moderate	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.		Educators	During the day	Low
Food Allergies	Moderate - Extreme	Children's allergies will be discussed with educators prior to commencement of shift sessions. Educators will sign the Medical/medication plans and register to show their awareness to all children's needs.		Educators	Before session and at meal times	Moderate	
		Medication is to be kept in educator's portable bags (carried by educators) or in close proximity to the location of those children. Medication will be stored safely and accessible for each individual child as needed.					

			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service. Children's will be asked about their morning tea & lunches during the day to ensure no nuts or any other related allergy products are contained.	Responsible Person & Educators. Parents	
Risk					
	<ul style="list-style-type: none"> • Lost children at centre or during movement to and from different areas <ul style="list-style-type: none"> • Heat stroke, dehydration, sun stroke etc. • Sharing food with children with allergies • Injury from equipment / props and objects • Injury from tripping / falling on differing surfaces 		<ul style="list-style-type: none"> • Development of social skills & expected behaviours when with other people of the community <ul style="list-style-type: none"> • Development of negotiating skills when sharing turns on equipment • Development of skills in operation of new equipment / resources <ul style="list-style-type: none"> • Children develop navigation skills • Children develop problem solving skills • Interacting with new people • For children to have fun!! 		
Plan Prepared by:		Megan Pearce		3 rd April 2020	
Plan Reviewed by:		Kerri Wickenden			
Communicated to:					
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.					