



N·O·O·S·H Risk Management Plan

Drive-In Movie Day			
Date of Activity: 17 th July 2020		Destination: Noosh	
Proposed activities	Travel by hired bus: N/A Lunch and play in playground at: NOOSH		
Method of transport, including proposed route: N/A	Water hazards? Yes/ No If yes, detail in risk assessment below.		
Name of Director	Kerri Wickenden		
Contact number of Director	(BH) 0409457758		
Number of children attending	15-40 children (To be confirmed)	(M) 0437 712 178	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 (1 Extra educator due to children with disability/special needs)	Number of educators/parents/volunteers	Unknown
Incursion checklist			
<input type="checkbox"/> First aid kit			
<input type="checkbox"/> List of children attending the excursion		<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
Bull Rush Stuck in the Mud	Slips, trips, falls	Moderate	Ensure rules are set in games to stop them running over rough ground	All Educators & Children	During the activity
Making Ghosts / Traps	Child may wander/ abscond	Moderate		All Educators & Children	During the activity
Watching Movies	Children may get cut with scissors	Moderate	Educators positioned at front, middle and ends of activities Use of playground equipment appropriately Ensure children are using scissors responsibly Educators to communicate with one another and the children	All Educators All Educators & Children	During the activity
Using the equipment & supplies	Touching the face and eye area when using the art supplies and getting paint on them. Use the equipment provided appropriately.	Moderate Low	Have Asthma medication and anaphylactic pens accessible to children with reactions Ensure children avoid touching the face and eye area when using the art supplies.	All educators All children	Whilst using the equipment and the supplies at the venue
Eating lunch in the outdoor play area	Children at risk of allergies /anaphylaxis Hygiene	High	Have asthma and anaphylactic medications accessible to all children with reactions	All educators All children	Whenever eating lunch/snacks

Using the NOOSH /school playground equipment	Tripping, falling, bruises, scrapes, injuries or incidents at park Social / emotional well-being	Low	Verbally and physically demonstrate to children correct use equipment if necessary Ensure children know boundaries Encourage and support children whilst they're engaging in play	All educators All children	Whilst at the play area / playground
Using the toilets	Children using toilets at the venue Children using toilets at the park Missing child Hygiene	Moderate Moderate High Moderate	Children to go in small groups of same gender Regular head counts and roll calls Educators to walk children in groups at a time and remain near toilet block area until children have finished.	All educators All children	Whilst using toilets
Touching each other and using all objects at Noosh	Passing on of bacteria and germs (COVID-19)	Moderate	Children must ensure they wash hands consistently throughout the day and practise forms of social distancing	All educators All children	Throughout the day

Plan prepared by	Hamish McEwan		
Prepared in consultation with:	Kerri Wickenden		
Communicated to:	All educators on the day		
Venue and safety information reviewed and attached	Yes / No Comment if needed: N/A		
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