

**Risk Assessment:**  
(see Risk Assessment Matrix below)

In-Centre Details: <i>"Commerce in the COLA" Day</i>			
Date(s) of In Centre Activity:	Tuesday 14 <sup>th</sup> July 2020	Location of Incursion NOOSH	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	Stockmarket, Brand / Market Conception; Making the Products / Services, Market Fair  Craft activities, writing, drawing, group projects, group games		Water hazards? No If yes, detail in risk assessment below.
Name of Responsible Person	Tiyani Fernando + Dylan Hood	Contact number of Responsible Person: 0427 177 578	9489 0178
Number of educators/parents/volunteers	4-5		
Number of children attending incursion	0-60	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):	Tiyani Fernando, Dylan Hood , Rachel Warner, Thomas Woldhuis, Kerri Wickenden		
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 (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
Stock Market	6	Educators to instruct children about monies and how to handle monies. Educators to help children with problem-solving and conflict resolution	Educators & children	At the commencement of the financial day	6
Making the products / services	4	Educators to ensure adequate supervision over any practices that could provoke danger such as cutting, hot glueing, cooking etc. COVID Precautions	Educators	Morning	5
Craft Activities, writing/drawing	4	Paper cuts Ensure proper use of equipment – suitable for amount of children, and age-appropriate Educators to engage with children and assist where possible	Educators	In the Afternoon	6
Outdoor Play	4	Ensure children can socially distance Ensure children have enough room to play Limit injuries by educators actively engaging with the children and correct ratios and supervision	Educators & Children	During the day, also transitions	6
Sunburn	4	Children to wear hats The centre provides suncream There are scheduled opportunities during the day for children to apply suncream Wear appropriate children can sit in the shade Educators to role-model Follow SunSmart Policy /UV ratings	Educators & children	During the day	6

Dehydration	4	<p>Children to bring water bottles as communicated on program</p> <p>The centre has drinking water accessible to children</p> <p>Regular breaks are provided for children to have water</p> <p>Wear appropriate children can sit in the shade</p>	Educators	During the day	6
Toileting	4	<p>Children to go in small groups of same gender</p> <p>Educators to account for when children go to and from the toilets</p> <p>Communication procedures and supervision in place</p> <p>Children encouraged to follow proper hand washing procedures</p>	Educators & children	During the day and transitions	6
Eating/Drinking	4	<p>Children to sit whilst eating</p> <p>Educators are aware of children's dietary and medical needs</p> <p>Wear appropriate children can sit in the shade</p> <p>Educators to role-model appropriate behaviours whilst eating</p>	Educators & children	During the day, routines	6
Covid-19 Precautions	2	<p>Ensure children can socially distance</p> <p>Ensure appropriate hand washing throughout the day and sanitising items</p> <p>Communication with children, families and educators</p>	Educators	Throughout the session	5
<b>Risk</b>			<b>Benefit</b>		
<p>The only physical risk is any harm or injury caused from making the products, such as the common craft mishaps of cutting, hot glueing, cooking, etc</p> <p>There may be significant financial and economic</p>			<p>A rich and profound understanding of commercial and economic skills and values. The children will entertain their innate Entrepreneurial skills learning much of the requisite skills required to be a successful businessman or businesswoman.</p> <p>There will also be significant (mock) financial gain for the children.</p>		

envy with the children’s businesses and some competitive behaviour may get the better of some children and staff. There may also be stark monopolising of businesses whereby the SMB’s of other children may be bankrupt.

COVID risks as per usual - insufficient hand washing; close communion; adversely-directed breathing and sneezing.

<b>Plan Prepared by:</b>	<i>Person(s) Dylan Hood</i>	<i>Date 27 / 5 / 20</i>
<b>Plan Reviewed by:</b>	Kerri Wickenden	28/5/20
<b>Communicated to:</b>	Rachel Warner & Tiyani Fernando	

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

<b>Risk Assessment Matrix</b>				
<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
<b>Severity</b> – is how seriously a person could be harmed		<b>Likelihood</b> – is an estimate of how probable it is for the hazard to cause harm.		
<b>Legend</b>				
<b>1 and 2</b> Extreme risk; deal with the hazard immediately				
<b>3 and 4</b> Moderate risk; deal with the hazard as soon possible				
<b>5 and 6</b> Low risk; deal with the hazard when able.				