



Risk Assessment:
(see Risk Assessment Matrix below)

In Centre details: "Are You Smarter than a 5 th Grader?"			
Date(s) of Activity:	MONDAY 13th July	Location of In-Centre	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076
Proposed activities	Variation of sports including soccer, cricket, basketball, Oztag, trivia and games with children.		Water hazards? No
Name of Responsible Person	Alex Murray Jones	Contact number of Responsible Person:	9489 0178
Number of educators/parents/volunteers	2-4 Educators		
Number of children attending In Centre	15 - 40	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):	Alex Murray Jones, Matt Corish		
In-Centre 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
Soccer	4	Play on grass, maintain low levels of physical contact, implement regular drinks breaks.	Educator on duty	During the activity	6
Cricket	4	Use soft balls, ensure fielders are at least 5m away from the batters, implement regular drinks breaks.	Educator on duty	During the activity	6
Basketball	4	Maintain a sensible number of people on the court at each time, ensure children aren't sprinting on the hard surface or playing aggressively.	Educator on duty	During the activity	6
Lawn Bowls/Bocce	4	Ensure thrower has clear space in front of them, play with soft balls.	Educator on duty	During the activity	6
Frisbee Golf	4	Ensure thrower has clear space in front of them so nobody gets hit.	Educator on duty	During the activity	6
Group Games	4	Ensure children can socially distance	Educator s and children	During the activity	5
Trivia/Quiz	4	Ensure children have a fair distribution of opportunity. Monitor social-emotional well-being	Educators and children	Before & During activity	6
COVID-19 protocols	2	Ensure children can socially distance Ensure appropriate hand washing throughout the day	Educators, children & families	Before and during the session	5

		and sanitising items Communication with children, families and educators			
Risk		Benefit			
Muscular skeletal injuries, sprains, strains, incidents, illness Falls, trips, collisions, abrasions, head injuries Children in conflicts/ arguments		<ul style="list-style-type: none"> • Improved physical abilities, gross-motor skills and coordination • Team work • Opportunities for conflict resolution and decision-making, further enhancing team work • Children able to work in groups and help mentor each other 			
Plan Prepared by:	<i>Matt Corish and Alex Murray-Jones</i>		<i>25/03/2020</i>		
Plan Reviewed by:	Kerri Wickenden		28/5/20		
Communicated to:	Kerri Wickenden & Rachel Warner				
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.					

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	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.				