

Risk Assessment:
(see Risk Assessment Matrix below)

In-Centre details: Gardening Day

Date(s) of In Centre Activity:	Thursday, 9th July 2020	Location of Incursion	Normanhurst Outside School Hours Care C/- Normanhurst Public School. Normanhurst Rd. Normanhurst 2076	
Proposed activities	<ul style="list-style-type: none"> • Lettuce Dye • Grass Heads • Caterpillar artwork • Rock painting • Gnome tag • Angry Wasp • Follow the ant • pH Acidity test 		Water hazards? Yes/ No If yes, detail in risk assessment below.	
Name of Responsible Person			Contact number of Responsible Person: 0427 177 578	9489 0178
Number of educators/parents/volunteers	2-4			
Number of children attending In Centre	Approximately: 40 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):				
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
Gardening	4	Use double layered gloves to avoid potential infection or harmful microbes, show proper tool etiquette	Children and educators	12pm	5
Planting seeds/seedlings	5	Ensure children wear gloves, keep dirt away from their face.	Children	12 pm	6
Grass heads	5	Ensure safety with scissors for cutting stockings, careful not to spill dirt on the ground	Children	10:30 am	6
Lettuce Dye	5	Ensure children don't put dye near their face (eyes or mouth)	Children	8 am	6
Rock painting	5	Ensure children don't throw rocks, use smooth rocks. Stop children from putting paint near their face.	Children	11 am	6
Gnome Tag	4	Use a softer surface such as grass or dirt rather than asphalt, keep kids standing up to avoid tripping	Children	9 am	5
Angry Wasp	4	Check for any potential tripping hazards, separate juniors and seniors to avoid collisions, use a softer surface such as grass or dirt rather than asphalt,	Children	9 am	5
pH acidity test	4	Avoid swallowing chemicals, ensure	Children	2 pm	5

		small pieces of plastic are not chewed on or near face.			
Follow the Ant	4	Check for any potential tripping hazards, separate juniors and seniors to avoid collisions, keep kids at social distancing measures	Children	9 am	5
Covid-19 related precautions	3	Frequent handwashing, social distancing in all activities.	Children and educators	All day	4
Risk		Benefit			
<ul style="list-style-type: none"> • Improper use of tools could harm the children • Lost children at centre or during movement to and from different areas <ul style="list-style-type: none"> • Ingestion of seeds, potting mix (allergens) • Ingestion chemicals from pH test • Heat stroke, dehydration, sun stroke etc. • Injury from colliding with other children and/or tripping on differing surfaces <ul style="list-style-type: none"> • Ingestion of food dye 		<ul style="list-style-type: none"> • Children experiment and play with tools • Use soil and plants to understand how growing works • Collaborate in making a project come together • Learn about the science of plants and soil <ul style="list-style-type: none"> • Experiment with crafts and colours • Demonstrate creativity and artistic flair <ul style="list-style-type: none"> • Get outdoors and explore nature • Time away from screens and enjoying the outside 			
Plan Prepared by:		Nick Wensley and Thomas Woldhuis	27/5/20		
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				
<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.			
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.				