

In Centre Risk Management Plan

In Centre details			
Date(s) of Activity/Session	7 th July 2020	Location:	Normanhurst Out of School Hours Care Normanhurst Road, Normanhurst 2076
Name of Activity/Sessions:	Wheels Day		
Proposed activities:	Bike Riding, cooking, child-centred play, craft activities, sport	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:	Kerri Wickenden		
Contact number:	(BH) 9489 0178	(M) 0437 712 278	
Number of children attending activity/session:	15-40 children	Number of educators/parents/volunteers	TBA (1:15 ratio)
In Centre checklist)			
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating (including volunteers/ visitors)		
<input checked="" type="checkbox"/> List of children attending	<input checked="" type="checkbox"/> Contact information for each adult		
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input checked="" 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

Wheels Riding Course	Children may injure themselves while riding their bike	High	<p>Ensure staff are actively engaged and closely monitoring children.</p> <p>Aware of children's riding abilities and needs.</p> <p>Work collaboratively to set up course and modify according to abilities, age groups and needs.</p> <p>Children to wear protective gear – helmets, knee/elbow pads</p>	Educators, children	On the day
	Tripping and falling hazards	Moderate	<p>Educators to examine the area that we are using and clear it of trip hazards. Children to be closely supervised.</p>	Educators, children	On the day
	Injuries sustained from equipment	Moderate	<p>Staff to talk to children about using equipment appropriately, children to be closely supervised</p>		
<p>Craft activities</p> <ul style="list-style-type: none"> - Bike craft - Bike course craft 	Children affected by the chemicals in glue and textas. Allergic reactions, inhalation, ingesting of the substance.	Moderate	<p>Only use non toxic glue and textas. MDS safety sheets available for the educators of all the substances used. Children instructed on the safe used of all items</p>	Educators, children	On the day
	Children may get a papercut from the paper.	Low	<p>Instructing the children to use the items carefully.</p>	Educators, children	On the day

	<p>Children may cut themselves, their clothes, or others with scissors</p> <p>Children may glue fingers together, or other parts of their bodies, or glue something to themselves.</p> <p>Children may be allergic to glue</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p>Children to be closely supervised.</p> <p>Instructing the children to use the items carefully. Children to be closely supervised.</p> <p>Only use non toxic water soluble children's glue. Keep a bowl of warm water close by to help children if they do get stuck</p> <p>All educators to have knowledge of all children's known allergens and not use any known triggers of children.</p> <p>Educators to be first aid trained and to have access to medication such as Zyrtec and Epi Pens in the event of a reaction</p>	<p>Educators, children</p> <p>Educators, children</p> <p>Educators</p> <p>Educators</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p>
<p>Cooking activities</p> <ul style="list-style-type: none"> - Making a bike from biscuits - -and from fruit 	<p>Using Sharp objects such as skewers toothpicks and knives</p> <p>Use of microwave</p>	<p>High</p> <p>Low</p>	<p>Staff to cut up fruit, children instructed carefully in the use of toothpicks, children closely supervised..</p> <p>Staff only to use microwave</p>	<p>Educators, children</p> <p>Educators</p>	

	<p>Children burnt by melted chocolate</p> <p>Food allergies/anaphylaxis reactions/ food intolerances</p>	<p>Moderate</p> <p>High</p>	<p>Staff to ensure that the chocolate is cool enough to touch, children provided with gloves</p> <p>All educators to have knowledge of all children's known allergens and food that cause anaphylaxis of children enrolled not kept on premises, all surfaces wiped down to ensure children do not touch surfaces that may have triggers on them</p>	<p>Educators</p> <p>Educators</p>	
Throughout the day	<p>Allergic reactions</p> <p>Absconding children</p>	<p>Medium</p> <p>High</p>	<p>Children advised not to share food. Food that cause anaphylaxis of children enrolled not kept on premises, all surfaces wiped down to ensure children do not touch surfaces that may have triggers on them</p> <p>Children may run away due to emotional reasons. Children are assisted with their emotional regulation, and closely supervised to ensure they do not abscond.</p>	<p>Educators, children</p> <p>Educators, children</p>	

	Sunburn	Medium	Children are instructed to bring a hat every day to NOOSH. Educators to remind children to wear their hats. Children given sunscreen throughout the day	Educators, children	
	Dehydration	Low	Children may become dehydrated during the day due to heat and high activity. Children will be gently reminded to drink water, and water will be provided for them at the centre.	Educators, children	
	Toileting	Medium	Staff to ensure toilets are safe for use. Children are to be sent in twos or threes for safety. Staff to monitor toilets and ensure that children have not been away from the group for too long	Educators, children	
	Covid-19	High	Children are to be physically distanced from each other at all times. Handwashing will happen more frequently with children offered hand santiser at all times. High	Educators, children	

			touch areas are wiped down frequently.		
--	--	--	--	--	--

Plan prepared by: Rachel Warner		Date 27/5/2020	
Prepared in consultation with: Kerri Wickenden			
Communicated to: Kerri Wickenden and the staff of 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

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	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	