

In Centre Risk Management Plan

In Centre details			
Date(s) of Activity/Session :	28/9/20	Location:	Noosh
Name of Activity/Sessions:	Detective and spy day		
Proposed activities:	Scavenger Hunt Fingerprinting Decoder craft Escape room Dodgeball Bull rush	Water hazards? Yes/No If yes, detail in risk assessment below.	
Name of Person in Day-to-day charge:			
Contact number:	(BH) 0437 712178	(M)	
Number of children attending activity/session:	1:15	Number of educators/parents/volunteers	
In Centre checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating (including volunteers/ visitors)		
<input type="checkbox"/> List of children attending	<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
Activity: Art/craft	<ul style="list-style-type: none"> Paper cuts Skin cuts / abrasions using scissors 	Low Moderate	Children supervised and instructed to not cut anything that isn't paper.	Children and educators	All day
Decoder	<ul style="list-style-type: none"> Toxicity/ poisoning Eye/skin irritations 	Low Low	Children also reminded to not put anything in their mouths.	Children and educators	All day
Finger printing	<ul style="list-style-type: none"> Allergies Anaphylaxis reactions? Choking hazards small pieces in the split pins 	Moderate High Moderate			
Activity: Dodgeball	<ul style="list-style-type: none"> Physical injury Muscular skeletal injury 	-Moderate -Moderate -Moderate	<ul style="list-style-type: none"> Running Disallowed Kid's told to be "Careful with the evidence" Sharp or pointy objects avoided Rule against playing with sticks	Children and Educators	9:30-10:30 am
Scavenger Hunt	<ul style="list-style-type: none"> Trips, falls, sprains, strains, collisions Broken/fracture bones/limbs <ul style="list-style-type: none"> Bruises Abrasions/ grazes <ul style="list-style-type: none"> Nose bleeds Eye injury Head injury Headaches 	-Low -Low -Low -Low -Low -Moderate -Low			

<p>Activity: Escape room</p>	<ul style="list-style-type: none"> • Allergies? • Anaphylaxis reactions? • Asthma? • Panic over a darker area • Panic over claustrophobia • Climbing on things in the library • Damage to property 	<p>Moderate High High Low Low Moderate Low</p>	<p>Children to be supervised at all times</p> <p>Children are reminded to treat the library respectfully and to not climb but ask the staff or a taller child for help reaching things.</p> <p>Staff can allow child suffering anxiety to exit and return to the oval</p>	<p>Children and educators</p>	<p>10.30-12.30</p>
<p>Sun Safety</p>	<p>Sunburn / burns/ infections / illness Sun stroke, dehydration</p>		<ul style="list-style-type: none"> • Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. • Ensure that Educators, volunteers & families are aware of our Sun Safety Policy • Ensure families pack hats for their children each day • Ensure children wear hats as necessary or stay under the shade if UV is over 3 • Provide shelter where necessary • Regularly ensure children have opportunity to get a drink of water • Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this) 	<p>The Coordinator Educators Parents/families Children Volunteers</p>	<p>Throughout the whole day</p>
<p>Eating / Drinking</p>	<p>Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages</p>		<ul style="list-style-type: none"> • Ensure educators, children & families are aware of our Food & Nutrition Policy • Ensure families are regularly provided with information about food and nutrition • Ensure children are seated down whilst eating or drinking <ul style="list-style-type: none"> • Regularly update information of children with anaphylaxis/allergies/int 	<p>The Coordinator Educators Parents/families Children Volunteers</p>	<p>Throughout the whole day</p>

			<p>olerances and cultural requirements.</p> <ul style="list-style-type: none"> • Ensure each educator and volunteer is ware of the medical and dietary list/info of each child. • Staff are trained in First aid, anaphylaxis and allergy awareness. 		
Toileting & hand washing	<p>Slips, trips, falls, collisions, wet accidents, Injury, incident, illness</p> <p>Missing child</p>		<ul style="list-style-type: none"> • Ensure children have regular opportunities to go to the toilets preferably in small groups • Assign children in buddies to go to toilets when the need is there • Ensure educators check each rest room/toilet area before children enter • If the gender of that staff member is not able to check the toilets. Send 2x older more responsible children to check whilst staff member waits right outside of toilet area • Keep a headcount <ul style="list-style-type: none"> • Keep a tally on timing of children going to the toilet. • Children to always communicate with educators about going to and from the toilets. <ul style="list-style-type: none"> • Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands. 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day
Covid-19	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<ul style="list-style-type: none"> • Ensure Educators & Families are aware of our Covid-19 Policy & procedure <ul style="list-style-type: none"> • Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

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| | | | <ul style="list-style-type: none">• Ensure information of Covid-19 and any practices are updated as new information becomes available<ul style="list-style-type: none">• Ensure all such important information and factsheets are available &/or displayed for educators/parents/families and visitors to see• Educators & families are updated with any new information/updates on Covid-19<ul style="list-style-type: none">• Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child.<ul style="list-style-type: none">• Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had Covid symptoms• Ensure adults are not to enter the premises if they are sick/unwell• If children present during the day as unwell, they will be set aside from other children and visitors and their parent will be contacted to collect them as soon as possible• All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government<ul style="list-style-type: none">• Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to• Antibacterial wipes, hand soap, paper towels | | |
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			<p>and hand sanitiser will be available to all that enter/use the premises.</p> <ul style="list-style-type: none"> • Educators are strongly recommended to wear PPE including gloves & face masks where necessary • Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based) • A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule. • Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices 		
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Plan prepared by:	Alex Whipp & Nick Wensley	Date	11/8/20
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No		
	Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Page Break

Risk Matrix						
Likelihood	Consequence					
	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