

## In Centre Risk Management Plan

In Centre details			
<b>Date(s) of Activity/Session :</b>	Thursday 1 <sup>st</sup> October	<b>Location:</b> NOOSH premises. c/- Normanhurst Public School Normanhurst Rd, Normanhurst NSW 2076	
<b>Name of Activity/Sessions:</b>	Scrap That day		
<b>Proposed activities:</b>	Various craft activities and Games on the oval.	<b>Water hazards? Yes/No</b> <b>If yes, detail in risk assessment below.</b>	
<b>Name of Person in Day-to-day charge:</b>	Kerri Wickenden		
<b>Contact number:</b>	(BH) 0437 712178	(M)	
<b>Number of children attending activity/session:</b>	30 (approx.)	<b>Number of educators/parents/volunteers</b>	1:15
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
Art/craft activity	Paper cuts Skin cuts / abrasions	Moderate / low	Ensure all of the of the children and educators are made aware of the risks	All educators All children	During the activity
	Using glue / tape Choking hazards	Moderate / low	Ensure that all glue is kept away from eyes and mouth.		
	Burns from hot glue	Moderate	Only older /responsible children to have use of hot glue. With close supervision and assistance by educator If younger children need use, then have an educator apply hot glue.		
Using the equipment & supplies	Touching the face and eye area when using the art supplies and getting paint on them.	Moderate	Have Asthma medication and anaphylactic pens accessible to children with reactions	All educators All children	Whilst using the equipment and the supplies at the venue
	Use the equipment provided appropriately.	Low	Ensure children avoid touching the face and eye area when using the art supplies.		
Bull Rush	Slips, trips, falls, collisions	Moderate	Ensure rules are set in games to stop them running over rough ground	All Educators & Children	During the activity
Stuck in the Mud	Child may wander/ abscond	Moderate	Educators positioned at front, middle and ends of activities	All Educators &	During the activity

Various craft activities	Children may get cut with scissors	Moderate	<p>Ensure children are using scissors responsibly</p> <p>Educators to communicate with one another and the children</p>	<p>Children</p> <p>All Educators</p> <p>All Educators &amp; Children</p>	During the activity
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration	Moderate	<p>Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy</p> <p>Ensure families pack hats for their children each day</p> <p>Ensure children wear hats as necessary or stay under the shade if UV is over 3</p> <p>Provide shelter where necessary</p> <p>Regularly ensure children have opportunity to get a drink of water</p> <p>Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this)</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p>	Throughout the whole day
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages		<p>Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy</p> <p>Ensure families are regularly provided with information about food and nutrition</p> <p>Ensure children are seated down whilst eating or drinking</p> <p>Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</p> <p>Ensure each educator and volunteer is ware of the</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p>	Throughout the whole day

			<p>medical and dietary list/info of each child.</p> <p>Staff are trained in First aid, anaphylaxis and allergy awareness.</p>		
Toileting & hand washing	<p>Slips, trips, falls, collisions, wet accidents, Injury, incident, illness</p> <p>Missing child</p>	moderate	<p>Ensure children have regular opportunities to go to the toilets preferably in small groups</p> <p>Assign children in buddies to go to toilets when the need is there</p> <p>Ensure educators check each rest room/toilet area before children enter</p> <p>Keep a headcount</p> <p>Keep a tally on timing of children going to the toilet.</p> <p>Children to always communicate with educators about going to and from the toilets.</p> <p>Educators to ensure antibacterial wipes and hand sanitiser is provided to children at times of washing hands.</p>	<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>	Moderate	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available &amp;/or displayed for educators/parents/families and visitors to see</p> <p>Educators &amp; families are updated with any new</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	Throughout the whole day

information/updates on Covid-19

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.

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

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 and hand sanitiser will be available to all that enter/use the premises.

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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<b>Plan prepared by:</b> Hamish McEwan, Sean Kennedy	<b>Date</b> 13/08/20
<b>Prepared in consultation with:</b>	
<b>Communicated to:</b> All of the educators on the day	
<b>Venue and safety information reviewed and attached</b>	Yes / <b>No</b> <b>Comment if needed:</b>
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

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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	