

## In Centre Risk Management Plan

In Centre details			
<b>Date(s) of Activity/Session :</b> Tuesday 6/10/20		<b>Location:</b> NOOSH C/- Normanhurst Public School Normanhurst Road, Normanhurst NSW 2076	
<b>Name of Activity/Sessions:</b>	Slime and Sensory Day		
<b>Proposed activities:</b>	DIY Slime DIY soap Guessing games	<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>			
<b>Contact number:</b>	(BH) 0437 712 178	(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
Sensory Bins	<ul style="list-style-type: none"> <li>- Small items choking hazard</li> <li>- Small items can become stuck in ears, noses, children's cast(s)</li> </ul>	Moderate (children out of high risk age)	Educators supervise closely and make sure that no children are bringing items close to their faces.  Use packing peanuts instead of rice or sand so that nothing will fit inside the cast	Coordinator Educators Children Volunteers	9-10:30am
Galaxy Slime Foam slime DIY bug soap	<ul style="list-style-type: none"> <li>- Allergic reactions</li> <li>- Contact with mouth/eyes</li> <li>- Children uncomfortable/ afraid of fake insects</li> </ul>	Moderate	Coordinator ensures that all educators are aware of every child's allergies and tolerances  Educators supervise closely to make sure that children have washed their hands before touching their faces.  Educators also supervise to prevent children from eating slime.  Educators comfort children and reassure them that the bugs are fake and cannot harm the children.	Coordinator Educators Children Volunteers	9-10:30am, 11am-12pm
Fruit salad challenge	<ul style="list-style-type: none"> <li>- Allergic or anaphylactic reactions</li> <li>- Choking</li> </ul>	Low (no fruit allergy children at NOOSH. Children	Educators are informed of all allergies and cases of anaphylaxis.	Coordinator Educators Children Volunteers	12-1pm

		above age of choking hazard)	Epi-pens in close proximity at all times.  Educators supervise closely to ensure that children are eating sensibly to avoid the chance of choking		
Free play sports	<ul style="list-style-type: none"> <li>- Broken limbs</li> <li>- Head injury</li> <li>- Bruises or scrapes</li> <li>- Bullying/ emotional abuse between children</li> </ul>	High	<p>Educators supervise and engage in games of sports with children.</p> <p>First Aid kit is in close proximity at all times.</p> <p>Educators intervene when conflicts arise between children or where they suspect or observe that harmful sentiments or language are being exchanged.</p>		
Sun Safety	Sunburn / burns/ infections / illness Sun stroke, dehydration	Moderate	<ul style="list-style-type: none"> <li>● Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</li> <li>● Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy</li> <li>● Ensure families pack hats for their children each day</li> <li>● Ensure children wear hats as necessary or stay under the shade if UV is over 3</li> <li>● Provide shelter where necessary</li> <li>● Regularly ensure children have opportunity to get a drink of water</li> <li>● Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this)</li> </ul>	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day
Eating / Drinking	Choking, vomiting, anaphylaxis reactions, allergies, intolerances to food/beverages	Low	<ul style="list-style-type: none"> <li>● Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy</li> <li>● Ensure families are regularly provided with information about food and nutrition</li> </ul>	The Coordinator Educators Parents/families Children Volunteers	Throughout the whole day

			<ul style="list-style-type: none"> <li>• Ensure children are seated down whilst eating or drinking</li> <li>• Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>• Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>• Staff are trained in First aid, anaphylaxis and allergy awareness.</li> </ul>		
Toileting & hand washing	Slips, trips, falls, collisions, wet accidents, Injury, incident, illness  Missing child	Moderate	<ul style="list-style-type: none"> <li>• Ensure children have regular opportunities to go to the toilets preferably in small groups</li> <li>• Assign children in buddies to go to toilets when the need is there</li> <li>• Ensure educators check each rest room/toilet area before children enter</li> <li>• Keep a headcount <ul style="list-style-type: none"> <li>• Keep a tally on timing of children going to the toilet.</li> </ul> </li> <li>• Children to always communicate with educators about going to and from the toilets.</li> <li>• Educators to ensure antibacterial wipes and hand sanitiser is provided to children at times of washing hands.</li> </ul>	The Coordinator  Educators  Parents/families Children Volunteers	Throughout the whole day
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult  Community surroundings		<ul style="list-style-type: none"> <li>• Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure <ul style="list-style-type: none"> <li>• Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</li> </ul> </li> <li>• Ensure information of Covid-19 and any practices are updated as</li> </ul>	The Coordinator  Educators  Parents/families Children Volunteers	Throughout the whole day

new information becomes available

- 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
- 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.

			<ul style="list-style-type: none"> <li>• Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary</li> <li>• Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</li> <li>• A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</li> <li>• Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</li> </ul>		
--	--	--	--	--	--

<b>Plan prepared by:</b>	Sofia Honcoote	<b>Date</b>	14/8/20
<b>Prepared in consultation with:</b>	Kerri Wickenden		
<b>Communicated to:</b>			
<b>Venue and safety information reviewed and attached</b>	<b>Yes / 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>			

## 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