

## FLASCA Incursion – Stars of Tomorrow

Tuesday 15<sup>th</sup> April 2025

### Risk Management Plan- Stars of Tomorrow (15/04/25)

Centre details						
Company	Primary OSHCare	Centre			FLASCA	
Centre Operating Times	7am – 6pm Monday to Friday					
Address	233 Bridge rd Forest Lodge 2037	Water hazards? Yes/No <input type="radio"/> If yes, detail in risk assessment below.				
Name of co-ordinator	Hannah King					
Contact number of Centre	<b>Work Phone</b> 9660 4334	<b>Mobile</b> 0417 211 141				
Average number of children centre	<b>Incursions:</b> 85	Average number of educators	10			
	<b>Excursions:</b> 75	Average parents/volunteers				
Educator to child ratio, including whether this higher ratio is warranted? Please provide details.	Mainstream Ratio – 15 children: 1 educator Waterplay Ratio – 7 children: 1 educator					
Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
<b>Science Experiments- Bicarb Soda</b>	Ingestion of harmful chemicals	Moderate	<ul style="list-style-type: none"> <li>- Children will participate in science experiments in groups of less than 12.</li> <li>- Prior to beginning science workshops, a safety briefing regarding safe</li> </ul>	Educators and Children	Before and During Activity	

<b>Volcano &amp; Slime</b>			<p>handling of equipment and materials during the experiments will be completed.</p> <ul style="list-style-type: none"> <li>- Children will be under the supervision of educators when completing science experiments.</li> <li>- Educators will handle and measure any chemicals used during experiments.</li> </ul>		
	Children's behaviour	Moderate	Educators to explain the rules to children before beginning the activity. Children who don't follow the rules will be removed from the activity immediately.	All Educators	Before Activity
	Risk of foreign objects entering the eye	Moderate	<ul style="list-style-type: none"> <li>- Children to be briefed beforehand on how to correctly use materials.</li> </ul> <p>Educators to monitor and track equipment usage.</p>	All Educators	Before and During Activity
<b>Lego Masters</b>	Slipping on Lego Bricks/Parts	Moderate	<ul style="list-style-type: none"> <li>- Educators supervising activities will regularly remind children to practice a CAYG system (Clean As You Go).</li> <li>- Children stay seated for most of the workshop which prevents slips.</li> </ul> <p>During 10am roll-call the importance of basic cleanliness will be discussed.</p>	Educators and Children	Before and During Activity
	Swallowing Bricks/Parts	Moderate	<ul style="list-style-type: none"> <li>- It is appreciated that at times young persons/children may do this. Activities are supervised with Educators who will be made aware of this potential and to look out for this happening. They will ask the person to stop.</li> </ul>	Educators and Children	Before and During Activity

			During 10am roll-call the importance of avoiding choking hazards will be discussed.		
	Throwing Lego	Moderate	<ul style="list-style-type: none"> <li>- Children given a safety brief prior to activities commencing.</li> </ul> Activities are closely monitored and repeated throwing will result in that participants' removal.	Educators and Children	Before and During Activity
	Pulling Lego Apart with Teeth	Moderate	<ul style="list-style-type: none"> <li>- Safety briefing places special emphasis on children not removing bricks with teeth.</li> </ul> Educators supervise activities and assist in separating pieces when required.	Educators and Children	Before and During Activity
<b>Drama Activity</b>	Risk of injury whilst undertaking drama activities	Low	<ul style="list-style-type: none"> <li>• Pupils are told to behave in a sensible manner and to not play on the stairs if using Theatre.</li> <li>• Pupils to wear sensible clothes and shoes.</li> <li>• Pupils asked to remove items such as tight ties, jewellery etc prior to workshop if deemed to be unsuitable for workshop.</li> </ul> Children remain under control of teacher and accompanying helpers at all times.	Children and Educators.	During Activity
	Material could cause offence	Low	Sensitively devised with Educator. Children will be monitored to ensure one persons work does not cause offence to another.	Children and Educators.	During Activity
	Access to stage and equipment – injury or breakage	Low	Educator will never leave children unattended. Educator will keep an eye on children activity to stop any inappropriate behaviour.	Children and Educators.	During Activity
	Risk of falls from staging during usage	Moderate	Children will be briefed on appropriate use of staging and they will never be left alone with it.	Children and Educators.	During Activity

<b>Dance Activity</b>	Risk of injury whilst undertaking dance activities.	Low	<ul style="list-style-type: none"> <li>• Pupils to wear sensible clothes and shoes.</li> <li>• Pupils asked to remove items such as tight ties, jewellery etc prior to workshop if deemed to be unsuitable for workshop.</li> <li>• Children remain under control of teacher and accompanying helpers at all times.</li> </ul> <p>Children will maintain a safe distance from one another while practicing and performing the dance.</p>	Children and Educators	During activity
<b>Eating and Drinking</b>	Choking	Moderate	<ul style="list-style-type: none"> <li>• Adequate supervision and assistance.</li> </ul> <p>Children must be sitting while eating.</p>	Children and educators	Eating
	Allergies	Extreme	<ul style="list-style-type: none"> <li>• Remind parents the centre is nut-free.</li> <li>• First aid kit nearby.</li> <li>• Ensure no sharing of food.</li> <li>• Frequent handwashing.</li> <li>• Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy.</li> </ul> <p>Ensure children are seated down whilst eating or drinking.</p>	Children, parents, educators	Eating
<b>Sun Protection &amp; Dehydration</b>	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	<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 Provide shelter where necessary.</li> </ul>	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

			<ul style="list-style-type: none"> <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> <li>• Sunscreen will be applied throughout the day.</li> </ul> <p>Ensure children have brought their water bottles.</p>		
<b>Covid-19</b>	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	Medium-High	<ul style="list-style-type: none"> <li>• Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; Procedure.</li> <li>• Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19.</li> <li>• Ensure information of Covid-19 and any practices are updated as new information becomes available.</li> <li>• Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view.</li> <li>• Educators &amp; families are updated with any new information / updates on Covid-19.</li> <li>• 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-19 symptoms or are currently displaying any related symptoms.</li> <li>• If children or adults present during the day as unwell, they will be set aside from</li> </ul>	Coordinator, Educators, Families and Children.	Throughout the day.

			<p>others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre and seek medical advice.</p> <ul style="list-style-type: none"> <li>• All adults/Visitors/volunteers are to adhere to all Covid -19 rules and practices as per prescribed from the NSW government.</li> <li>• Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to.</li> <li>• Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</li> </ul> <p>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</p>		
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Plan prepared by	Full name: Hannah King Signature: H.K Role/Position: Coordinator	Date: 20/02/25
Prepared in consultation with	Full name: Demi Wu Signature: DW Role/Position: Assistant Coordinator	Date:20/02/25
Communicated to all relevant staff:	Yes/No	
Risk assessment to be evaluated and reviewed on:	If this incursion is run again.	

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

		Insignificant	Minor	Moderate	Major	Catastrophic
		Likelihood	Almost certain	Moderate	High	High
Likely	Moderate		Moderate	High	Extreme	Extreme
Possible	Low		Moderate	High	High	Extreme
Unlikely	Low		Low	Moderate	High	High
Rare	Low		Low	Low	Moderate	High