

FLASCA Incursion – Bring Your Wheels

Week 1: Friday

Risk Management Plan: Bring Your Wheels (28/09/23)

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 If yes, detail in risk assessment below.		
Name of co-ordinator	Cody Jaikiew			
Contact number of Centre	Work Phone 9660 4334	Mobile 0417 211 141		
Average number of children centre	Incursions: 80 Excursions: 75	Average number of educators	11	
		Average parents/volunteers		
Educator to child ratio, including whether this higher ratio is warranted? Please provide details.	Mainstream Ratio – 15 children: 1 educator,			
Excursion checklist				
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion			
<input type="checkbox"/> List of children attending the excursion	<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		
Medical information for each child			Other items, please list		
Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Wheels Riding	Children may injure themselves whilst riding	High	Ensure staff are actively engaged and closely monitoring children. Aware of children's riding abilities and needs. Work collaboratively to set up course and modify according to abilities, age groups and needs. Children to wear protective gear – helmets, knee/elbow pads	Children and Educators	On the Day.
	Tripping, falling, collisions with others	Moderate	Educators to examine the area that we are using and clear it of trip hazards. Children to be closely supervised	Children and Educators	On the Day.
	Injuries sustained from equipment	Moderate	Staff to talk to children about using equipment appropriately. Children to be closely supervised.	Children and Educators	On the Day.
	Skateboard/rollerblade injuries	High	Children use skateboards/rollerblades appropriately and safely to minimise the chance of hurting oneself or another member of the public. For skateboards, follow instructions for when not in use, foot placement, how to get off the skateboard safely. Staff to constantly monitor the children's behaviour on the equipment and remove if not used correctly or safely	Children and Educators	On the Day.
	Scooter injuries	Moderate	Same safety precautions as the skateboard but with a smaller risk due to more control available on scooters.	Children and Educators	On the Day.
	BMX injuries	Moderate	Same safety precautions as the scooter, due to control of BMX, it has a smaller risk.	Children and Educators	On the Day.
General	COVID-19	Low	Frequent handwashing. Social distancing (where practicable). Disinfecting surfaces.	Children and Educators	All day

			<p>Ensure Educators & Families are aware of our Covid-19 Policy & 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.</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p>		
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Low	<p>Ensure that Educators, volunteers & 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 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>Sunscreen will be applied throughout the day.</p> <p>Ensure children have brought their water bottles.</p>	The Coordinator, Parents/Families, Children Volunteers, and Educators	Before and During Incursion.
	Toilet Supervision	Low	<p>Educators check toilets before children use them.</p> <p>Younger children to go in pairs or small groups.</p> <p>Ensure handwashing.</p>	Children	All day
Eating and Drinking	Choking	Moderate	<p>Adequate supervision and assistance.</p> <p>Children must be sitting while eating.</p>	Children and educators	Recess and lunch
	Allergies	Extreme	<p>Remind parents the centre is nut-free.</p> <p>First aid kit nearby.</p> <p>Ensure no sharing of food.</p> <p>Frequent handwashing.</p>	Children, parents, educators	Recess and lunch

			Ensure educators, children & families are aware of our Food & Nutrition Policy. Ensure children are seated down whilst eating or drinking.		
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Plan prepared by	Full name: Hannah King Signature: H.K. Role/Position: Assistant Coordinator	Date: 01/03/2024
Prepared in consultation with:	Full Name: Cody Jaikiew Signature: C.J. Role/position: Coordinator	Date: 01/03/2024
Communicated to all relevant staff:	Yes/No	
Risk assessment to be evaluated and reviewed on:	In the event this incursion is organised again.	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		