

FLASCA Incursion – Bring Your Own Devices + Filmmaking.

Week 1: Thursday

Risk Management Plan: Bring Your Own Devices + Filmmaking (03/102024)

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
Presence of Electrical Equipment	Falling, Cuts & Scrapes	Low	<ul style="list-style-type: none"> Cables are neatly arranged so that tripping hazards are minimised. Electrical equipment is left <i>off</i> floor surfaces where practicable. Ice-pack and first aid nearby. Adequate supervision and assistance to ensure children do not tamper/relocate electrical equipment. 	Children and Educators.	Before and During Activity.
	Electrical Shocks	Low	<ul style="list-style-type: none"> Cables are neatly arranged and inspected for frayed cabling/equipment damage prior to setup. Children are instructed <i>not</i> to touch surfaces that are not intended to be interacted with and are closely supervised to ensure this. 	Children and Educators.	Before and During Activity.
	Heat Burns	Low	<ul style="list-style-type: none"> Electrical equipment is monitored for overheating/appropriate functioning by staff. 	Children and Educators.	Before and During Activity.
BYOD (Bring Your Own Device)	Missing or Damaged Devices	Moderate	<ul style="list-style-type: none"> Families are to sign a liability form to ensure the FLASCA service team are not accountable for the safety of children's devices. Devices are locked in the FLASCA office whilst not being used. This office is occupied by the Service Coordinator. 	Children and Educators.	Before and During Activity.

			<ul style="list-style-type: none"> Children are to be closely supervised whilst using their devices. A ratio of 1:10 for device usage will facilitate this. Children are instructed to use only <i>their</i> device and not to share. 		
	Unwillingness to Relinquish Device	Moderate	<ul style="list-style-type: none"> A clearly stipulated 60 minutes of playtime is communicated to children and families in the liability form and before the activity commences. Children are continuously reminded of their limited playtime so they can anticipate the necessary return of their devices. 	Children and Educators.	Before and During Activity.
Playing Games	Eye Strain/Headaches/Bodily Discomfort	Low	<ul style="list-style-type: none"> Children are reminded to take intermittent breaks to stretch out, turn their gaze away from screens, and to hydrate themselves. 	Children and Educators.	During Activity.
Filming	Children being filmed without consent.	Low	<ul style="list-style-type: none"> Children are reminded to acquire express permission from people <i>before</i> they film them. Educators closely monitor film-making groups to ensure this is observed. 	Children and Educators.	Before and During Activity.
General	COVID-19	Low	<ul style="list-style-type: none"> Frequent handwashing. Social distancing (where practicable). Disinfecting surfaces. Ensure Educators & Families are aware of our Covid-19 Policy & procedure. Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19. Ensure information of Covid-19 and any practices are updated. Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. 	Children and Educators	All day

Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Low	<ul style="list-style-type: none"> • 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). • Sunscreen will be applied throughout the day. • Ensure children have brought their water bottles. 	The Coordinator, Parents/Families, Children Volunteers, and Educators	Before and During Incursion.
	Toilet Supervision	Low	<ul style="list-style-type: none"> • Educators check toilets before children use them. • Younger children to go in pairs or small groups. • Ensure handwashing. 	Children	All day
Eating and Drinking	Choking	Moderate	<ul style="list-style-type: none"> • Adequate supervision and assistance. • Children must be sitting while eating. 	Children and educators	Recess and lunch
	Allergies	Extreme	<ul style="list-style-type: none"> • Remind parents the centre is nut-free. • First aid kit nearby. • Ensure no sharing of food. • Frequent handwashing. • Ensure educators, children & families are aware of our Food & Nutrition Policy. • Ensure children are seated down whilst eating or drinking. 	Children, parents, educators	Recess and lunch

Plan prepared by

Full name: Hannah King

Date: 04/03/2024

Signature: H.K

	Role/Position: Assistant Coordinator	
Prepared in consultation with:	Full Name: Cody Jaikiew Signature: C.J. Role/position: Coordinator	Date: 04/03/2024
	Reviewed by: Hannah King Position: Assistant Coordinator Signature: H.K.	Date 14/08/2024
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.		