

FLASCA Incursion – Wheels Day

Week 1: Thursday

Risk Management Plan: Wheels Day (Thursday 03/10/2024)

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: 90	Average number of educators	10	
	Excursions: 70	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
Participating in Wheels-based activities	Slipping, tripping, falling, or colliding	Moderate	<ul style="list-style-type: none"> - A designated wheels zone will be established and communicated to the children prior to the use of wheels. - Educators will communicate the rules of wheels use prior to children engaging in play. - Ensure children are playing on/with wheels in a sensible and responsible way. - Ensure that there are no trip hazards in the designated wheels space. - Ensure that children are not occupying the same space and/or going in different directions when on wheels. - Ensure the surface is free from water/possible slip hazards. 	Educators and Children	During Activity
	<ul style="list-style-type: none"> • Handling of equipment 	Low	<ul style="list-style-type: none"> - Children are instructed how to handle equipment appropriately and with respect. 	Educators and Children	Before and During Activity
Eating lunch and recess	Risk of sunburn	Medium	<ul style="list-style-type: none"> • Children to be seated in the shade while eating to reduce risk of sunburn. There is a shaded area on News Direct Rd. Sunscreen to be regularly reapplied. 	Educators	On the day
	Risk of allergies	Medium	<ul style="list-style-type: none"> • Ensure that no people nearby are eating foods the child is allergic to, and ensure that any child with allergies is not given food that they are allergic to. 	Educators	On the day
Environmental Impacts &	Extreme Weather conditions (including heat stress, sun burn,	Medium	<ul style="list-style-type: none"> • Seek shade/shelter where appropriate. • Give time for children to be calm, safe and secure. 	Educators & Children	Preparation before Excursion &

Emergency Evacuation	storms, high winds), Fire / floods, emergency crisis/situation				During excursion
Using the toilets & hand washing	Children using toilets at the venue	Medium	<ul style="list-style-type: none"> The bathroom is shared with the Holey Moley centre next door. Set clear demarcations. Set clear rules and standards. Constant head counts and monitoring children's whereabouts. 	Educators & Children	Whilst using toilets and hand washing areas
	Missing child	High	<ul style="list-style-type: none"> An Educator to check toilet areas for any hazards before children enter. If the gender of that educator is not able to check the toilets send 2x older more responsible children to check whilst the educator waits right outside of toilet area. Children to go in small groups of same gender. Regular head counts and roll calls. Educators to walk children in groups at a time and remain near toilet block area until children have finished. Children to always communicate with educators about going to and from the toilets. 	Educators and Children	Whilst using toilets and hand washing areas
	Health & Hygiene	Medium	<ul style="list-style-type: none"> Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands. 	Educators and Children	During the Excursion.
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	<ul style="list-style-type: none"> Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. 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. 	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

			<ul style="list-style-type: none"> • 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. 		
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	Medium-High	<ul style="list-style-type: none"> • 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 as new information becomes available. • Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view. • Educators & families are updated with any new information / updates on Covid-19. • 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. • If children or adults present during the day as unwell, they will be set aside from 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. • All adults/Visitors/volunteers are to adhere to all Covid - 19 rules and practices as per prescribed from the NSW government. 	Coordinator, Educators, Families and Children.	Throughout the day.

			<ul style="list-style-type: none"> • 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. • Educators are strongly recommended to wear PPE including gloves & face masks where necessary. 		
Wheels Riding Course	Children may injure themselves while riding their bike	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.

Plan prepared by	<p>Full Name: Hannah King</p> <p>Signature: H.K.</p> <p>Role/position: Assistant Coordinator</p> <p>Date:14/08/2024</p>
Prepared in consultation with:	<p>Full Name: Cody Jaikiew</p> <p>Signature: C.J.</p> <p>Role/position: Coordinator</p>

Communicated to all relevant staff:	Yes/No
Risk assessment to be evaluated and reviewed on:	If this VC Program Activity is organised again.
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	