

FLASCA Incursion – Colour Run & Disco

Week 2: Friday

Risk Management Plan: Colour Run (Friday the 26th of April 2024)

| Centre details | | | | |
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| 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. | | |
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| 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 | Average number of educators | 10 | |
| | Excursions: 75 | 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 | | |
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| Medical information for each child | | | Other items, please list | | |
| Risk assessment | | | | | |
| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When |
| Coloured Powder | Use of coloured powder: Irritation sensitisation to eyes incl. contact lenses, skin, mucous membranes allergic reaction consumption inhalation ignition | Moderate | <ul style="list-style-type: none"> - Powder purchased from reputable suppliers, is nontoxic & conforms to EN71-3 & EC1223/2009. - First Aid provision to be on hand with facilities to wash away any powder that has caused irritation or has come into contact with eyes or mouth as per supplier information. Educators will only throw powder in the designated areas. - Children informed of the associated health risks [that they may suffer skin irritation/powder in the eye/inhalation of powder] & will be offered advice on how to minimise risk. - Service team will monitor use of powders & respond to any potentially dangerous situations that arise at event. | Educator/s Supervising Staff Members | Continuous |
| Running | Trip, slip or fall resulting in a bump, twist or break, incident requiring first aid | Moderate | <ul style="list-style-type: none"> - Educators to oversee appropriate behaviour of participants. - Participants briefed at the start point to casually jog rather than 'run'. - Ensure appropriate clothing & footwear is worn by participants. - Participants provided with a fun 'warm up' prior to the event. | Educators and Children | Before and During the Activity |
| Ground condition uneven ground | Trip, slip or fall resulting in a bump, twist or break, incident requiring first aid | Moderate | <ul style="list-style-type: none"> - All participants to exercise care when traversing the route. A full route inspection will take place prior to the event. If the ground becomes slippery, | Educators and Children | Before and During Activity |

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| | | | volunteers to communicate to the event team & any approaching participants | | |
| Disco | Overstimulation | Moderate | <ul style="list-style-type: none"> Children who become overstimulated from the environment will be redirected to a quiet space such as the grass, quiet room or courtyard. Water and calm breaks will be given to children throughout the disco. Alternative activities will be offered to children who do not feel comfortable participating in the disco due to potential overstimulation. | Children and educators | During the activity. |
| | Trips, slips, falls | Moderate | <ul style="list-style-type: none"> Doors will be kept open to provide some natural light to the room. The room will be cleared of large objects or potential trip hazards (i.e. Tables, chairs, couches) Educators will actively supervise throughout the disco and monitor for possible hazards. Educators will have ice packs and a first aid kit within the room. Educators will limit the number of children within the room to mitigate risk of overcrowding. | Children, educators | During the activity. |
| Eating and Drinking | <ul style="list-style-type: none"> Choking | Moderate | <ul style="list-style-type: none"> Adequate supervision and assistance. <ul style="list-style-type: none"> Children must be sitting while eating. | Children and educators | Eating |
| | <ul style="list-style-type: none"> 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 | Eating |

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| <p>Sun Protection & Dehydration</p> | <ul style="list-style-type: none"> Sunburn / burns/ infections / illness Sun stroke, dehydration | <p>Medium</p> | <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. 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. | <p>The Coordinator, Parents/Families, Children Volunteers, and Educators.</p> | <p>Before leaving the centre & during the excursion.</p> |
| <p>Covid-19</p> | <ul style="list-style-type: none"> Illness, infections, hospitalisation, death of child/educator/adult Community surroundings | <p>Medium-High</p> | <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. | <p>Coordinator, Educators, Families and Children.</p> | <p>Throughout the day.</p> |

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| | | | <ul style="list-style-type: none"> • 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. • 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. | | |
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| Plan prepared by | Full Name: Cody Jaikiew Signature: C.J. Role/position: Coordinator |
| Prepared in consultation with: | Full Name Hannah King Signature: H.K. Role/position: Assistant Coordinator |
| Communicated to all relevant staff: | Yes/No |
| Risk assessment to be evaluated and reviewed on: | If this VC Program Activity is organised again. |

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