

## FLASCA Incursion- Film making & Movie Day

### Week 2: Tuesday

#### Risk Management Plan: Film Making & Movie Day (23/03/2024)

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	Jonah Dassaklis			
Contact number of Centre	<b>Work Phone</b> 9660 4334	<b>Mobile</b> 0417 211 141		
Average number of children centre	<b>Incursions: 80</b>	Average number of educators	11	
	<b>Excursions: 75</b>	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
<b>Movie Screening</b>	Intensive Emotional Response to Screened Movies	Low	<ul style="list-style-type: none"> <li>• Educators ensure that the movie is G classified.</li> <li>• The service team monitors children behaviour to ensure they are calm. Educators are to be attentive to children's needs. This involves comforting, reassuring, or removing children from the situation if necessary.</li> <li>• Educators are to discuss with guardians of developmentally challenged children whether the film(/s) would be appropriate for viewing.</li> </ul>	Children and Educators	Before and During Activity.
	Tripping, falling, collisions with others	Moderate	<ul style="list-style-type: none"> <li>• Children are strictly instructed <i>not</i> to run in the hall. They are to be reminded of the crowded interior environment.</li> </ul>	Children and Educators	Before and During Activity.
<b>Filom making</b>	Children being filmed without consent.	Low	<ul style="list-style-type: none"> <li>• Children are reminded to acquire express permission from people <i>before</i> they film them.</li> <li>• Educators closely monitor film-making groups to ensure this is observed.</li> </ul>	Children and Educators.	Before and During Activity.

	Children filming inappropriate content	Low	<ul style="list-style-type: none"> <li>- Children are reminded prior to activity commencing what content is not to be included in films.</li> <li>- Children are closely monitored throughout activity.</li> <li>- Children are reminded prior to activity commencing that they cannot film in out of bounds areas or within the toilets.</li> <li>- Educators will monitor and check films throughout the day to ensure that they are appropriate.</li> </ul>	Children and Educators	Before and During Activity.
<b>Eating lunch and recess</b>	Risk of sunburn	Medium	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Educators	On the day
	Risk of allergies	Medium	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Educators	On the day
<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> <li>• Regularly ensure children have opportunity to get a drink of water.</li> </ul>	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

			<ul style="list-style-type: none"> <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> <li>• Ensure children have brought their water bottles.</li> </ul>		
<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 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.</li> </ul>	Coordinator, Educators, Families and Children.	Throughout the day.

		<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> <li>• Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</li> </ul>		
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Plan prepared by	Full name: Hannah King Signature: H.K. Role/Position: Assistant Coordinator	Date: 04/03/2024
Prepared in consultation with:	Full Name: Cody Jaikiew Signature: C.J. Role/position: Coordinator	Date: 04/03/2024
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.