

## FLASCA Incursion – STEM Day

### Week 1: Thursday

#### Risk Management Plan: STEM Day (18/04/24)

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	<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>Lego Masters</b>	Slipping on Lego Bricks/Parts	Moderate	<ul style="list-style-type: none"> <li>- Educators supervising activities will regularly remind children to practice a CAYG system (Clean As You Go).</li> <li>- Children stay seated for most of the workshop which prevents slips.</li> <li>- During 10am roll-call the importance of basic cleanliness will be discussed.</li> </ul>	Educators and Children	Before and During Activity
	Swallowing Bricks/Parts	Moderate	<ul style="list-style-type: none"> <li>- It is appreciated that at times young persons/children may do this. Activities are supervised with Educators who will be made aware of this potential and to look out for this happening. They will ask the person to stop.</li> <li>- During 10am roll-call the importance of avoiding choking hazards will be discussed.</li> </ul>	Educators and Children	Before and During Activity
	Throwing Lego	Moderate	<ul style="list-style-type: none"> <li>- Children given a safety brief prior to activities commencing.</li> <li>- Activities are closely monitored and repeated throwing will result in that participants' removal.</li> </ul>	Educators and Children	Before and During Activity

	Pulling Lego Apart with Teeth	Moderate	<ul style="list-style-type: none"> <li>- Safety briefing places special emphasis on children not removing bricks with teeth.</li> <li>- Educators supervise activities and assist in separating pieces when required.</li> </ul>	Educators and Children	Before and During Activity
<b>Science Experiments- Bicarb Soda Volcano &amp; Slime</b>	Ingestion of harmful chemicals	Moderate	<ul style="list-style-type: none"> <li>- Children will participate in science experiments in groups of less than 12.</li> <li>- Prior to beginning science workshops, a safety briefing regarding safe handling of equipment and materials during the experiments will be completed.</li> <li>- Children will be under the supervision of educators when completing science experiments.</li> <li>- Educators will handle and measure any chemicals used during experiments.</li> </ul>	Educators and Children	Before and During Activity
	Children's behaviour	Moderate	<ul style="list-style-type: none"> <li>- Educators to explain the rules to children before beginning the activity. Children who don't follow the rules will be removed from the activity immediately.</li> </ul>	All Educators	Before Activity
	Risk of foreign objects entering the eye	Moderate	<ul style="list-style-type: none"> <li>- Children to be briefed beforehand on how to correctly use materials.</li> <li>- Educators to monitor and track equipment usage.</li> </ul>	All Educators	Before and During Activity
<b>Eating and Drinking</b>	Choking	Moderate	<ul style="list-style-type: none"> <li>- Adequate supervision and assistance.</li> <li>- Children must be sitting while eating.</li> </ul>	Children and educators	Recess and lunch
	Allergies	Extreme	<ul style="list-style-type: none"> <li>- Remind parents the centre is nut-free.</li> <li>- First aid kit nearby.</li> <li>- Ensure no sharing of food.</li> <li>- Frequent handwashing.</li> </ul>	Children, parents, educators	Recess and lunch

			<ul style="list-style-type: none"> <li>- Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy.</li> <li>- Ensure children are seated down whilst eating or drinking.</li> </ul>		
<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> <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>	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.
<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> </ul>	Coordinator, Educators, Families and Children.	Throughout the day.

			<ul style="list-style-type: none"> <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> <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.	Date: 04/03/2024
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	Role/Position: Assistant Coordinator	
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:	In the event this incursion is organised again.	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>		