

## Creative Arts & African Drumming

### Week 1: Tuesday

#### Risk Management Plan: Creative Arts Extravaganza (Tuesday the 16<sup>th</sup> of April 2024)

Centre details					
Company	Primary OSHCare	Centre	<b>FLASCA</b>		
Centre Operating Times	7am 6pm Monday to Friday				
Address	233 Bridge rd Forest Lodge 2037	Water hazards? Yes/No <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">No</span> 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			10
	<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				
Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<b>Drama Activity</b>	Risk of injury whilst undertaking drama activities	Low	<ul style="list-style-type: none"> <li>Pupils are told to behave in a sensible manner and to not play on the stairs if using Theatre.</li> <li>Pupils to wear sensible clothes and shoes.</li> </ul>	Children and Educators.	During Activity

			<ul style="list-style-type: none"> <li>• Pupils asked to remove items such as tight ties, jewellery etc prior to workshop if deemed to be unsuitable for workshop.</li> <li>• Children remain under control of teacher and accompanying helpers at all times.</li> </ul>		
	Material could cause offence	Low	<ul style="list-style-type: none"> <li>• Sensitively devised with Educator. Children will be monitored to ensure one persons work does not cause offence to another.</li> </ul>	Children and Educators.	During Activity
	Access to stage and equipment – injury or breakage	Low	<ul style="list-style-type: none"> <li>• Educator will never leave children unattended. Educator will keep an eye on children activity to stop any inappropriate behaviour.</li> </ul>	Children and Educators.	During Activity
	Risk of falls from staging during usage	Moderate	<ul style="list-style-type: none"> <li>• Children will be briefed on appropriate use of staging and they will never be left alone with it.</li> </ul>	Children and Educators.	During Activity
<b>Dance Activity</b>	Risk of injury whilst undertaking dance activities.	Low	<ul style="list-style-type: none"> <li>• Pupils to wear sensible clothes and shoes.</li> <li>• Pupils asked to remove items such as tight ties, jewellery etc prior to workshop if deemed to be unsuitable for workshop.</li> <li>• Children remain under control of teacher and accompanying helpers at all times.</li> <li>• Children will maintain a safe distance from one another while practicing and performing the dance.</li> </ul>	Children and Educators	During activity
<b>African Drumming</b>	Risk of injury whilst undertaking drumming activity	Low	<ul style="list-style-type: none"> <li>• Pupils are told to behave in a sensible manner and to not play on the stage or stairs when in the hall.</li> <li>• Pupils asked to removed hairbands, jewellery or any loose items on arms and wrists prior to workshop if deemed unsuitable for drumming.</li> <li>• Children to always remain under control of Incursion teacher and service educators.</li> </ul>	Children, educators, Incursion teacher	During activity
	Access to stage and equipment- injury and breakage	Low	<ul style="list-style-type: none"> <li>• Educator will never leave children unattended. Educator will keep an eye on children activity to stop any inappropriate behaviour.</li> </ul>	Educators, children	During activity

			<ul style="list-style-type: none"> <li>Children will be told prior to activity commencing that the stage and outer hall areas are out of bounds.</li> </ul>		
<b>Visitors/Volunteers to the Centre</b>	<ul style="list-style-type: none"> <li>Visitors do not possess a threat or risk of harm to the children or educators.</li> <li>Risk of harm to children (child protection), verbal or psychological abuse/ harassment bullying, or negative language.</li> <li>Visitors are safe whilst at the centre.</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>WWC Clearance checks have been performed on all visitors and volunteers to the service.</li> <li>Visitors complete the “visitor” sign in sheet on Arrival &amp; departure.</li> <li>Educators always supervise visitors &amp; communicate effectively with visitors.</li> <li>An orientation is conducted on arrival with Visitors.</li> <li>Staff carry first aid kits on hand at all times.</li> <li>Staff ensure Centre is safe, clean, hygienic, and clear of any potential hazards</li> </ul>	Educators, children, visitors	All day.
<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	Eating
	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> <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>	Children, parents, educators	Eating
<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> </ul>	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

			<ul style="list-style-type: none"> <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>		
<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: 01/03/2024
Prepared in consultation with:	Full Name: Cody Jaikiew Signature: C.J. Role/position: Coordinator	Date: 01/03/2024
Communicated to all relevant staff:	Yes/No	
Risk assessment to be evaluated and reviewed on:	If this VC Program Activity is organised again.	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>		