

## First Nations Art Workshop

### Week 2: Monday

#### Risk Management Plan: First Nations Art Workshop (Monday the 22nd 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 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>Art Workshop</b>	Ingestion of harmful materials	Moderate	<ul style="list-style-type: none"> <li>- Children will be given a safety briefing prior to beginning painting activities.</li> <li>- Educators will closely monitor children throughout the activity.</li> <li>- Educators will monitor children for paint on hands, mouth or eye region.</li> <li>- Non-toxic paint is used to prevent ingestion of poisonous substance.</li> </ul>	Children and Educators.	During Activity
	Material could cause offence	Low	<ul style="list-style-type: none"> <li>- Sensitively devised with Educator. Children will be monitored to ensure one person's work does not cause offence to another.</li> <li>- Program created in conjunction with First Nations peoples to ensure culturally responsive practice and sensitivity of content.</li> </ul>	Children and Educators.	During Activity
	Scissors- Cuts/Lacerations	Moderate - High	<ul style="list-style-type: none"> <li>- Safety scissors are used.</li> <li>- Children are well supervised by staff and volunteers during activity.</li> <li>- Staff are first aid trained.</li> <li>- Children instructed on proper scissor etiquette (pointed edge facing the floor in closed palm, walking with scissors, caution whilst cutting)</li> <li>- Walking-only policy is enforced in the Flasca room</li> <li>- First aid box is easily accessible and ready to use</li> <li>- List of up-to-date emergency contacts available</li> </ul>	Educators	Before and during craft involving scissors.
	Choking	Moderate	<ul style="list-style-type: none"> <li>- Children are supervised by staff and volunteers during the activity.</li> <li>- Only small beads are purchased (to avoid choking hazards)</li> <li>- Staff are first aid trained.</li> <li>- Location of first aid kit is known to staff and easily accessible.</li> <li>- Check that the materials you are using are in good condition</li> <li>- List of up-to-date emergency contacts available</li> </ul>	Educators	Before and during craft involving wood, plastic, glass, beads.

<b>Eating and Drinking</b>	Choking	Moderate	Adequate supervision and assistance. Children must be sitting while eating.	Children and educators	Eating
	Allergies	Extreme	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
<b>Sun Protection &amp; Dehydration</b>	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	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.	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	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.	Coordinator, Educators, Families and Children.	Throughout the day.

		<p>Educators &amp; families are updated with any new information / updates on Covid-19.</p> <p>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> <p>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.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid -19 rules and practices as per prescribed from the NSW government.</p> <p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to.</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</p> <p>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</p>		
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Plan prepared by	<p>Full Name: Hannah King</p> <p>Signature: H.K.</p> <p>Role/position: Assistant Coordinator</p>	Date: 04/03/2024
Prepared in consultation with:	<p>Full Name: Cody Jaikiew</p> <p>Signature: C.J.</p> <p>Role/position: Coordinator</p>	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.	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>		