

Culture Club Incursion

Week 3: Monday

Risk Management Plan: Culture Club Incursion (Monday 29th of April 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 No If yes, detail in risk assessment below.			
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: 70	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
Dancing Activities	Falling, Cuts & Scraps	Moderate	<ul style="list-style-type: none"> Surface examined to ensure it is clear of debris before activities commence Ice-pack and first aid near-by Adequate supervision and assistance 	Educators and Children	Before and During Activity

	Collision between children	Moderate	<ul style="list-style-type: none"> Encourage children to be aware of their surroundings while dancing. Ensure that they are spaced well apart Ice-pack and first aid nearby. Adequate supervision and assistance 	Educators and Children	Before and During Activity
	Asthma	High	<ul style="list-style-type: none"> Adequate supervision and assistance. Sit child out if they are starting show signs of asthma attack. Educators First Aid trained. Medical declaration is signed on commencement of shift. First aid kit nearby with asthma puffer. 	Educators and Children	Before and During Activity
Visitors/Volunteers to the Centre	<ul style="list-style-type: none"> Visitors do not possess a threat or risk of harm to the children or educators. Risk of harm to children (child protection), verbal or psychological abuse/ harassment bullying, or negative language. Visitors are safe whilst at the centre. 	Moderate	<ul style="list-style-type: none"> WWC Clearance checks have been performed on all visitors and volunteers to the service. Visitors complete the “visitor” sign in sheet on Arrival & departure. Educators always supervise visitors & communicate effectively with visitors. An orientation is conducted on arrival with Visitors. Staff carry first aid kits on hand at all times. Staff ensure Centre is safe, clean, hygienic, and clear of any potential hazards 	Educators, children, visitors	All day.
Eating and Drinking	Choking	Moderate	<ul style="list-style-type: none"> Adequate supervision and assistance. Children must be sitting while eating. 	Children and educators	Eating
	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. 	Children, parents, educators	Eating

			<ul style="list-style-type: none"> • Ensure educators, children & families are aware of our Food & Nutrition Policy. • Ensure children are seated down whilst eating or drinking. 		
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	<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. 	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.
Covid-19	Illness, infections, hospitalisation, death of child/educator/adult Community surroundings	Medium-High	<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. 	Coordinator, Educators, Families and Children.	Throughout the day.

			<ul style="list-style-type: none"> • 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. • 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: Rebecca Walsh Signature: R.W. Role/position: Assistant Coordinator	Date: 05/03/2024
Prepared in consultation with:	Full Name: Cody Jaikiew Signature: C.J. Role/position: Coordinator	Date: 05/03/2024
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.