

Normanhurst West OSHC Autumn Vacation Care

Friday 9th April 2021- Taekwondo/Ninja Day - Risk Assessment Plan

| Centre Details | | |
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| CENTRE ADDRESS | NORMANHURST WEST OSHC (IN NORMANHURST WEST PUBLIC SCHOOL) Cnr Sefton & Dartford Rd Thornleigh 2120 | |
| PHONE NUMBER | 9484 4412 | |
| Name of RPD/Leader | TBD | |
| EDUCATOR TO CHILD RATIO. | Mainstream Ratio = 15 children: 1 Educator | |
| FIRST AID TRAINED EDUCATORS: | All Educators | |
| Checklist | | |
| <input type="checkbox"/> Sanitising Wipes / Hand Sanitiser | <input type="checkbox"/> iPads (for Diary) | |
| <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Sunscreen | |
| <input type="checkbox"/> Hats | <input type="checkbox"/> Medications | |
| <input type="checkbox"/> Drink Bottles | | |

| Hazard identified | Risk Assessment (use matrix) | Elimination/Control Measures | Who | When |
|---|------------------------------|--|------------------------|----------------------|
| Sun Burn, Heatstroke, dehydration, Extreme hot weather etc. | Moderate | <ul style="list-style-type: none"> • UV rating will be checked prior to activity commencing as part of WHS process • Children will be required to employ sun safe practices consistent with UV rating, as is required in centre • Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre. • Children will be checked for drink bottles and asked to ensure all are filled prior to the activity. • Children will be given regular drink breaks throughout the day to ensure they remain hydrated. • Sunscreen will be applied to each child, where permission has been given & UV 3 or above. | Educators and Children | On Shift – At Centre |
| Serious Injury to a Child | Moderate | <ul style="list-style-type: none"> • Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the main room. | Educators | On Shift – At Centre |

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| Injury from Mis-use of equipment | Moderate | <ul style="list-style-type: none"> Educators will brief the children on the rules and expectations prior to the commencement of the activity Any children who do not adhere to the rules will be removed from the activity. | Educators/Children/Taekwondo Instructors | On Shift – At Centre |
| Injury from trips/falls | Moderate | <ul style="list-style-type: none"> Educators will conduct a thorough inspection of the hall during the daily WHS Check to ensure there are no hazards which may cause students to trip or fall | Educators | During daily WHS Check |
| Injury due to child contact | Moderate | <ul style="list-style-type: none"> Educators will brief the children on the rules and expectations prior to the commencement of the activity Any children who do not adhere to the rules will be removed from the activity. Children will be advised to maintain a reasonable distance between them and their peers to ensure there are no collisions | Educators and Children | On Shift- At Centre |
| Children being frightened by nature of the activity | Moderate | <ul style="list-style-type: none"> Children who are known to be easily frightened or suffering from anxiety will be placed close to supervising Educators. | Educators/Children | On Shift – At Centre |
| Injury from Shields, Clappers, Floor Mats and Boards | High | <ul style="list-style-type: none"> Children will be briefed on the rules of the activity prior to its commencement Children will be advised to take caution and maintain a reasonable distance between them and their peers | Educators/Children | On Shift – At Centre |

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| Transmission of COVID-19 | High | <ul style="list-style-type: none"> Educators and Taekwondo staff to ensure staff members displaying COVID-19 symptoms are removed from activity and sent home as soon as possible. Children who are displaying COVID-19 symptoms or are unwell will be removed from participating in the activity and parents will be phoned and advised to collect their child All educators, visitors, volunteers and Taekwondo staff will sign in to the NWOOSH premises and have their temperatures taken and questionnaire answered prior to the commencement of the activity Taekwondo staff will ensure all equipment is cleaned thoroughly with hospital grade cleaning solution prior to and following all activities Educators will ensure all children wash and/or sanitise their hands prior to the commencement of and following the activity. Educators and taekwondo staff to ensure hand sanitiser or hand washing is readily available in the hall during activity | Educators/Children/Taekwondo Staff/Parents | On Shift – At Centre |
|--------------------------|------|---|--|----------------------|

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| Plan prepared by: | Kaitlin Daoud | | |
| Date: 23 rd February 2021 | | | |
| Communicated to: | Educators, Martin Vickery | | |
| Venue and safety information reviewed and attached | Martin Vickery COVID Safety Plan Must be printed and attached to risk assessment | | |
| Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. | | | |

| Risk Factor Matrix | | | | | | |
|--|----------------|---------------|----------|----------|----------|--------------|
| CONSEQUENCE | | | | | | |
| L I K E L I H O O D | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | Almost Certain | MODERATE | HIGH | HIGH | EXTREME | EXTREME |
| | Likely | MODERATE | MODERATE | HIGH | EXTREME | EXTREME |
| | Possible | LOW | MODERATE | HIGH | HIGH | EXTREME |
| | Unlikely | LOW | LOW | MODERATE | HIGH | HIGH |
| | Rare | LOW | LOW | LOW | MODERATE | HIGH |