

Normanhurst West OSHC Winter Vacation Care

Thursday 27th January 2022- Art on Canvas - Risk Assessment Plan

Centre Details		
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 -	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	<input type="checkbox"/> Walkies	

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

(General) - Misuse of Equipment/I nappropriate Behaviour	Moderate	<ul style="list-style-type: none"> All students made aware of rules and expected behaviours before, during and after incursion All students made aware of consequences of inappropriate or non-acceptable behaviour Immediate response by teachers to any inappropriate behaviour Duty of care practised at all times 	Art on Canvas Staff, Children & NWOOSH Educators	On Shift – At Centre
Transmission of COVID-19	High	<ul style="list-style-type: none"> All Educators and Art on Canvas staff to be double vaccinated, or alternatively have medical contraindication. Educators and Art on Canvas 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 Art on Canvas staff will sign in to the NWOOSH premises and sanitise, have their temperatures taken and questionnaire answered prior to the commencement of the activity Art on Canvas staff will ensure all Equipment Needed for the day will be sanitised prior to entering the premises. (Before & After Each Venue Visit) Educators will ensure all children wash and/or sanitise their hands prior to the commencement of and following the activity. 	Educators/Children/ Art on Canvas Staff/Parents	On Shift – At Centre

Plan prepared by:	Blake Jervis (28/05/2021)		
Plan Reviewed by:	Roslyn Doyle (10/08/2021)		

Communicated to:	Roslyn Doyle, Educators, RPD & Art on Canvas Staff - on the day.
Venue and safety information reviewed and attached	Art on Canvas COVID Safe Plan on SharePoint to 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		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost Certain	MODERATE	HIGH	HIGH	EXTREME	EXTREME

K E L I H O O D	Likely	MODERATE	MODERATE	HIGH	EXTREME	EXTREME
	Possible	LOW	MODERATE	HIGH	HIGH	EXTREME
	Unlikely	LOW	LOW	MODERATE	HIGH	HIGH
	Rare	LOW	LOW	LOW	MODERATE	HIGH

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

General

Business details

Business name	Art on Canvas for Kids
Business location (town, suburb or postcode)	Bungaribee
Completed by	Patwaran Bunditvatidkul
Email address	<u>artoncanvaskids@outlook.com</u>
Effective date	18 October 2021
Date completed	3 November 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

Ensure staff are sent home or not working when sick.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

Inform staff of COVID safe practices.

Display conditions of entry including requirements to stay away if unwell and record keeping.
Agree

Yes

Tell us how you will do this

Ensure QR codes are scanned and used each time when signing in.

Encourage staff to access COVID-19 vaccination.
Agree

Yes

Tell us how you will do this

Only vaccinated staff can work with children.

Physical distancing

Capacity must not exceed one person per 4 square metres of space in indoor areas of the premises and one person per 2 square metres of space in outdoor areas of the premises.
Agree

Yes

Tell us how you will do this

Ensure that number of students comply with regulations.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Seperate students and maintain social distancing. Ensure masks are worn indoors.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

Seperate students where possible.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Agree

Yes

Tell us how you will do this

Ensure students are maintaining social distancing where possible.

Ventilation

Review the COVID-19 guidance on ventilation available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

Ensure windows are open where possible to allow ventilation.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Try to use areas outside the classroom where possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Open windows and doors when possible.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

Open windows and doors when possible.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Open windows and doors when possible.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Open windows and doors when possible.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Staff wear face masks at all times when possible.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hand sanitiser available and used before and after the session.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Ensure students can wash hands using soap before and after the session.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Wipe down areas after use using antibacterial wipes.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

Use QR codes for check in for all times.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Ensure codes and check in are checked.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Records will be kept.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Noted.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes