

Normanhurst West OSHC Winter Vacation Care

Friday 28th January 2022- PJ & WHEELS DAY- 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	
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

Injury from Bike Riding / falling off bike / wheeled items	Extreme	<ul style="list-style-type: none"> Educators will brief the children on the rules and expectations prior to the commencement of the activity including wearing of helmets at all times, and riding in the same direction. Children will be encouraged to report any equipment issues to Educators. Educators will check the area for any hazards prior to children riding, as part of the WHS check Any children who do not adhere to the rules will be removed from the activity. 	Educators/Children	On Shift – At Centre, prior to commencement of activity
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Plan prepared by:	Roslyn Doyle (10/08/2021)		
Plan Reviewed by:	Roslyn Doyle (10/08/2021) & Roslyn Doyle (3/11/2021)		
Communicated to:	Educators		
Venue and safety information reviewed and attached	NWOOSH COVID Safe Plan available on SharePoint and website		
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