

Normanhurst West OSHC

Fish Finders Incursion - Risk Assessment Plan [Winter VC 2019 – 10th July]

Centre Details	
CENTRE ADDRESS	NORMANHURST WEST OSHC (IN NORMANHURST WEST PUBLIC SCHOOL) Cnr Sefton & Dartford Rd Thornleigh 2120
PHONE NUMBER	9484 4412
Name of Incursion RPD/Leader	Benjamin Caswell
EDUCATOR TO CHILD RATIO.	Mainstream Ratio = 15 children: 1 Educator
FIRST AID TRAINED EDUCATORS:	All staff
Checklist	
<input type="checkbox"/> Camera	<input type="checkbox"/> Cones
<input type="checkbox"/> Fishing Equipment	<input type="checkbox"/> Mats
<input type="checkbox"/> Paper Towel	<input type="checkbox"/> First Aid Kits

Hazard identified	Risk assessment (use matrix)	Elimination/Control Measures	Who	When
Pippi Twist Activity – Injury/cuts from rocks	Moderate	<ul style="list-style-type: none"> Children will be advised on what items they are looking for while doing this activity. Any rocks or other items used in the activity will be inspected to ensure there are no sharp edges that may cause cuts. Activity will be done on a flat concreted surface. If on grass area, educators will inspect to ensure no objects are on the ground. A mat will be provided nearby activity if done on grass to ensure a safe area for children to take off their shoes. Paper towel will be made available to assist the children in cleaning their toes and feet from sand. 	Educators/Children/Fish Finders Staff	On Shift – At Centre
Yabby Hop Activity – injury from bites, activity.	Moderate	<ul style="list-style-type: none"> Children will be directed by the Fish Finders staff during the Yabby Races and holding activity on where to sit. Cones or other items will be used to mark off these areas. Children will be advised on how to hold the Yabbies and not to antagonise the animals. Any child not listening to the rules will not hold a Yabby. If a child is bitten, a Fish Finders staff will assist them and Educators with first aid. First Aid kids will be at the activity area supplied by the centre. Fish Finders staff will demonstrate how to care for a Yabby and how they are to be properly handled. Fish Finders staff will pick up all Yabbies at the commencement and ending of activity. 	Educators/Children/Fish Finders Staff	On Shift – At Centre

Rod Control & Safe Casting Clinic Activity	Moderate	<ul style="list-style-type: none"> • An outdoor area with ample room and visibility will be chosen, such as the oval. Children will be spaced out when casting the rods and will go one at a time under the instruction of the Fish Finders staff. • Fish Finders staff will go through with the children a 10 Step Casting program to ensure the proper use of a rod. • Areas will be coned to show where the casting will take place and any children not partaking or finished their turn will be kept behind these designated areas to avoid injury from any casting rods. • Rods and other equipment will be checked by Fish Finders staff before use (and Educators) to ensure no equipment is faulty. IF any are faulty, report to Fish Finders staff and this will not be used in the activity. 	Educators/Children	On Shift – At Centre
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Plan prepared by:	Benjamin Caswell		
Date: 25 th May 2019			
Communicated to:	Educators, Fish Finders Staff		
Venue and safety information reviewed and attached			
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

		Insignificant	Minor	Moderate	Major	Catastrophic
L I K E L I H O O D	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