

Normanhurst West OSHC

Built by Kidz (Carpentry Incursion) - Risk Assessment Plan [Spring Vacation Care 2019)

Centre Details		
Centre Address	NORMANHURST WEST OSHC (IN NORMANHURST WEST PUBLIC SCHOOL) Cnr Sefton & Dartford Rd Thornleigh 2120	
Centre Phone Number	9484 4412	
Name of Incursion RPD/Leader	TBD	
Educator to child ratio Est. Child	Mainstream Ratio =1 Educator: 15 Children 15-30	
First Aid Trained Educators	All staff	
Checklist		
<input type="checkbox"/> Camera	<input type="checkbox"/> Centre phone on divert (when in hall)	
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> All children have drink bottles	
<input type="checkbox"/> Instant Ice Packs	<input type="checkbox"/> Walkie Talkies	
<input type="checkbox"/> Children wearing enclosed shoes	<input type="checkbox"/> Mobile Phone with battery	

Hazard identified	Risk assessment (use matrix)	Elimination/Control Measures	Who	When	Residual Risk Rating
General (Serious Injury to a child)	High	<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 NWOOSH main room. 	Educators/Children	During Incursion	Low
(Built By Kidz) Material falling from Work Bench	Moderate	<ul style="list-style-type: none"> Educators and Built by Kidz staff will advise children of rules and expectations prior to the commencement of the incursion Educators will remind parents via the Spring Vacation Care Program & NWOOSH Facebook page that all children attending must wear enclosed shoes Educators will position themselves close to the children to ensure all materials are placed on the work benches safely. 	Educators/ Children/ Built by Kidz Staff	Prior to Spring Vacation Care / Prior to Incursion	Low

(Built By Kidz) Faulty Equipment	Moderate	<ul style="list-style-type: none"> Equipment to be inspected before use. Any faulty equipment will be reported to Built by Kidz staff and not used as part of the incursion First Aid kits will be kept nearby to assist in any injury and all NWOOSH Educators are first aid trained All children will be required to wear protective gear: clear safety glasses + ear protection (provided by Built by Kidz) during the activity. Children will be unable to participate until all required gear is being worn. Children will be reminded to remove gear after they have finished the activity and are away from the activity area. 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion/ During Incursion	Low
(Built By Kidz) Mis-use of Equipment	Moderate	<ul style="list-style-type: none"> Prior to the commencement of the incursion, Built by Kidz staff will do an induction explaining what equipment is used and how Any children who do not adhere to the Built by Kidz staff's rules will not participate in the incursion/be removed from activities. 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion/ During Incursion	Low
Built By Kidz (Injury from colliding with other children)	Moderate	<ul style="list-style-type: none"> Prior to the commencement of the incursion, children will be reminded to keep a safe distance between each work station Children will only be allowed to partake in the incursion in groups of (15) at a time Reminders will be called out during the incursion as needed 	Educators/Children	Prior to commencement of incursion/ During Incursion	Low

(Built By Kidz) PVA Glue Injury	Moderate	<ul style="list-style-type: none"> • Prior to the commencement of the incursion, Built by Kidz staff will do an induction explaining what equipment is used and how • Educators will position themselves close to the children to ensure PVA glue is being used appropriately • Built by Kidz Staff to ensure glue used is non-toxic • Built by Kidz staff to ensure all glue is removed from the area once the projects are complete 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion/ During Incursion	Low
(Built By Kidz) Hammer Injury	High	<ul style="list-style-type: none"> • Prior to the commencement of the incursion, Built by Kidz staff will do an induction explaining what equipment is used and how • Educators will remind parents via the Spring Vacation Care Program & NWOOSH Facebook page that all children attending must wear enclosed shoes • Children will be unable to participate until all required protective gear is being worn. • Built by Kidz Staff to ensure that only one hammer is used among the group at a time to guarantee 1:1 supervision 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion/ During Incursion	Low
(Built By Kidz) Nail (tool) injury	High	<ul style="list-style-type: none"> • Prior to the commencement of the incursion, Built by Kidz staff will do an induction explaining what equipment is used and how • Educators will remind parents via the Spring Vacation Care Program & NWOOSH Facebook page that all children attending must wear enclosed shoes • Children will be unable to participate until all required protective gear is being worn. • Built by Kidz Staff + Educators will assist in beginning the nailing process for children 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion/ During Incursion	Low

		<ul style="list-style-type: none"> Any loose nails will be kept with Built by Kidz staff at all times 			
(Built By Kidz) Eye Injury	High	<ul style="list-style-type: none"> Prior to the commencement of the incursion, Built by Kidz staff will do an induction explaining what equipment is used and how All children must wear clear safety glasses at all times during workshop (supplied by Built by Kidz) Children will be unable to participate until all required protective gear is being worn. Prior to the commencement of incursion, NWOOSH Educators will be reminded to maintain close supervision to ensure all children are abiding by Built by Kidz rules. 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion/ During Incursion	Moderate
(Built By Kidz) Loud Noise	Low	<ul style="list-style-type: none"> Prior to the commencement of the incursion, Built by Kidz staff will do an induction explaining what equipment is used and how All children must wear safety ear protection at all times during workshop (supplied by Built by Kidz) 	Educators/Children /Built by Kidz Staff	Prior to commencement of incursion / During incursion	Low

Plan prepared by:	Kaitlin Daoud		
Date:	13 th August 2019		
Communicated to:	NWOOSH Staff, Children, Built by kidz staff		
Venue and safety information reviewed and attached	Yes		
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