

Normanhurst West OSHC Autumn Vacation Care

Friday 9th April 2021- Taekwondo/Ninja 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 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

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