

## Risk Management Plan: Christmas Baking Arts & Crafts

Details			
Date(s)	Thursday 19 <sup>th</sup> December 2019	Location:	COOSH Centre – 66 Burwood Road, Concord, 2137, NSW
Departure and arrival times	N/A		
Proposed activities	- Baking and decorating - Arts and crafts	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	N/A		
Name of RPD	TBC	Contact Number of RPD	02 9701 0921
Number of children attending	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this day warrants a higher ratio? Please provide details.	1:15 Ratio as per normal staffing ratio. No higher staffing requirements needed		
Educators (Names):	Educator Training:	Educator's Contact Details (to be completed on staff copy of RA only):	Educators to sign once they have read and understood the Risk Management Plan:
* TBC	* TBC	*	*
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Plan Prepared By:	Madison Toohey	Date Prepared:	26 <sup>th</sup> November 2019
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating

Baking	<ul style="list-style-type: none"> <li>Heat from hot items such as cupcakes</li> </ul>	Moderate	<p>The kitchen will be out of bounds and educators will enforce this. Children will be involved in the preparation of the Christmas treats but will not be involved in the baking process.</p> <p>When the treats have been baked children will be reminded that they may be hot and to take care. In addition, we will test the temperature ourselves.</p>	<p>Educators and children</p> <p>Educators and children</p>	<p>During</p> <p>During</p>	Low
	<ul style="list-style-type: none"> <li>The utensils used in the baking such as cookie cutters may cause harm due to sharp edges etc.</li> </ul>	Moderate	<p>Educators will demonstrate the appropriate way to use any utensils so as to minimise risk prior to children participating.</p> <p>The utensils purchased and used will be child-friendly.</p> <p>Children will be supervised at all times during the preparation of the Christmas treats.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and children</p>	<p>During</p> <p>Prior to activity</p> <p>During</p>	
	<ul style="list-style-type: none"> <li>Use of ingredients that some children may have allergies to</li> </ul>	Extreme	<p>Recipes will be selected that do not involve foods that people are commonly allergic to.</p> <p>Educators will check for allergies amongst all participants ensuring that where present that particular treat using that ingredient is not used on this day.</p> <p>All relevant medication and medical equipment will be checked prior to ensure all educators know of whereabouts and operation in case of the unlikely event someone is allergic to something not previously known.</p>	<p>Educators</p> <p>Educators and Children</p> <p>Educators</p>	<p>Prior to activity</p> <p>During</p> <p>Prior to the activity and during</p>	Low - Moderate
	<ul style="list-style-type: none"> <li>Throwing / dropping of ingredients which may</li> </ul>	Moderate	<p>Children will be supervised at all times during the preparation of the Christmas treats.</p>	<p>Educators</p>	<p>During</p>	

	<p>enter harm children, entering eyes etc.</p> <ul style="list-style-type: none"> <li>● Choking whilst eating</li> <li>● Food poisoning</li> </ul>	<p>High</p> <p>Extreme</p>	<p>Educators will remind children to behave appropriately and that no ingredients or food should be thrown and care should be taken.</p> <p>Children will be provided space and an allocated time to sit and eat.</p> <p>Educators will remind children to take their time and not to run around whilst eating.</p> <p>Educators will ensure that all ingredients used in the baking process are in date and have been stored correctly prior to their usage.</p> <p>Educators will take the children out to the common bubbler area with soap and paper towel prior to commencing the baking activity to wash their hands.</p> <p>Educators will ensure that the food is prepared and baked correctly using our food handling training.</p> <p>Where the food is not consumed directly after baking educators will ensure that it is stored correctly avoiding the temperature danger zone.</p>	<p>Educators</p> <p>Educators</p> <p>Children and Educators</p> <p>Educators</p> <p>Educators</p>	<p>During</p> <p>Prior</p> <p>During</p> <p>During</p> <p>During</p>	<p>Low – moderate</p> <p>Low</p>
Arts & Crafts	<ul style="list-style-type: none"> <li>● Use of sharp tools and sharp edges e.g. scissors, paper cuts</li> <li>● Ingestion of art materials such as glue, paper etc.</li> </ul>	<p>High</p> <p>Moderate</p>	<p>Educators will remind children prior about safe scissor usage and the importance of not running with scissors, holding them in the incorrect way etc.</p> <p>All relevant manufacturer documentation relating to the materials used and the safety warnings will be collated prior in the unlikely event this occurs.</p>	<p>Educators</p> <p>Educators</p>	<p>Prior and during</p> <p>Prior and during</p>	<p>Low</p> <p>Low</p>

	<ul style="list-style-type: none"> <li>Contact with eyes and skins e.g. paint</li> </ul>	Low	<p>Educators will ensure no allergies are present relating to the materials used in the arts &amp; crafts activity. Educators will keep an eye on this and quickly act upon any allergic symptoms arising from the activity.</p> <p>Children will thoroughly wash their hands and any other affected areas after the activity has been completed</p>			
	<ul style="list-style-type: none"> <li>Spillages, trip hazards</li> </ul>	Moderate	<p>Any spillage will be cleaned up immediately and the floor will remain clear, dry and safe.</p> <p>Children will be given adequate space on the table to conduct their individual activities meaning that things are not pushed onto the fall, pressed towards other people etc.</p> <p>Educators will advise children to use small amounts of paint, glue etc. to avoid spillage and contact with themselves or others.</p>	Educators & Children	During	
General	<ul style="list-style-type: none"> <li>Lost/Missing Child</li> </ul>	Extreme	<p>Educators will conduct several roll calls and headcounts throughout the day</p> <p>Educators will make sure gates are closed and the building/school secure.</p> <p>Educators will ensure that parents properly and promptly sign out their child so that the attendance records remain accurate.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and parents.</p>	<p>During</p> <p>During</p> <p>During</p>	Low

			Children will be informed of out of bound areas and reminded to tell educators before leaving the space allocated for usage at that time.	Educators and children	During	
	<ul style="list-style-type: none"> <li>● Toilet Supervision</li> </ul>	Moderate	<p>Children will be reminded to follow usual COOSH bathroom policy whereby they ask the teacher, are issued a bathroom pass and told to take a 'buddy'.</p> <p>In accordance with COOSH policies kindergartens must take someone with them that is not a kindergarten but rather in an older year.</p> <p>Only one pair at a time. If a large group wishes to go at once then an educator must accompany them.</p> <p>Educators will recommend all children use the bathroom prior to beginning any activity or at allocated times where supervision is more readily available.</p>	<p>Educators and children</p> <p>Educators &amp; Children</p> <p>Educators</p>	During	Low
	<ul style="list-style-type: none"> <li>● Serious injury to a child</li> </ul>	Moderate	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, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, children and educators will return to the centre immediately.	Educators and children		Low
	<ul style="list-style-type: none"> <li>● Serious injury to a staff member</li> </ul>	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required, the	Educators		Low

			<p>staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, children and educators will return to the centre immediately.</p>			
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Risk	Benefit
<ul style="list-style-type: none"> <li>● Food allergies</li> <li>● Food handling</li> <li>● Hygiene</li> <li>● Sharp edges</li> <li>● Ingestion of inappropriate materials</li> <li>● Injury from falling over or tripping</li> </ul>	<ul style="list-style-type: none"> <li>● Development of independence and life skills by baking</li> <li>● Development of creativity through arts &amp; crafts</li> <li>● Using listening skills to follow instructions and create something</li> <li>● FUN!</li> </ul>

Risk Matrix
<b>Consequence</b>

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	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