

Risk Management Plan: Cupcake Baking

Details			
Date(s)	Fri 17 th January 2020	Location:	COOSH Centre – 66 Burwood Road, Concord, 2137, NSW
Departure and arrival times	N/A		
Proposed activities	- Baking and decorating	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	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Plan Prepared By:	Monique Celler	Date Prepared:	5 th December 2019
Additional Venue Information:	Address: 66 Burwood Road, Concord, NSW, 2137 Phone: 02 9701 0921		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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

Baking and decorating	<ul style="list-style-type: none"> Heat from hot items such as cupcakes 	Moderate	<p>The kitchen will be out of bounds for children. 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>	<p>Low</p>	
		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 cupcakes.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and children</p>	<p>During</p> <p>Prior to activity</p> <p>During</p>	<p>Low</p>	
	<ul style="list-style-type: none"> Use of ingredients that some children may have allergies to 	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>	<p>Low - Moderate</p>	
			Moderate	<p>Children will be supervised at all times during the preparation of the cupcakes.</p>	<p>Educators</p>	<p>During</p>	<p>Low</p>

	<p>ingredients which may enter harm children, entering eyes etc.</p> <ul style="list-style-type: none"> ● Choking whilst eating ● Food poisoning 	<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 ensure children was their hands with soap and paper towel prior to commencing the baking activity.</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>
Eating & Drinking in centre	<ul style="list-style-type: none"> ● Choking whilst drinking and/or eating ● Food Allergies 	<p>High</p> <p>Extreme</p>	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.</p> <p>Children’s allergies will be discussed with educators prior children arriving in centre to ensure all educators are aware.</p>	<p>Educators and children</p> <p>Educators</p>	<p>During</p> <p>Before start</p>	<p>Low</p> <p>Low</p>

			<p>Medication is to be kept with each child/ educators throughout the day to ensure prompt access in the case a child needs medication.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p>	<p>Educators</p> <p>Educators and Parents</p>	<p>During</p> <p>During Vacation Care planning process.</p>	
General	<ul style="list-style-type: none"> Lost/Missing Child Toilet Supervision 	<p>Extreme</p> <p>Moderate</p>	<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>Children will be informed of out of bound areas and reminded to tell educators before leaving the space allocated for usage at that time.</p> <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</p> <p>Educators</p> <p>Educators and parents.</p> <p>Educators and children</p> <p>Educators and children</p> <p>Educators & Children</p> <p>Educators</p>	<p>During</p> <p>During</p> <p>During</p> <p>During</p> <p>During</p>	<p>Low</p> <p>Low</p>

	<ul style="list-style-type: none"> ● Serious injury to a child 	Moderate	<p>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.</p>	Educators and children	During	Low
	<ul style="list-style-type: none"> ● Serious injury to a staff member 	Moderate	<p>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 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>	Educators	During	Low

Risk	Benefit
<ul style="list-style-type: none"> ● Food allergies ● Food handling ● Hygiene ● Sharp edges ● Ingestion of inappropriate materials ● Injury from falling over or tripping 	<ul style="list-style-type: none"> ● Development of independence and life skills by baking ● Development of social skills and communication ● Development of creativity through arts & crafts ● Using listening skills to follow instructions and create something ● FUN!

Risk 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