

Risk Management Plan: Toon World

Details			
Date(s)	Tue 14 th January 2020	Location:	COOSH Centre – 66 Burwood Road, Concord, 2137, NSW
Departure and arrival times	N/A		
Proposed activities	- Drawing and sketching - 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:
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Plan Prepared By:	Monique Celler	Date Prepared:	4 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

Drawing, sketching, arts & crafts	<ul style="list-style-type: none"> Use of sharp tools and sharp edges e.g. scissors, paper cuts 	High	Educators will remind children prior about safe scissor usage and the importance of not running with scissors, holding them in the incorrect way etc.	Educators	Prior and during	Low
	<ul style="list-style-type: none"> Ingestion of art materials such as markers, pens etc. 	Moderate	All relevant manufacturer documentation relating to the materials used and the safety warnings will be collated prior in the unlikely event this occurs.	Educators	Prior and during	Low
	<ul style="list-style-type: none"> Contact with eyes and skins e.g. paint 	Low	Children will thoroughly wash their hands and any other affected areas after the activity has been completed	Educators & Children	During	Low
Eating & Drinking in centre	<ul style="list-style-type: none"> Choking whilst drinking and/or eating 	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators and children	During	Low
	<ul style="list-style-type: none"> Food Allergies 	Extreme	Children's allergies will be discussed with educators prior children arriving in centre to ensure all educators are aware.	Educators	Before start	Low
			Medication is to be kept with each child/ educators throughout the day to ensure prompt access in the case a child needs medication.	Educators	During	
General	<ul style="list-style-type: none"> Lost/Missing Child 	Extreme	Educators will conduct several roll calls and headcounts throughout the day	Educators	During	Low
			Educators will make sure gates are closed and the building/school secure.	Educators	During	
				Educators and parents.	During	

			<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>	Educators and children	During	
	<ul style="list-style-type: none"> ● Toilet Supervision 	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>	Educators and children	During	Low
	<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 	Moderate	<p>Where a staff member has a serious injury, one staff member will render first aid, whilst the others move</p>	Educators	During	Low

	staff member		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.			
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Risk	Benefit
<ul style="list-style-type: none"> ● Injury from falling over or tripping ● Ingestion of inappropriate materials ● Paper cuts 	<ul style="list-style-type: none"> ● Development of social skills ● Development of creativity through sketching, arts and crafts ● Meeting new people ● 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