

## Risk Management Plan: Fun Water Games

Details			
Date(s)	Mon 13 <sup>th</sup> January 2020	Location:	COOSH Centre – 66 Burwood Road, Concord, 2137, NSW
Departure and arrival times	N/A		
Proposed activities	<ul style="list-style-type: none"> <li>- Backyard water games</li> <li>- Learning about the drought and ways we can incorporate water awareness in our daily lives</li> </ul>	Water hazards? Yes 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 <sup>th</sup> December 2019
Additional Venue Information:	Address: 66 Burwood Road, Concord, NSW, 2137 Phone: 02 9701 0921		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Water games	<ul style="list-style-type: none"> <li>Slip over, trip or stub toe</li> </ul>	Moderate	<p>No running on hard surfaces will be enforced by educators. Children may run on the Astroturf or grass.</p> <p>Children will be reminded to take care when walking on the lino in the building, as they may have wet feet that may lead to slipping over.</p>	<p>Educators and children</p> <p>Educators and children</p>	<p>Before and during</p> <p>Before and during</p>	<p>Low</p> <p>Low</p>
	<ul style="list-style-type: none"> <li>Distress from water play</li> </ul>	Moderate	<p>Educators will ensure that all children follow all rules outlined for safety.</p> <p>Educators will supervise children at all times, any children showing signs of distress will be removed from the environment instantly. Where possible, reason for distress will be established and a resolution will be determined that will enable the child to return to play.</p> <p>Children will be informed prior to play that the wishes of their peers are to be respected i.e. child informs others that they do not want to be splashed in their face.</p>			
Eating & Drinking in centre	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	High	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.</p>	Educators and children	During	Low
	<ul style="list-style-type: none"> <li>Food Allergies</li> </ul>	Extreme	<p>Children's allergies will be discussed with educators prior children arriving in centre to ensure all educators are aware.</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>Educators</p> <p>Educators</p>	<p>Before start</p> <p>During</p>	<p>Low</p>

			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	
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>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>Educators</p> <p>Educators</p> <p>Educators and parents.</p> <p>Educators and children</p>	<p>During</p> <p>During</p> <p>During</p> <p>During</p>	Low
	<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> <p>Educators and children</p>	<p>During</p>	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	During	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 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.	Children and educators	During	Low
	<ul style="list-style-type: none"> <li>• Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.</li> </ul>	Moderate	UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen every 2hrs.	Educators and children	Before and during	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>● Sunburn, sunstroke, dehydration, extreme hot weather</li> <li>● Distress from water play</li> <li>● Injury from falling over or tripping</li> </ul>	<ul style="list-style-type: none"> <li>● Development of social skills &amp; expected behaviour</li> <li>● Development of negotiating skills when playing with peers</li> <li>● Development of hand eye co-ordination when using equipment</li> <li>● FUN!</li> </ul>

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

