

Messy Play Incursion : Risk Assessment

Service Name : Toongabbie West Activity Centre

Risk Rating Key !! Very High ! High Risk # Medium Risk * Low Risk

| Activity | Hazard | Risk Assessment Control Measure | Who | When | |
|----------|--------|---|---------------------------------|----------|--|
| | | (use Matrix) | | | |
| | | | | | |
| | | | | | |
| | | Staff will be required to read the "Explore and Learn" Risk Assessment in | consultation with this Risk Ass | essment. | |
| | | Staff will be required to read the Emergency Procedures Manual (EMP) in consultation with this Risk Assessment. | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Messy Play activities and ingredients | Contamination Absorbent mats used for wet activities to prevent slips Walking between activities Toys used for activities are saf and not broken Ingredients and resources used | Presenter to advise ingredients and resources to be used for activities Presenter will inform children of all procedures and rules to be followed before the activity starts. Presenter to place mats safely around wet activities, Educators to monitor areas where mats are been used Toys are checked by Presenter/Educators and are safe to use during activities Educators to supervise children are walking, not running safely between activities Educators to monitor toys are used safely Educators will reinforce procedures and rules that have been | Presenter Presenter | Before activity starts Before activity starts Throughout the activity Throughout the activity Throughout the activity Throughout the activity |
|---|---|---|--------------------------------|--|
| | | explained from Presenter to children. if children are not following procedures and rules and their actions are deemed to be dangerous to themselves or others, they will be asked to sit out for a period of time. If they continue to not follow procedures and rules and their actions are deemed to be dangerous to themselves or others, they will have to be removed from the activity. Educators will be positioned around the Quad Area to always ensure supervision of all children. | All Educators All Educators | Throughout the activity Throughout the activity |

| Activity | Hazard | Risk Assessment (use Matrix) | Control Measure | Who | When | | | | | | | |
|------------------------|---|---------------------------------|---|--|--|--|--|--|--|--|-----------------------|-------------------------------------|
| Medical Emergencies | Educators not aware of children that have Medical | * Low Risk | Educators will have read All About Me Folder, so they are aware of all children with Medical Management Plans and Medication. | All Educators | New child starts at the Centre/review for VAC | | | | | | | |
| | Management Plans and Medication | | | | | | | | | If required, depending on Medical condition, child's Medication Box to be taken to the Hall. | Responsible Person | At the beginning of the activity |
| | | | Educators on site are first aid trained. | Management | Rostered on Shift | | | | | | | |
| | | | Emergency Trolley to be taken containing First Aid Kit, Ventolin Kit, Emergency Contacts for children and Staff. | All Educators | At the beginning of the activity | | | | | | | |
| | | | Children will stay hydrated throughout the activity. | Presenter will inform children/Staff | Presenter will allow for breaks throughout the activity, or Educators will initiate | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| Safety Checklist | Staff do not complete Checklist thoroughly – hazards not identified | * Low Risk | Staff complete the Safety Checklist. | All Educators | At the beginning of the activity |
|------------------|---|------------|---|-----------------------|-------------------------------------|
| | | | If area is unsafe, do not use and find an alternative area. | Responsible Person | lf the situation arises |
| | | | Hazards identified – eliminate or section off. | All Educators | lf the situation arises |
| | | | Maintenance Log (in SIM) and ACI Hazard Report to be completed and forwarded to Manager or School Principal | Responsible Person | If the situation arises |
| Missing child | Staff not aware of procedure to | # Medium | Staff are to read EPM during Orientation shifts. | All Educators | Orientation Shifts |
| | be followed | | Staff are to follow procedures set out in EPM. | All Educators | If the situation arises |
| | | | Educators are to take walkie talkies with them to communicate to other Staff. | All Educators | At all times |

| Completed by: Liz Sakeson | Approved By: | |
|---------------------------|--------------|--|
| Signature: | Signature: | |
| Date: 17/6/2024 | Date: | |