

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:	