



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 (use Matrix) | Control Measure | Who | When |
|----------|--------|---|-----------------|-----|------|
| | | <p>Staff will be required to read the “Explore and Learn” Risk Assessment in consultation with this Risk Assessment.</p> <p>Staff will be required to read the Emergency Procedures Manual (EMP) in consultation with this Risk Assessment.</p> | | | |

| Activity | Hazard | Risk Assessment (use Matrix) | Control Measure | Who | When |
|-----------------------------------|---|---------------------------------|---|---|--|
| <p>Medical Emergencies</p> | <ul style="list-style-type: none"> - Educators not aware of children that have Medical Management Plans and Medication | <p>* Low Risk</p> | <ul style="list-style-type: none"> - Educators will have read All About Me Folder, so they are aware of all children with Medical Management Plans and Medication. - If required, depending on Medical condition, child's Medication Box to be taken to the Hall. - Educators on site are first aid trained. - Emergency Trolley to be taken containing First Aid Kit, Ventolin Kit, Emergency Contacts for children and Staff. - Children will stay hydrated throughout the activity. | <p>All Educators</p> <p>Responsible Person</p> <p>Management</p> <p>All Educators</p> <p>Presenter will inform children/Staff</p> | <p>New child starts at the Centre/review for VAC</p> <p>At the beginning of the activity</p> <p>Rostered on Shift</p> <p>At the beginning of the activity</p> <p>Presenter will allow for breaks throughout the activity, or Educators will initiate</p> |

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|-------------------------|---|-----------------------------|--|---|--|
| Safety Checklist | <ul style="list-style-type: none"> – Staff do not complete Checklist thoroughly – hazards not identified | <p>* Low Risk</p> | <ul style="list-style-type: none"> – Staff complete the Safety Checklist. – If area is unsafe, do not use and find an alternative area. – Hazards identified – eliminate or section off. – Maintenance Log (in SIM) and ACI Hazard Report to be completed and forwarded to Manager or School Principal | <p>All Educators</p> <p>Responsible Person</p> <p>All Educators</p> <p>Responsible Person</p> | <p>At the beginning of the activity</p> <p>If the situation arises</p> <p>If the situation arises</p> <p>If the situation arises</p> |
| Missing child | <ul style="list-style-type: none"> – Staff not aware of procedure to be followed | <p># Medium Risk</p> | <ul style="list-style-type: none"> – Staff are to read EPM during Orientation shifts. – Staff are to follow procedures set out in EPM. – Educators are to take walkie talkies with them to communicate to other Staff. | <p>All Educators</p> <p>All Educators</p> <p>All Educators</p> | <p>Orientation Shifts</p> <p>If the situation arises</p> <p>At all times</p> |

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| <p>Completed by: Liz Sakeson</p> <p>Signature:</p> <p>Date: 17/6/2024</p> | <p>Approved By:</p> <p>Signature:</p> <p>Date:</p> | | |
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