

ACTIVITY DETAILS:	ARTS AND CRAFTS (Slime, Painting, mosaic, general craft activities)		
Proposed activities	Children to learn risky play		
Possible Location	KPSOOSH Room, Fig Tree, Staff Room	Kensington Public School 77-79 Doncaster Ave, Kensington, 2033	
Name of Activity Organiser	Kensington Public School OOSH care Inc		
Contact number of OOSH	Work Number 0425 291 281		
Max children to complete activity	15	Number of educators/parents/volunteers	1
Educator to child ratio, including whether this activity warrants a higher ratio? Please provide details.	1:15 Inhouse activity		
Activity Checklist	<ul style="list-style-type: none"> • Fully stocked first aid kit • Incident forms • Walkie Talkies • Mobile phone • MSDS Available • List of children attending 		

RISK ASSESSMENT					
ACTIVITY/EQUIPMENT	HAZARD IDENTIFIED	RISK ASSESSMENT (USE MATRIX)	ELIMINATION/CONTROL MEASURES	WHO	WHEN
Area of use: <ul style="list-style-type: none"> • Fig Tree • OOSH Room • Staff Room • General licenced classrooms 	Potholes, stones, rocks with possibility to cause a fall Objects in the way	Moderate	Staff to check out the area of use prior to the day starting	RP	Prior
			Identify any hazards by blocking off the area or put a cone over the top	RP	Prior
			Choose area suitable and away from traffic flow or distractions	RP	Prior
			Ensure that OOSH Room and Staff room are free from objects that may cause harm. (e.g. boxes)	Educator	Prior
Weather conditions: <ul style="list-style-type: none"> • Sunny • Rain 	<ul style="list-style-type: none"> • Over exposure to sun • Dehydration • Wet Weather 	High	Staff to check weather prior to day. If wet weather or dangerous weather, ensure an indoor area is used	RP	Prior
			Educators to ensure that all children are wearing sunscreen and a hat	All educators	Prior
			Educators will make available shaded areas for children to use (e.g cola, green court in the am) or indoor activities as an alternative	All educators	During Activity
			Educators will ensure children have frequent water breaks and ensure children have rest when showing signs of exhaustion	All educators	During Activity
			Educators will be aware of the UV rating for the day	All educators	During Activity
General risk / safety measures	<ul style="list-style-type: none"> • Allergies, accidents and incidents 	Moderate	Ensure first aid kit is present	All educators	Prior
			Ensure children have appropriate medication, asthma puffers and EpiPen's	All educators	Prior
			Ensure staff are aware of allergies, asthma and medical conditions	All educators	Prior
			Remind children to tie shoelaces to prevent falls	All educators	Prior
Equipment	<ul style="list-style-type: none"> • Hazards cause by equipment 	High	Ensure that children and educators are aware of the activity before it commenced and behaviour that is expected	Educator	Prior
			Ensure that children are briefed on the correct way of using equipment prior to the activity (e.g. scissors)	All Educators	Prior

			Avoid having children who are known to be disruptive together in the same group or on the same table	All Educators	Prior
			All children and staff should wear appropriate clothing (e.g. paint smock, enclosed shoes, gloves)	All Educators	Prior
Materials	<ul style="list-style-type: none"> Poisson or toxicity 	Moderate	Ensure that children and educators are aware of the activity before it commenced and behaviour that is expected	All educators	During Activity
			Ensure a first aid kit is present	All educators	Prior
			Ensure MSDS are up to date with any products which are being used	WHS Coordinator	Prior
			Avoid using toxic materials	Educational Leader	Prior – Check when planning
Painting	<ul style="list-style-type: none"> Contact with skin and eyes Spillage causing slip Ingestion of paint 	Moderate	All children are adequately supervised and are wearing painting smocks	All Educators	Prior
			All children to wash their hands prior and after activities	All Educators	Prior
			Any spillage is cleaned up immediately and children will remain still to ensure that no child slips	All Educators	During
			Staff to monitor all children to ensure that no child has an allergic reaction to materials	All Educators	During
			Ensure that MSDS are readily available and follow accordingly	WHS Coordinator	Prior
Clay or Playdough	<ul style="list-style-type: none"> Contact with skin and eyes Ingestion of materials 	Moderate	All children are adequately supervised and are wearing appropriate aprons	All Educators	Prior
			All children are given clear instructions before participating	All Educators	Prior
			Ensure tools which are used with play are appropriate for children. Need to be plastic and not sharp	All Educators	Prior
			All children to wash their hands prior and after activities	All Educators	Prior
			Ensure that MSDS are readily available and follow accordingly	WHS Coordinator	Prior

Slime	<ul style="list-style-type: none"> Contact with skin and eyes Ingestion of materials 	Moderate	Educators are actively supervising ensuring that children don't touch their face unless they have washed their hands	All Educators	During
			Educators supervise to ensure no child eats the slime	All Educators	During
			Ensure that MSDS are readily available and follow accordingly	WHS Coordinator	Prior
Mosaic	<ul style="list-style-type: none"> Objects in eyes Injury to finger Hitting hand Ingestion of materials 	High	Protective goggles to be worn if cutting mosaic	All Educators	Prior
			Children adequately supervised at all times whilst cutting and gluing materials	All Educators	During
			Training given to children on how to cut tiles and safely pick them up without cutting themselves	All Educators	Prior
			All children to wash their hands prior and after activities and ensure that children do not touch their face during activity	All Educators	Prior
			Glue brushes must be in cups whilst not in use	All Educators	During
			Children must be wearing painting smocks/aprons	All Educators	Prior
General Craft Activities	General Hazards	Moderate	Ensure children are adequately supervised at all times	All Educators	During
			Ensure all children have adequate room to complete their activity and are standing or seated properly	All Educators	During
			Ensure that educator to child ratio is followed for activities. If activity is higher risk, ensure ratios are altered	RP	Prior
RISK: <ul style="list-style-type: none"> Injury to child (cut, bruise, eye injury) Ingestion of materials Slips, trips Allergies 			BENEFIT: <ul style="list-style-type: none"> Children learn to explore and create Children develop a sense of identity Children are connected with their world and surroundings Children are confident and can make their own decisions 		

Plan prepared by:	Kristen Venianakis		
Prepared in consultation with:	Jerome Nel		
Communicated to:	All educators who are rostered on		
Date of Approval:	12 th November 2020	Date of Review	12 th November 2020

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost	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