

## FLASCA Self-Run – Wheels Day

### Week 3: Monday

#### Risk Management Plan: Wheels Day (Monday 28/04/25)

| Centre details   |   |  |        |  |
|--|---|--|--------|--|
| Company  | Primary OSHCare                             | Centre   | FLASCA |  |
| Centre Operating Times   | 7am 6pm Monday to Friday                    |  |        |  |
| Address  | 233 Bridge rd Forest Lodge 2037             | Water hazards? Yes/No<br>If yes, detail in risk assessment below.      |        |  |
|  |   |  |        |  |
| Name of co-ordinator   | Cody Jaikiew                                |  |        |  |
| Contact number of Centre   | <b>Work Phone</b> 9660 4334                 | <b>Mobile</b> 0417 211 141   |        |  |
| Average number of children centre  | <b>Incursions:</b> 90                       | Average number of educators  | 10     |  |
|  | <b>Excursions:</b> 70                       | Average parents/volunteers   |        |  |
| Educator to child ratio, including whether this higher ratio is warranted? Please provide details. | Mainstream Ratio – 15 children: 1 educator, |  |        |  |
| Excursion checklist  |   |  |        |  |
| <input type="checkbox"/> First aid kit   |   | <input type="checkbox"/> List of adults participating in the excursion |        |  |
| <input type="checkbox"/> List of children attending the excursion                                  |   | <input type="checkbox"/> Contact information for each adult            |        |  |

| <input type="checkbox"/> Contact information for each child |   |                              | <input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services  |                        |                                |
|---|---|------------------------------|---|------------------------|--------------------------------|
| Medical information for each child                          |   |                              | Other items, please list  |                        |                                |
| Risk assessment   |   |                              |   |                        |                                |
| Activity  | Hazard identified   | Risk assessment (use matrix) | Elimination/control measures  | Who                    | When                           |
| <b>Participating in Wheels-based activities</b>             | Slipping, tripping, falling, or colliding                                 | Moderate                     | <ul style="list-style-type: none"> <li>- A designated wheels zone will be established and communicated to the children prior to the use of wheels.</li> <li>- Educators will communicate the rules of wheels use prior to children engaging in play.</li> <li>- Ensure children are playing on/with wheels in a sensible and responsible way.</li> <li>- Ensure that there are no trip hazards in the designated wheels space.</li> <li>- Ensure that children are not occupying the same space and/or going in different directions when on wheels.</li> <li>- Ensure the surface is free from water/possible slip hazards.</li> </ul> | Educators and Children | During Activity                |
|   | <ul style="list-style-type: none"> <li>• Handling of equipment</li> </ul> | Low                          | <ul style="list-style-type: none"> <li>- Children are instructed how to handle equipment appropriately and with respect.</li> </ul>   | Educators and Children | Before and During Activity     |
| <b>Eating lunch and recess</b>                              | Risk of sunburn   | Medium                       | <ul style="list-style-type: none"> <li>• Children to be seated in the shade while eating to reduce risk of sunburn. There is a shaded area on News Direct Rd. Sunscreen to be regularly reapplied.</li> </ul>   | Educators              | On the day                     |
|   | Risk of allergies   | Medium                       | <ul style="list-style-type: none"> <li>• Ensure that no people nearby are eating foods the child is allergic to, and ensure that any child with allergies is not given food that they are allergic to.</li> </ul>   | Educators              | On the day                     |
| <b>Environmental Impacts &amp;</b>                          | Extreme Weather conditions (including heat stress, sun burn,              | Medium                       | <ul style="list-style-type: none"> <li>• Seek shade/shelter where appropriate.</li> <li>• Give time for children to be calm, safe and secure.</li> </ul>  | Educators & Children   | Preparation before Excursion & |

| <b>Emergency Evacuation</b>                 | storms, high winds), Fire / floods, emergency crisis/situation |        |   |  | During excursion                                  |
|---|--|--------|---|--|---|
| <b>Using the toilets &amp; hand washing</b> | Children using toilets at the venue                            | Medium | <ul style="list-style-type: none"> <li>The bathroom is shared with the Holey Moley centre next door. Set clear demarcations.</li> <li>Set clear rules and standards.</li> <li>Constant head counts and monitoring children's whereabouts.</li> </ul>  | Educators & Children   | Whilst using toilets and hand washing areas       |
|   | Missing child  | High   | <ul style="list-style-type: none"> <li>An Educator to check toilet areas for any hazards before children enter.</li> <li>If the gender of that educator is not able to check the toilets send 2x older more responsible children to check whilst the educator waits right outside of toilet area.</li> <li>Children to go in small groups of same gender.</li> <li>Regular head counts and roll calls.</li> <li>Educators to walk children in groups at a time and remain near toilet block area until children have finished.</li> <li>Children to always communicate with educators about going to and from the toilets.</li> </ul> | Educators and Children   | Whilst using toilets and hand washing areas       |
|   | Health & Hygiene   | Medium | <ul style="list-style-type: none"> <li>Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.</li> </ul>   | Educators and Children   | During the Excursion.                             |
| <b>Sun Protection &amp; Dehydration</b>     | Sunburn / burns/ infections / illness Sun stroke, dehydration  | Medium | <ul style="list-style-type: none"> <li>Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</li> <li>Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy.</li> <li>Ensure families pack hats for their children each day.</li> <li>Ensure children wear hats as necessary or stay under the shade. If UV is over 3 Provide shelter where necessary.</li> </ul>   | The Coordinator, Parents/Families, Children Volunteers, and Educators. | Before leaving the centre & during the excursion. |

|                 |   |             |   |  |                        |
|-----------------|---|-------------|---|--|------------------------|
|                 |   |             | <ul style="list-style-type: none"> <li>• Regularly ensure children have opportunity to get a drink of water.</li> <li>• Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this).</li> <li>• Sunscreen will be applied throughout the day.</li> <li>• Ensure children have brought their water bottles.</li> </ul>   |  |                        |
| <b>Covid-19</b> | Illness, infections, hospitalisation, death of child/educator/adult<br>Community surroundings | Medium-High | <ul style="list-style-type: none"> <li>• Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; Procedure.</li> <li>• Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19.</li> <li>• Ensure information of Covid-19 and any practices are updated as new information becomes available.</li> <li>• Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view.</li> <li>• Educators &amp; families are updated with any new information / updates on Covid-19.</li> <li>• Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms.</li> <li>• If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre and seek medical advice.</li> <li>• All adults/Visitors/volunteers are to adhere to all Covid - 19 rules and practices as per prescribed from the NSW government.</li> </ul> | Coordinator,<br>Educators, Families<br>and Children. | Throughout<br>the day. |

|                             |  |          |  |                        |             |
|-----------------------------|--|----------|--|------------------------|-------------|
|                             |  |          | <ul style="list-style-type: none"> <li>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to.</li> <li>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</li> <li>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary.</li> </ul> |                        |             |
| <b>Wheels Riding Course</b> | Children may injure themselves while riding their bike | High     | Ensure staff are actively engaged and closely monitoring children. Aware of children's riding abilities and needs. Work collaboratively to set up course and modify according to abilities, age groups and needs. Children to wear protective gear – helmets, knee/elbow pads  | Children and Educators | On the Day. |
|                             | Tripping, falling, collisions with others              | Moderate | Educators to examine the area that we are using and clear it of trip hazards. Children to be closely supervised  | Children and Educators | On the Day. |
|                             | Injuries sustained from equipment                      | Moderate | Staff to talk to children about using equipment appropriately, children to be closely supervised.  | Children and Educators | On the Day. |

|                                |   |
|--------------------------------|---|
| Plan prepared by               | <p>Full Name: Hannah King</p> <p>Signature: H.K.</p> <p>Role/position: Coordinator</p> <p>Date:24/02/25</p> |
| Prepared in consultation with: | <p>Full Name: Demi Wu</p> <p>Signature: D.W</p> <p>Role/position: Assistant Coordinator</p>                 |

|   |   |
|---|---|
|   | Date: 24/02/25                                  |
| Communicated to all relevant staff:   | Yes/No  |
| Risk assessment to be evaluated and reviewed on:  | If this VC Program Activity is organised again. |
| <b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b> |   |