

The Kids Castle Hazard Identification, Risk Assessment & Control Plan

COOKING ACTIVITY

The Kids' Castle
PROGRAM/AREA: Kitchen & Main room Area
DATE: Thursday 8/4/21
PERSON COMPLETING REPORT: Anna So (Coordinator)
IN CONSULTATION WITH: Roy Faulkner (Director)

SECTION 1 – Risk Assessment

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY	CONTROL MEASURES
Program Considerations			
1. Children using cooking equipment and tools	Risk of impact of injury (especially to the eye) , Cuts & Scraps	1E	<ul style="list-style-type: none"> • Adequate supervision and assistant • Educator to ensure appropriate distance / space between each children • Children will be instructed on correct usage of tools and equipments. • Only Educator to use/handle sharp knives • First aid kit to be kept nearby
2. Children handling cooking ingredients	Food Contamination from Licking Fingers/Dirty Hands	2C	<ul style="list-style-type: none"> • Frequent hand washing. • Instruction to not lick fingers. • Gloves to be worn.
3. Children being near hot water/liquid	Burns, scalds	2C	<ul style="list-style-type: none"> • Staff member to assist child as much as possible • Educator to ensure appropriate distance / space between each children • Only Educator to use/handle hot water/liquid

4. Allergic Reaction to cooking ingredients	Allergy and/or Anaphylactic reactions	5C	<ul style="list-style-type: none"> • Adequate supervision and assistance. • First aid kit to be kept nearby. • All educators to be aware of known food allergies. • No use of nuts. • Children who are allergic to ingredients to use alternative ingredients and separate equipment/tools if available
5. Floor and Surface Area	Slippery surfaces slips, trips and falls	2B	<ul style="list-style-type: none"> • Discuss with children rules and boundaries • Educators will role model expected behaviours with the children • Educators will ensure close supervision and interaction with children whilst at activity • Ensure there is appropriate signage indicating the slippery surface • Ensure children are dressed appropriately, e.g. wearing of aprons, closed shoes • Ensure the surface is wiped regularly
6. Conflicts between children over equipment	Risk of children in conflict with one another	1E	<ul style="list-style-type: none"> • Set clear rules and boundaries • Ensure there is enough equipment and resources • Active staff supervision and interaction
OUTDOOR ENVIRONMENT			
FALLING BRANCHES	Branches falling from trees due to disease or extreme weather	3C	<ul style="list-style-type: none"> • Check the trees before every session as part of the grounds check • Inform the school of any concerns and ensure the possible threat is eliminated • If threat of falling branches, ensure that the area is cordoned off and the children instructed to avoid the area. • Staff to supervise the restricted area. • If it poses an imminent threat, call 000 and ask for the Fire Service or call the SES • Termly check by arborist

<p>EXTREME WEATHER</p> <p>High Winds and rain Storm, mini cyclone</p> <p>Extreme heat/Heat waves (outdoor temperature over 37 degree)</p>	<p>Falling branches/trees/displaces roof tiles or fence posts</p> <p>Heatstroke, heat exhaustion, dehydration</p>	<p>3C</p>	<ul style="list-style-type: none"> • Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. • Ensure that Educators, volunteers & families are aware of our Sun Safety Policy • Ensure sunscreen is applied throughout the day • Children to remain inside • Staff to be familiar with sign of heat illness • Staff to keep the children calm • Ensure water is freely available to all • Encourage children to drink plenty of water regularly • Ensure lunch box are store in cool areas • Call parents reassure them that the children are safe • If necessary, call 000 or the SES
<p>STRANGER ON SITE</p>	<p>Abduction or physical harm</p>	<p>3C</p>	<ul style="list-style-type: none"> • Enact lockdown procedure • Keep the children calm • Alert the school/School security during school holiday period • Call 000 – Police • Inform parents and reassure that the children are safe • Remain in lockdown until advised by Police that it is safe
<p>Downed Power Line</p>	<p>Electrocution</p>	<p>3C</p>	<ul style="list-style-type: none"> • Remove children from immediate threat • If possible, isolate the affected area • Call 000 and give location • Call Ausgrid and give location • Inform the school/Security during vacation care period • Director (maintaining safe distance) to stay at scene to ensure safety of children and members of the public
<p>GENERAL</p>			
<p>COVID-19</p>	<p>Spread of COVID-19</p>	<p>4C</p>	<ul style="list-style-type: none"> • Children are not allow to attend the service when suffering from fever or shown sign of illness (e.g coughing/running nose/headache/sore throat)

			<ul style="list-style-type: none"> • Children and adult required to have temperature checked before entering the centre. • Adult carers/parents are encourage to sign out with Xplor App scanner to avoid touching the computer screen • Hand sanitizer are available near the computer touchscreen and other areas • Frequent hand washing. • Social distancing. • Disinfecting surfaces. • No use of bubblers. • Ensure Educators & Families are aware of our COVID-19 Policy & procedure. • Maintain communication between NSW Health department, Department • Educator will contact parents/carers to collect the children if children develop sign of illness during the session
Morning tea, Lunch and Afternoon tea	Choking Allergies	5C	<ul style="list-style-type: none"> • Remind parents the centre is nut-free. • First aid kit nearby. • Ensure no sharing of food. Frequent handwashing. • Ensure educators, children & families are aware of our Food & Nutrition Policy Ensure children are seated down whilst eating or drinking

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'TKC MASTER RISK CONTROL PLAN'

SECTION 2 –

Probability Matrix to be used with TKC Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed action plan required

H - High risk – needs senior management attention

M – Medium risk – specify management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low or Medium**.

	Consequence				
Public Safety/OHS	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention.	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required.	Life threatening or multiple serious injuries causing hospitalization; significant impairment requiring long-term rehabilitation.	Death or multiple life threatening injuries; permanent disability.
Reputation & Image	Resolved by day-to-day management; internal review.	Some local press mention, with Senior Management required to prevent escalation.	Some state media mention, with Senior Management required to resolve.	Intense public and national media scrutiny. Eg: front page headlines, TV, etc; embarrassment for TKC.	Public inquiry or sustained adverse national media coverage; loss of community participation and confidence.
Business Continuity	Disruption to service capacity for up to half a day	Disruption of services between 1 and 2 days	Disruption of services up to 5 days	Disruption of services up to 1 week	Disruption of services for greater than 1 week
Environment	Minor effects on biological or physical environment	Moderate, short-term effects, but not affecting ecosystem functions	Serious, medium-term effects.	Serious medium to long-term effects, with some impairment of ecosystem functions	Very serious long-term effects, with significant impairment of ecosystem functions.
Legal/ Contract Management	Minor complaint, incident or contract issue resolved by Management.	Isolated threat of legal action or threat of loss of contract, resolved by management.	Significant incident with threat of legal action, loss of contract with moderate financial loss & impact to reputation.	Civil law suit laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.	Major law suit and/or criminal charges with prosecution/fines;
Financial	Financial loss up to \$100K; minor cost overrun.	Financial loss between 100 & 250K; cost overrun <5%.	Financial loss between 250 & 500K; cost overrun >5% but <8%.	Financial loss between 500K & 1M; cost overrun >8% but <10%.	Financial loss >1M; cost overrun >10%.
	Insignificant	Minor	Moderate	Major	Catastrophic

		Probability:		1	2	3	4	5
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H