

Indoor Area - Risk Management Plan

This risk management plan has been developed to minimise risk in the preschool room.

Activity/ Area	Hazard Identification and Associated Risk Type/Cause	Assess Risk Use Matrix	Elimination. Or Control Measures	Who	When
Paint Area	<ul style="list-style-type: none"> - Eating paint - Children and staff may slip on spilt paint 	low	Monitor Clean up paint/water which has spilt on the floor.	Teacher/SLSO	At all times
Play Dough Clay Plasticine	<ul style="list-style-type: none"> - Eating Play Dough - Contamination - Allergies - Cut on cutters and scissors - Choking on small parts 	low low low	Watch the kids Monitor & explain rules to children Check play dough before putting out and dispose of if any mould or after 5 days. Children must wash hands before and after playing with playdough. Monitor & explain rules to children Change playdough after each group. Ensure children don't eat modeling material.	Teacher / SLSO	At all times Week 4 and when new children arrive
Art and Craft	<ul style="list-style-type: none"> - Children eating glue - Cutting themselves with scissors - Stabbing others with scissors - Running with scissors - Breaking a glass - Children breaking glass containers 	low low low	Monitor and explain rules of art area to children. Ensure children sit down to use scissors and do not remove them from area. Check equipment regularly.	Teacher / SLSO	At all times Week 4 When new children arrive
Construction	<ul style="list-style-type: none"> - Blocks falling on children - Tripping over blocks - Splinters - Chocking on small bits 	low	When children are building ensure they do not crawl under buildings. If other children are around when children are building a tall tower, have them move back. Rule reminders Look where you're going	Teacher / SLSO	When a child is building a tall or heavy construction At all times
Loose Parts	<ul style="list-style-type: none"> - Treading on a shell and it going into a bare foot - A stick poking a child in the 	low moderate	Throw out brittle shells and monitor when they are on the floor. Monitor children and how they are	Teacher / SLSO	At all times

	<ul style="list-style-type: none"> eye - Choking on small parts - Putting small items in ears or noses - Cutting themselves on sharp edges. - Splinters 		<p>playing with sticks. Discuss rules of playing with loose parts and monitor.</p> <p>Don't stick anything in your nose Don't put anything in your mouth</p>		
Home Corner	<ul style="list-style-type: none"> - Breaking plates/ glass jars and cutting themselves on shards - Cutting themselves on wooden forks and knives - Cabinet could fall on child - Children could stab each other with forks or butter knives 	low	<p>Explain rules of home corner to all children. Monitor home corner and ensure children are treating items with respect Remind children to tell a teacher if something breaks and move away from it.</p> <p>Remind children to walk with a knife Remind children not climb on cupboards</p>	Teacher Teacher/ SLSO	At all times
Fine Motor Area	<ul style="list-style-type: none"> - Choking on small pieces - Putting items in their ear or noses 	low	<p>Explain rules of equipment use to children Monitor children playing</p> <p>Don't put them in your mouth</p>	Teacher / SLSO	All times when children are in the area
Smartboard/ ipads	<ul style="list-style-type: none"> - Computer falling on child - Electrocutation - Children becoming tangled in cords - Tripping on the wheels 	low	<p>Ensure cords are secure Supervise children around electronics Ensure electronics are in good working order.</p> <p>Stay on the other side of the yellow line unless asked by a teacher</p>	Teacher	In the morning prior to children arriving
Cooking	<ul style="list-style-type: none"> - Children cutting themselves on knives - Electrocutation - Food contamination - Allergies - Burns - Children slipping on spilt food. - Children cutting each other 	low moderate	<p>Ensure children are standing securely on step, not leaning forward.</p> <p>Ensure hot and sharp items are next to or in front of the teacher at all times.</p> <p>Monitor where children are putting their hands and if children are cutting with knives, that they have enough room and the teacher is present. Ensure all people cooking wash their hands. Teach children how to safely use a knife. Ensure all electronics are tagged.</p>	Teacher SAM	At all times when cooking Yearly

General Area	<ul style="list-style-type: none"> - Children may injure themselves on unmaintained equipment - Children may injure themselves on items around the room. 	low	GA has a checklist to use to maintain equipment. Staff to record anything extra required. Indoor Checklist	GA All Staff Teacher	At all times At start and finish of day
Hammers and nails	<ul style="list-style-type: none"> - Children could step on nails - Children could fall on nails 	moderate	Children wear shoes when using hammers and nails Teacher monitor nails on floor Teacher to remove trip hazards form around the hammering area. Discuss safety with the children prior to using.	Teacher Teacher	At all times Prior to placing equipment out.
Fine motor substances	<ul style="list-style-type: none"> - Children could ingest substances - Children could slip on spills 	moderate	Educators to monitor Remind children that it is not for eating and could hurt their bodies. Monitor and clean up any spills	Educators	At all times
Dress Ups	<ul style="list-style-type: none"> - Children may choke on buttons and other small objects - Children may be strangled by scarves and other items of clothing. 	low	Educators to supervise, assist and remind the children of how to safely wear items of clothing.	Educators	At all times
Block area	<ul style="list-style-type: none"> - Large structures may fall on children, injuring them. 	low	Educators to supervise what is being built and set boundaries to keep other children back from fall space. Educators are to remind children to be aware of others' buildings.	Educators Educators	When required
Doll House	<ul style="list-style-type: none"> - Children could choke on small pieces. - Children may pull doll house over on themselves. 	low	Monitor children around doll house area.	Educators	At all times
All Areas	<ul style="list-style-type: none"> - Children spread parts of more dangerous equipment around the room, which could result in a child injuring themselves. 	low	Monitor children Encourage children to keep resources in the appropriate area.	Educators	At all times

Plan prepared by	Carolyn Jones - Preschool Assistant Principal	Date	18/3/19
Plan reviewed by	Carolyn Jones - Preschool Assistant Principal, preschool team and preschool children	Date	3/5/23
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Pink writing is children's response to risks.

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	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