



## Vacation Care Risk Assessment

Name of Day: Soccer and Pottery

Date: 11.7.19

Number of children: 85

Which risk assessment safety points are relevant for today? (Please tick)

- ☐ Adventure Play    ☐ Animals    ☒ Art & Craft / Creative activities
- ☐ Bushland/Water environments    ☒ Children with additional needs
- ☒ Food & Cooking    ☒ Media & Entertainment    ☒ Sport/Physical activity
- ☐ Water Play    ☐ Excursion travel

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☐ No ☒

If yes, please record name of staff member conducting site visit as well as the date of the visit.

Is there a site-specific risk assessment for the venue? Yes ☐ No ☒

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.



# Epping Heights OSHC

Out of School Hours Care

ABN: 83 425 978 102

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## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Tripping/Head Injuries	All	Description of activities on vacation care planner. Expectation of parents to dress children in appropriate clothing and footwear. First Aid kit taken to activity with FA trained staff.	Low	Assist Wanderers coaches with safe delivery of activity if required.	All staff assisting with programmed activity
Clay consumption	K-2		Low	Warnings in pre-activity talk.	All staff assisting with programmed activity
Poking from Skewers	Educators and Children		Low	Pre-activity talk. Demonstration and explanation of safe handling practice	All staff assisting with programmed activity

## Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
<b>VERY HIGH</b> - Kill or cause permanent disability or ill health	1	1	2	3
<b>HIGH</b> - Long term illness or serious injury	1	2	3	4
<b>MEDIUM</b> - Medical attention and several days off work	2	3	4	5
<b>LOW</b> - First Aid required and no time off work	3	4	5	6



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Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please note this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: