



# Epping Heights OSHC

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: [eppingheightsoosh@hotmail.com](mailto:eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsoshc.com.au](http://www.eppingheightsoshc.com.au)

## Vacation Care Risk Assessment

Name of Day: Australian Museum

Date: 15/7/19

Number of children: 75

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. **Alice Wilkins – 1/7/2019**

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.



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## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Road crossings	Children	<ul style="list-style-type: none"> <li>- Pedestrian Lights and crossings</li> </ul>	2	<ul style="list-style-type: none"> <li>- Supervision of students crossing the road into Hyde Park is essential</li> <li>- Children to be reminded of appropriate road crossing behaviour</li> <li>- Strict staff:child ratio to be maintained</li> <li>- Staff to watch traffic and monitor road conditions</li> <li>- Children to line up to cross</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to supervise children</li> </ul>
General Public	Children	<ul style="list-style-type: none"> <li>- All staff and museum workers in child-related capacity have WWCC</li> </ul>	2	<ul style="list-style-type: none"> <li>• Staff are recognisable and are up to date with Child Protection and First Aid training.</li> <li>• Regular head counts</li> <li>• Vigilance of staff</li> <li>• Leader/middle/end</li> <li>• De-escalate any potentially harmful situations</li> <li>• Be prepared to move group to alternative area</li> <li>• Accompany children to toilets</li> <li>• Walk in 1 straight line/stay with pairs or buddies</li> <li>• Contact number</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to be vigilant, wary, and proactive</li> </ul>



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				<p>on child's person plus briefing of procedures.</p> <ul style="list-style-type: none"> <li>• Ensure participants let leaders know if and when they are leaving</li> <li>• Follow appropriate serious incident procedures and notify police and ACECQA if necessary.</li> <li>• Remind children in relation to rules and regulations as well as 'stranger danger' as listed above. Brief about staying together and behaving appropriately in public places. Staying within boundaries if staying in Centre. Children should always be able to see a staff member.</li> <li>• Remind children to alert staff of any incidents, illnesses or injuries promptly.</li> </ul>	
Allergies/incidents/injuries	Children			<ul style="list-style-type: none"> <li>• Ensure first aid kit present</li> <li>• Take all safety precautions specifically relating to activity and staff are aware of and trained in safety and first aid procedures.</li> <li>• Ensure children have asthma and allergy meds</li> <li>• Carry asthma and allergy meds on staff</li> <li>• Ensure staff are aware of the children who suffer from asthma &amp; allergies and that</li> </ul>	- Staff



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				<p>they are aware of their action plans.</p> <ul style="list-style-type: none"> <li>• Ensure families are aware of specific food restrictions eg: nuts</li> <li>• Brief children on allergy risks, prevention eg: not sharing food and hand washing.</li> <li>• Remind children tie shoelaces to prevent falls as well as appropriate behaviour to prevent altercations, accidents and other injuries.</li> </ul>	
Toileting	Children	<ul style="list-style-type: none"> <li>- Toilets in controlled environments in museum</li> </ul>	3	<ul style="list-style-type: none"> <li>- Staff to accompany children to the toilet and perform a check before students enter</li> <li>- Students to use toilets at museum before and after lunch</li> <li>- Staff to supervise students at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Staff members to ensure that each gendered toilet is checked by a staff member of that toilet before child use</li> <li>- Staff member to accompany children into the toilets if possible</li> </ul>
Live animals in enclosures on exhibition	Children	<ul style="list-style-type: none"> <li>- Safety glass used for all enclosures</li> <li>- Secure animal containers and handling by staff only under strict guidelines</li> <li>- Electrical tagging and testing undertaken</li> </ul>	4	<ul style="list-style-type: none"> <li>- Staff to monitor live animal enclosures</li> </ul>	<ul style="list-style-type: none"> <li>- Staff supervision</li> </ul>
Trip hazards  Low lying stages for	Children	<ul style="list-style-type: none"> <li>- Non-slip flooring and stair strips</li> <li>- Balustrades on stairs and rails on</li> </ul>	3	<ul style="list-style-type: none"> <li>- Instruct students to be careful</li> <li>- Closely supervise groups</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to monitor groups</li> </ul>



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exhibits  Stairs  Glass panels enclosing exhibits. Impact on these, or on other surfaces or furniture in slip/trip/fall		landings			
Confusing layout on arrival with multiple entries and stairs	Children and staff	- Signage	2	- Students will be clearly directed into the arrival area and staff will be made aware of where to take students - Walk in two lines from entry to arrival area	- Planning staff to direct
Weather Conditions  Including: Wet weather, over-exposure to the sun and dehydration .	Children	- Prior to the excursion advise parents to dress children appropriately with sleeves, hats, sunscreen and clothing that is appropriate for changing weather conditions - Ensure children are continually drinking water. - Check weather forecast prior to the day of the excursion. - Ensure all staff members carry	4	- Ensure children are wearing sunscreen, hats and appropriate clothing prior to leaving for the excursion. - Ensure children are continually drinking water throughout the day.	- Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats. - Ensure all staff are carrying first aid



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		first aid kits.			kits. - Encourage children to seek shade
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## 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

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: