



# **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: Disco/Photo Booth

Date: 16/7/19

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.

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

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)

## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Photo Booth Overcrowding	Children		3	<ul style="list-style-type: none"> <li>OOSH Staff to control flow of children into the photo booth</li> <li>Children to be given instructions and expectations for behaviour in photo booth and entry into it</li> </ul>	<ul style="list-style-type: none"> <li>Staff to supervise children</li> <li>Staff to remind children of conduct expectations</li> </ul>
Electrocution	Children	<ul style="list-style-type: none"> <li>Power outlets are covered and cables are secure</li> </ul>	2	<ul style="list-style-type: none"> <li>OOSH staff to inspect equipment before use</li> <li>OOSH staff to remind children of safety measures prior to use</li> </ul>	<ul style="list-style-type: none"> <li>Staff to continually monitor electrical hazards</li> </ul>
Flashing/Seizure	Children		3	<ul style="list-style-type: none"> <li>Staff to discuss strategies and procedure in case of seizure</li> <li>Staff to be aware of possible student triggers</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be aware of epileptic students</li> </ul>
Crushing hazard	Children	<ul style="list-style-type: none"> <li>Structural design of booth</li> </ul>	3	<ul style="list-style-type: none"> <li>Staff to remind children not to push booth</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be aware of hazard</li> </ul>
Allergies/incidents/injuries	Children		2	<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</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>



**EPPING HEIGHTS  
OSHC**

# **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)**

				<p>trained in safety and first aid procedures.</p> <ul style="list-style-type: none"> <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 they are aware of their action plans.</li> <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>	
Trip hazards	Children	<ul style="list-style-type: none"> <li>- Non-slip flooring and stair strips</li> <li>- Balustrades on stairs and rails on landings</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>
<p>Weather Conditions</p> <p>Including: Wet weather, over-exposure to the sun and dehydration</p>	Children	<ul style="list-style-type: none"> <li>- Prior to the excursion advise parents to dress children appropriately with sleeves, hats, sunscreen and clothing that is appropriate for changing weather conditions</li> </ul>	4	<ul style="list-style-type: none"> <li>- Ensure children are wearing sunscreen, hats and appropriate clothing prior to leaving for the excursion.</li> <li>- Ensure children are continually drinking water throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff to monitor children to ensure they are drinking enough water, reapplying</li> </ul>



**EPHING HEIGHTS  
OSHC**

# 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)

		<ul style="list-style-type: none"> <li>- Ensure children are continually drinking water.</li> <li>- Check weather forecast prior to the day of the excursion.</li> <li>- Ensure all staff members carry first aid kits.</li> </ul>			sunscre en and wearing hats. <ul style="list-style-type: none"> <li>- Ensure all staff are carrying first aid kits.</li> <li>- Encour age children to seek shade</li> </ul>
--	--	--	--	--	---

## 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 not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: