

**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

Website: www.eppingheightsoosh.com.au

Vacation Care Risk Assessment

Name of Day: Featherdale Park

Date: 17/07/19

Number of children: 75

Which risk assessment safety points are relevant for today?

- ☐ 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.

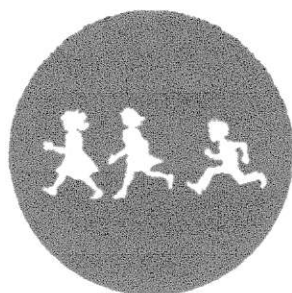
Is a site visit required? Yes ☒ No ☐

If yes, please record name of staff member conducting site visit as well as the date of the visit. Jessica Morrison, 26/06/19.

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
<p>Movement to and from transport</p> <p>Which includes risks such as: Possible interaction with the public and possible hit by a vehicle.</p>	Children	<ul style="list-style-type: none"> - Active supervision of children - Staff aim to be in 1- 10 ratio with children - Staff and children briefed on excursion etiquette and procedure 	4	<ul style="list-style-type: none"> - Briefing children prior of excursion etiquette. - Staff to be briefed on transport times/type of transport/proceedings. 	<ul style="list-style-type: none"> - To ensure that children are reminder to walk to the transport sensibly and to ensure they are not running around. - Staff to ensure first aid kits are taken - Staff to actively supervise children
<p>Coach transport</p> <p>Which includes risks such as: boarding the transport, vehicle</p>	Children	<ul style="list-style-type: none"> - Active supervision - Hire a coach with seatbelts - Ensure adequate number of staff are present for the excursion and in ratio. - Ensure the driver operating the vehicle has the appropriate license and insurance 	3	<ul style="list-style-type: none"> - Prompt children prior to travel of expected behaviour and protocol - Ensure staff are actively supervising and continually monitoring 	<ul style="list-style-type: none"> - To prompt children prior to the excursion on expected behavior



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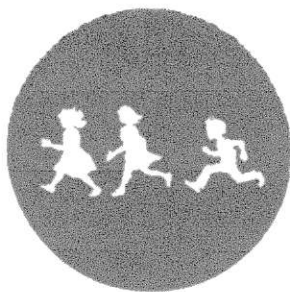
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accident whilst on the road.		<ul style="list-style-type: none"> - Ensure there are enough seats on the bus to cater for staff and children present on the excursion 		<p>children whilst travelling.</p> <ul style="list-style-type: none"> - Ensure the vehicle has adequate provisions for additional needs - Continually enforce rules and behaviour expectations. 	<ul style="list-style-type: none"> - our Enforce excursion rules - Continually monitor and actively supervise children whilst travelling.
<p>Observing the animals</p> <p>Including: animals out of cages, open enclosures/fencing.</p>	Children	<ul style="list-style-type: none"> - Instruct children prior on etiquette around animals (i.e. not to touch the animals), except when appropriate (i.e. with handlers or during activities) - Staff to carry a first aid kit at all times - Locate and advise all educators of the location of the first aid bay - Work in smaller groups, in ratio to avoid overwhelming animals and overcrowding - Strict supervision of behaviour and noise control, especially around animals. 	3-4	<ul style="list-style-type: none"> - Prompt children prior to excursion of rules around animals and expectations when in the vicinity of animals. This includes expected behaviour around animals walking around the vicinity and open enclosures/fencing) - Staff to hold current first aid certificates and carry a first aid kit at all times. - Staff to be in ratio with children. - Staff to be aware of first aid bay within the park. - Staff to liaise 	<ul style="list-style-type: none"> - Staff to hold current first aid qualifications and carry a first aid bag. - Staff to be in ratio with children and work in small groups. - Staff to be aware of first aid bay - Staff to liaise with children regarding proced



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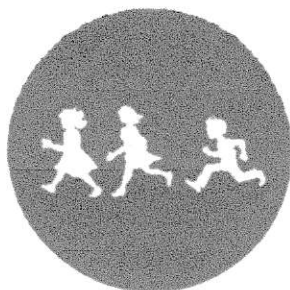
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				with children and organise an easy and noticeable point in the park where children should go to if they become lost.	ure if they are to become lost and organise a place in the park for the children to go to in this instance.
Handling animals- bites from animals.	Children	<ul style="list-style-type: none"> - Instruct students on expected behaviour and rules around the handling of animals. - Instruct and ensure children are listening and respectful to Featherdale staff at all times. - Ensure all staff carry first aid and first aid qualified. 	4	<ul style="list-style-type: none"> - Prompt students prior to handling animals on expected behaviour and rules. - Instruct children to be respectful and listen to Featherdale staff at all times. - Children to handle animals in smaller groups to ensure the animals are not overwhelmed and noise levels are kept to a minimum. - Staff to carry first aid kit with them at all times. 	<ul style="list-style-type: none"> - Staff to continually monitor behaviour and ensure noise levels are kept to a minimum. - Staff to carry a first aid kit at all times.
Running water and	Children	<ul style="list-style-type: none"> - Instruct children to remain on pathways and follow 	4	<ul style="list-style-type: none"> - Instruct children prior to the 	<ul style="list-style-type: none"> - Staff to monitor



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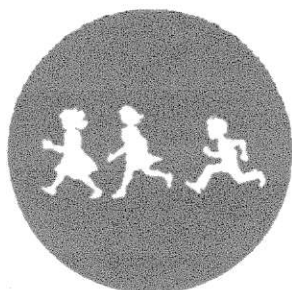
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rocks.		<p>directions dictated by the park.</p> <ul style="list-style-type: none"> - Prompt children on expected behaviour prior to the excursion. 		<p>excursion to remain on pathways and follow directions dictated by the park.</p> <ul style="list-style-type: none"> - Prompt children on expected behaviour and rules. - Ensure children are actively supervised and in ratio with staff. 	<p>behaviour and actively supervise.</p> <ul style="list-style-type: none"> - Staff to carry a first aid bag at all times. - Staff to prompt children prior to the excursion to remain on pathways.
<p>Weather Conditions</p> <p>Including: Wet weather, over-exposure to the sun and dehydration.</p>	Children	<ul style="list-style-type: none"> - 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 first aid kits. 	4	<ul style="list-style-type: none"> - Ensure children are wearing sunscreen, hats and appropriate clothing prior to leaving for the excursion. - Ensure children are continually drinking water throughout the day. 	<ul style="list-style-type: none"> - Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats. - Ensure all staff are carrying first aid kits.



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Interaction with public	Children	<ul style="list-style-type: none"> - Children to be prompted prior to excursion of etiquette when interacting with members of the public. - Staff to continually monitor children and do head counts regularly to ensure all children are accounted for. 	4	<ul style="list-style-type: none"> - Children to be instructed prior to the excursion of expected behaviour in public places. - Staff to monitor children and continually head count to ensure all children are present. 	<ul style="list-style-type: none"> - Staff to prompt children prior to the excursion of etiquette. - Staff to actively supervise and monitor children - Staff to do head counts often to ensure all children are accounted for.
Access to facilities	Children	<ul style="list-style-type: none"> - Ensure appropriate toilet facilities are present. - Appropriate access for children with additional needs. 	5	<ul style="list-style-type: none"> - Prior to excursion staff member to liaise and visit Featherdale to ensure adequate facilities are present. - Staff to ensure children are taken to the bathroom when needed. 	<ul style="list-style-type: none"> - Staff to visit park prior to the excursion and ensure facilities are appropriate.



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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
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - 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:



FEATHERDALE WILDLIFE PARK **EXCURSION RISK ASSESSMENT**

<i>Activity</i>	<i>Hazard Identification Type/Cause</i>	<i>How Likely</i>	<i>How Severe</i>	<i>What Priority</i>	<i>Elimination or Control Measures</i>	<i>Who</i>	<i>When</i>
Walking to and from transport	* Struck by vehicle on road or at park car park	1	1	1	* Ensure enough adults attending to supervise the excursion * Remain on pedestrian crossings at all times * Make sure you make your way to the safe assembly area behind the lattice (as highlighted on your map). Featherdale staff will be onhand to assist if requested. * A copy of the faxed rules and directions to be given and read to all supervisors attending the excursion	Teachers Teachers Teachers Excursion Coordinator	Prior to excursion. On excursion. Upon arrival. Prior to excursion.
Coach transport to excursion venue	* Boarding coach * Vehicle accidents	1 4	4 1	1 1	* Ensure vehicle operators hold appropriate licence(s) and insurance * Check availability of seatbelts * Vehicle to be appropriate for the needs of the group e.g wheelchair access if required, number of seats etc * Enforce rules and monitor behaviour * Ensure seatbelts are worn	Excursion coordinator " " Teachers Teachers	Prior to booking. Prior to booking. Prior to booking. On excursion. On excursion.
Observing the animals	* Bites from the animals	3	4	4	* Instruct students not to touch any animals in enclosures except in walk in enclosure * Carry a first aid kit * Advise all teachers and supervisors of location of Featherdale's first aid bay * Ensure small group attend animal walk in areas (maximum of 20 students at a time) * Obey warning signs in park at all times * Supervision of behaviour and noise levels in lesson with education officer	Teachers Teachers Excursion Coordinator Teachers Teachers Teachers	Prior to and on Excursion. On excursion. Prior to and on Excursion. On Excursion. On excursion. On excursion.