



**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

Website: www.eppingheightsoosh.com.au

Vacation Care Risk Assessment

Name of Day: *Inflatable World* Date: *19.07.19*

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. *Ned Rallings and Adam Pearson*
22.07.19

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
Tripping on Mesh Nets	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Children are told to be aware of where they are walking - Children are reminded to walk	4	Remind children regarding rules.	Staff to remind children to walk
Cuts on feet due to bolts on net Framing	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Children are told to be aware of where they are walking	5	Remind children regarding rules.	Staff to monitor children activity and direct them away from framing
falling off chairs	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Children are reminded not to climb about onto chair	3	Remind children regarding rules.	Staff to monitor children
Tripping Power cords on ground	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Covers are placed over powers cords and are position in places with the least amount of foot traffic	5	Remind children regarding rules.	Staff to monitor children to make sure they are not playing with cords



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Injury from air Machinery	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Physical barrier has been placed over machine to stop children touching the machine	5	Remind children regarding rules. Keep children away from triggers Closely monitor children with conditions	Staff to be aware of children at all times particularly children with medical conditions.
Collisions	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Children are told to not run to avoid collision	3	Remind children regarding rules.	Staff to remind children to walk
Hit by Car in carpark	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff - Children are put into two lines with staff at either end to guide children away from cars - Groups are small so that staff have better crowd control	5	Remind children regarding rules.	Staff to continuously reminding and directing kids safely through carpark
Tripping on Kerbs	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff	4	Remind children regarding rules.	Staff to point out kerbs to children and
Kids playing with sticks	All	Existing safety discussions - All Staff trained in first aid etc + first aid kids carried. - Instructions given from staff	3	Remind children regarding rules.	Staff to remind children to not play with sticks
Tripping up/down stairs	All	Existing safety discussions - Staying on the path and with the group All Staff trained in first aid etc + first aid kids carried. - Children are reminded to walk on the left side	3	Remind children regarding rules.	Staff to direct the children to the left side of the staircase



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Electrocuted playing with Power-points	All	Existing safety discussions - Staying on the path and with the group All Staff trained in first aid etc + first aid kits carried.	4	Remind children regarding rules.	Staff to direct children away from powerpoint
Allergic reactions / asthma / medical conditions	All people with allergies, asthma or other medical conditions	Existing safety discussions - Action plans are discussed - Children with conditions are discussed prior. - Children are aware not to share food and are aware of their own conditions	3	Remind children regarding rules. Keep children away from triggers Closely monitor children with conditions	Staff to be aware of children at all times particularly children with medical conditions.
Exposure to weather	All	- All Staff trained in first aid etc + first aid kits carried.	4	Remind children regarding rules – wearing hats etc	Staff to monitor children at all times regarding their exposure to weather conditions.
Animal bites / kick / trample etc	All	- All staff aware of children with conditions and are aware of RMCP's and action plans.	2	Remind children regarding rules. Keep people away from direct contact with animals.	Staff to be aware of children's behavior around animals and offer reminders etc

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



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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: Ned Rallings



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Name of Job Task	Operating Inflatable Playground Equipment in Indoor Sports Centre	Date of Assessment:	4 April 2017
Workplace area:	Covers all Inflatable World Facilities	Date Updated:	6 June 2018
Conducted By:	Caroline Kingston, Director Safety for Life Pty Ltd	Review Date:	6 June 2019
Approved By:	Brett Clark, Director Inflatable World Australia Pty Ltd		

Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
Access to Site	- Vehicle movement in car park - Tripping on uneven ground to access / egress premises - Broken glass / bottles left by members of the public	10M	- Moving vehicles in car park - Hit by motor vehicle - Injuries from tripping - Children not wearing shoes when entering / exiting centre	- Control of children exiting bus / car - Buses to unload children as close to entrance of building as possible and then park - Supervisors of children to control movements to front door and into centre - Facility inspection to include access and egress to and from building and premises as a whole - Centre manager to report any unsafe footpath or nature strip issues to their local council - Centre manager to inspect car parks and entry points and clean up rubbish, broken bottles etc. - Parents / Guardian to ensure that children are wearing shoes when entering and exiting from the Centre	3L	- Parent / Teacher / Child Supervisor - IW manager
Security of Children in Playground Area	- Wandering child - Child leaving through opening in nets - Child leaving	9M	- Child goes missing from centre during time on site - Child being hit by car in car park or adjacent	- <i>Inflatable World Supervision Guidelines</i> to be followed by supervisors - Nets to be secured to prevent egress from within the courts, with the exception of the main entry / exit into the playground area	6M	- Child Supervisor - Inflatable World



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
	centre though open doorways		- roadways - Child being taken or abused by another person	- Emergency response established for missing child procedures and staff trained - Earpieces to be used to get assistance from staff in the case of a missing or injured child - Supervision Standards to be displayed and adhered to be parents / guardians of children		
Inflatable Playground Equipment	- Deflating equipment - Stuck between inflatables - Misuse of blowers	17H	- Child gets caught in deflating equipment - Child gets stuck between two inflatables - Patron accessing blowers and switching them off	- Emergency Response established for deflating inflatable. - Staff trained in the procedure for responding to deflating equipment - Staff to monitor and prevent children attempting to squeeze between inflatables - Blowers in public areas to be covered by the blue blower covers. - Staff to monitor movement around any accessible blowers. - Earpieces to be used to get assistance from senior staff in the case of blower or deflation	7M	- Inflatable World - Parent / guardian supervision as per Supervision Requirements
Inflatable Playground Equipment	- Falling while exiting inflatable - Falling over the side of inflatable - Generally falling through loss of balance - Jumping and falling awkwardly - Flipping / Somersaults (prohibited activity)	17H	Injuries results such as: - Contusions - Bruising - Burns - Fractures - Concussion - Bleeding - Sprain / Strain - Heat Illness - Infections - Heart Attack/Stroke - Asthma attack	Safety Video provided and requirement to be watched prior to entry. Safety Video available on website - Verbal safety message provided on entry - Thick fall matting provided at entrance and exit of all equipment - Number of players on each item is displayed on equipment, and floor signs - Staff to monitored and control patron numbers on equipment - Specific equipment has full time floor staff monitoring equipment when in use	11M	- Children and their supervisors - Inflatable World Centre Manager, Supervisor and Floor Staff - Parent / guardian as per Supervision Requirement



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
	- Sliding and pushing against walls of slide - Body collision with another person during play - Overcrowding on inflatable equipment - Weight limit per individual exceeded - Jumping down from walls internally instead of climbing down - Being pushed while undertaking play by another person - Climbing over walls of inflatable - Children playing while unwell / sick - Children playing with existing injury			- Flipping is a prohibited activity on all equipment - Bullying and aggressive behaviour is prohibited activity and offenders will be removed from the centre - Signage provided throughout courts on safety requirements - Regular cleaning of equipment with hot soapy water - IWOS inspections include visual inspection of all parts of the inflatable - Silicone spray used on slides to protect surface and reduce friction during sliding - First Aid Officer on duty every shift - Automated External Defibrillators are available in some centres with trained staff - Staff trained in asthma emergency - Weight limits clearly marked and signed throughout centre and on inflatables - Staff training provided on identifying and questioning if people are over the weight limits and enforcing the safety rules - Children not permitted to play when sick, ill or presenting with existing injury		
Children's general play	- Running - Heat - Health - Sugar	17H	- Trip and fall - Overheating and potential for heat related illness - Dehydration	- Children encouraged to NOT run - Staff trained in identification of heat related illness - Air cooling units provided to assist with cooling down	7M	Centre Manager Parent / guardian as per Supervision Requirement



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
			- Over excited due to excessive sugar / energy	- Children monitored by parents / supervisors to have regular breaks and drinking water to rehydrate - Limit the amount of sugar intake to assist with controlling behaviour		
Parental supervision requirements	- Parents not actively supervising young children - Children being left in centre without supervision	12M	- Children injured or lost - Child causing injuries to others	- Parental supervision requirements clearly posted around the centre and included in safety message on entry - Unsupervised young children brought to front counter as 'lost', requiring PA message to parent - Earpieces to be used to get assistance from staff in the case of lost children - Unaccompanied underage children kept at front counter until parent returns to centre	8M	- Centre Manager - Supervisors - Parent / guardian as per Supervision Requirement
Children with Special Needs	- Considered independently with child supervisor / parent	-	- Distress to child from noise, activity - Injuries - Damage to inflatables	- To be determined based upon individual assessment of child's requirements. - Parent or carer to remain with child at all times while in centre - Safety alert released to all centres	-	- Centre Manager - Parent / guardian as per Supervision Requirement
Communal Areas	- Trip and fall - Body collisions - Hot drink spills - Fluid spills	13M	- Trained First Aid Officer on site to attend to injured person	- Centre Manager and Supervisor to monitor and control patrons and their children's activities - Earpieces to be used to get assistance from staff in the case of unwanted behaviour - Cleaning procedures in place	4L	- Centre Manager - Supervisor - Parent / guardian as per Supervision Requirement
Emergency Response	- Fire - Electrical Safety issues - People / Patrons - Entry points	9M	- Injury to persons whereby first aid and emergency services are required - Delayed response	- Emergency Site Plans established - Emergency Assembly Areas available, signed in prominent locations and known by all staff - Training provided to staff on duties in the	2L	- Centre Manager - Supervisor - Floor Staff - Parent / guardian as per Supervision



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
	-		- Management and control of patrons in centre - Overcrowding of occupants in centre - Restricted access by emergency services due to patron egress	event of emergency situation on commencement of employment and regularly thereafter - Fire extinguisher awareness training provided to all staff - Emergency equipment – particularly fire extinguishers - unobstructed and readily available to all areas of the operation - Emergency equipment tested 6 monthly - Annual building compliance certification - Electrical equipment on 6 monthly test and tag - Damaged or unsuitable electrical equipment removed from use immediately - Earpieces to be used to get assistance from staff in the case of emergency - Occupancy numbers managed through IW operating system at kiosk - Wrist bands provided to all patrons playing on equipment		Requirements
Party groups	- Cuts, burns - Slips, trips - Safety rules not followed		- Children handling sharp knives and/or lighters or matches for the birthday cake - Spilled food and drink, obstructions from shoes and presents causing slip, trip and fall hazards - Group not provided safety rules as guests	- Children are not given sharp knives or lighters for birthday cakes by IW staff - Floor staff (or dedicated IW party hosts) are to make regular inspections of the party area to ensure walkways and floors are clear of obstructions and spilled food and drink. - All party guests and hosts to receive safety message on arrival at the front desk. - Party host to receive written safety guideline on confirmation of the party re: supervision and safety rules (similar to group advice)		- Parents of party groups - Floor staff - Centre Manager



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
Group entry to centre	- Lack of supervision by parents / guardians - Injuries due to tripping and falling	12M	- Missing child - Walking out on to road - Walking out in front of moving vehicle - Walking through gardens and falling	- particularly around adult supervision - Floor mats to be secured to prevent trip hazard to patrons – use of durable mat that lays flat - Group leaders or parents to be clearly advised of and understand the supervision requirements for children of different ages - Group leaders or parents agree to actively supervise all children under their care - Operational risk assessment to be supplied to groups on request - All groups and parties to receive the verbal safety message prior to entering the courts to play - Floor and counter staff to monitor supervisory levels provided by groups and raise any issues immediately with the group or party leader - Group Supervision Responsibility Statement to be provided, discussed with group leader and signed off.	8M	- Group leaders and supervisors - Parents of party groups - Centre Manager



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT

Inflatable World - Risk Matrix		
Consequence	SAFETY	ASSET PROTECTION
Disastrous	Fatality of staff or patron Prosecution - Director / Senior Managers jailed on criminal charges by regulatory body. Extensive public alarm, media coverage Extensive disruption to public	Complete loss of business operations / maximum foreseeable loss event > \$10,000,000
Critical	Disabling injury, i.e. amputation and / or permanent loss of bodily function Prosecution & maximum penalty / fine imposed by regulatory authority Major public alarm, attracting media attention Major disruption to public activities	Partial loss of business operations / major business interruption event > \$1,000,000
Serious	Injury resulting in hospitalisation (overnight stay/ surgery) Prosecution & penalty / fine imposed by regulator. Serious public alarm and social media attention	Serious property or equipment damage / interruption to provision of service capability > \$100,000
Significant	An injury resulting in less than 1 week off normal duties or patron requiring ambulance Warning notice issued by regulatory body Negligible public alarm but social media attention Negligible disruption to public activities	Property or equipment damage / interruption to provision of service capability > \$1,000
Minor	Minor first aid injury to staff member or patron No action from regulatory body No public alarm or negative social media impact No disruption to public activities	Insignificant property or equipment damage / interruption to provision of service capability < \$1,000

RISK ASSESSMENT MATRIX					
Likelihood Most Likely Consequence	Almost Certain	Quite Possible	Unusual Possible but	Unlikely to Occur	Extremely Unlikely to Occur
	Can occur on a weekly basis	Can occur on a monthly basis	Could occur on a yearly basis	Could occur every 5-10 years	Could occur once in 20 years
Disastrous	25 - E	24 - E	22 - E	19 - H	15 - H
Critical	23 - E	21 - E	18 - H	14 - H	10 - M
Serious	20 - E	17 - H	13 - M	9 - M	6 - M
Significant	16 - H	12 - M	8 - M	5 - L	3 - L
Minor	11 - M	7 - M	4 - L	2 - L	1 - L

Score and Statement	Action
Extreme	Highest management decision required. Thorough assessment of risk and immediate attention required. Stop task until controls implemented and risk reduced to lowest level acceptable.
High	Urgently do something about the risks. Immediate attention of risk control required.
Moderate	Management to review and ensure that system / task instruction is provided workers
Low	Acceptable for now. Record and review if any equipment/people/materials/ work methods or procedures change.