



# **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.eppingheightsoosh.com.au](http://www.eppingheightsoosh.com.au)

## **Vacation Care Risk Assessment**

Name of Day: Art Day

Date: 15/04/2020

Number of children:

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.

Corinne Halloran 03/04/2020

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
Spills	The children may slip/fall	<ul style="list-style-type: none"> <li>- The use of wet floor signs if there has been a large spill</li> </ul>	4	<ul style="list-style-type: none"> <li>- Giving clear instructions to not walk around with paintings and water cups for paint brushes</li> </ul>	Educators have a responsibility to keep an eye on all the children and clean up any spills straight away to prevent accidents
Electricity	The children	<ul style="list-style-type: none"> <li>- Power points have flip over plastic case to cover electrical points</li> <li>- Regular testing of electrical items takes place in line with school policies</li> </ul>	2	<ul style="list-style-type: none"> <li>- For vacation care we can bring or use the insertable power point covers as these are safer and harder for children to pull out and play with</li> </ul>	Educators have the responsibility to watch over children and make sure they aren't playing with or touching power points of electrical items



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Collisions	The children	<ul style="list-style-type: none"><li>- Ensuring all cupboard doors and drawers are shut so they are not in the way of the children's path</li></ul>	5	<ul style="list-style-type: none"><li>- The children are constantly reminded not to run in classroom or spaces where any accidents may occur</li></ul>	Educators have the responsibility to watch over children and make sure they are not running around the room as this could cause two or more children to collide or trip over one another.
Glass or sharp objects	Children	<ul style="list-style-type: none"><li>- In guidance with WHS checklist, all sharp objects such as glass should be checked for and removed if found from classroom</li></ul>	5	<ul style="list-style-type: none"><li>- Children are isolated from area</li><li>- Glass is removed in a safe non-hazardous way</li></ul>	Educators have the responsibility to make sure the classroom is free from this hazard and if found to remove it in a safe way that will not injure anyone including themselves.



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Slipping/trip ping	Children	<ul style="list-style-type: none"><li>- The WHS checklist is put in place with the use of all rooms used for OSHC care, this means the classroom used for art day will be carefully checked for safety before its use.</li></ul>	4	<ul style="list-style-type: none"><li>- WHS checklist is completed before room use to ensure all hazardous items are removed and that the room is clean and tidy</li></ul>	Educators have the responsibility to carefully watch over all children and the room to make sure there is nothing that may cause children to trip or fall.
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## Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	<b>Very Likely</b> Could happen at any time	<b>Likely</b> Could happen some time	<b>Unlikely</b> Could happen but very rare	<b>Very Unlikely</b> 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: