



Vacation Care Risk Assessment

Name of Day: Mission Movement

Date: 16/04/20

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.

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

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RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Trips, slips and falls	Children	<ul style="list-style-type: none"> - Ensure any hazards are removed prior to the beginning of the activity. - Power outlets and cords are secured. 	4	<ul style="list-style-type: none"> - Ensure children's laces and shoes are tied and secure prior to the start. - Ensure an adequate level of behavior is maintained during the dance class, particular around the stage and other physical features in the hall. 	<ul style="list-style-type: none"> - Staff to supervise children - Staff to remind children of conduct expectations
Electrocution	Children	<ul style="list-style-type: none"> - Power outlets are covered and cables are secure 	2	<ul style="list-style-type: none"> - OOSH staff to inspect equipment before use - OOSH staff to remind children of safety measures prior to use 	<ul style="list-style-type: none"> - Staff to continually monitor electrical hazards
Loud Music	Children	<ul style="list-style-type: none"> - Ensure that an adequate level of music is determined prior to the activity beginning. 	5	<ul style="list-style-type: none"> - Ensure that the noise level is maintained during the activity and turned down if need be. 	<ul style="list-style-type: none"> - Staff to monitor noise levels for the duration of the activity.
Flashing/Seizure	Children		3	<ul style="list-style-type: none"> - Staff to discuss strategies and procedure in case of seizure - Staff to be aware of possible student triggers 	<ul style="list-style-type: none"> - Staff to be aware of epileptic students
Dehydration	Children	<ul style="list-style-type: none"> - Provide regular water breaks 	4	<ul style="list-style-type: none"> - Staff to remind children to drink 	<ul style="list-style-type: none"> - Staff to ensure



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		<p>throughout the Dance Class.</p> <ul style="list-style-type: none"> - Remind children that they can remove themselves from the activity in order to drink water. 		<p>prior to, during and after the Dance Class.</p>	<p>children are drinking water consistently throughout the day.</p> <ul style="list-style-type: none"> - Staff to remind children to take their drink bottles to the activity or use the bubblers located outside the hall.
Allergies/incidents/injuries	Children		2	<ul style="list-style-type: none"> • Ensure first aid kit present • Take all safety precautions specifically relating to activity and staff are aware of and trained in safety and first aid procedures. • Ensure children have asthma and allergy meds • Carry asthma and allergy meds on staff • Ensure staff are aware of the children who suffer from asthma & allergies and that they are aware of their action plans. • Ensure families are aware of specific 	<ul style="list-style-type: none"> - Staff



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				food restrictions eg: nuts <ul style="list-style-type: none"> • Brief children on allergy risks, prevention eg: not sharing food and hand washing. • Remind children tie shoelaces to prevent falls as well as appropriate behaviour to prevent altercations, accidents and other injuries. 	
Weather Conditions Including: Wet weather, over-exposure to the sun and dehydration	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. - 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
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: Jessica Morrison



Mission Movement – Hip-hop & Breakdancing Classes

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Dance class	Slipping and falling	Low	Correct footwear must be worn by all participants.	All participants	At all times
Dance class	Dehydration	Low	All participants will have regular water breaks through the workshops or classes.	All	2-3 times during each workshop or class.
Dance class	Loud Music	Low	Volume levels will be monitored during each workshop or class to make sure the music is not too loud	Mission Movement Instructor	At all times

Plan prepared by: Mission Movement	Name(s): Braeden Lee Herden	Date Plan Prepared:
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Prepared in consultation with:	Name(s):
Communicated to:	Name(s):
Venue and safety information reviewed and attached	Yes / No Comment if needed:
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix	
	Consequence

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High