



# 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: Sport Day

Date: 17/4/20

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.



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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>  | 6           | <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> | 1           | <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 |
| Tripping         | The Children               | <ul style="list-style-type: none"> <li>- Kids are aware that they are not to run inside.</li> <li>- Trip hazards are minimized and isolated from the group where possible</li> </ul>                            | 6           | <ul style="list-style-type: none"> <li>- Clear instructions to children in relation to there concentration when running around outside and as a reminder to walk inside.</li> </ul>              | Ensure the area is clear of obstacles and any hazards before beginning an activity.  |
| Sporting Injury  | Children                   | <ul style="list-style-type: none"> <li>- Children are supervised during their activity and rules are laid out at the beginning.</li> </ul>  | 6           | <ul style="list-style-type: none"> <li>- Children are reminded to ensure they are playing properly and the equipment being used is appropriately</li> </ul>                                      | Staff to monitor children at all times and ensure that they are following the rules.   |
| Running          | Children                   | <ul style="list-style-type: none"> <li>- Activities are set</li> </ul>  | 6           | <ul style="list-style-type: none"> <li>- Children are</li> </ul>   | Staff to set up  |



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|   |          |  |   |  |   |
|---|----------|--|---|--|---|
| into goal Post, tripping on net, hitting staircase  |          | <ul style="list-style-type: none"> <li>up away from goal posts if they do not need to be used.</li> <li>- When moving between activities, children do not enter the red box around net.</li> <li>- Children are not to sit under stair cases.</li> </ul> |   | reminded to be careful around objects and to ensure that they are following the no walk areas.   | games away from poles and objects that could hurt kids if the fell or ran into them.  |
| Outside provider does not monitor children properly | Children | <ul style="list-style-type: none"> <li>- Staff will supervise children while at activity</li> <li>- Staff will assist in the running and implementation of games from the outside provider.</li> </ul>   | 6 | <ul style="list-style-type: none"> <li>- Children are given clear instructions to follow what the provider says and to behave appropriately and respectfully.</li> </ul> | Staff to ask provider if they need assistance in the running of activities and help control the kids during down time.  |
| Hit by car  | Children | <ul style="list-style-type: none"> <li>- Children do not go near cars unless necessary.</li> <li>- Outside provider will be cautious when unloading and setting up equipment.</li> </ul>   | 1 | <ul style="list-style-type: none"> <li>- Children are reminded to stay away from cars and to stay close to an educator when one is near.</li> </ul>                      | Staff to keep kids away from car as the outside provider sets up the area. Staff will designate an area in which the car can be moved then parked so that it is out of the way. |

## Risk Assessment Matrix

|                       |                          |
|-----------------------|--------------------------|
| Consequences / Impact | Probability / Likelihood |
|-----------------------|--------------------------|



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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: