



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: Silent Disco

Date: 21/04/2020

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
Sound of headphones	All students	<ul style="list-style-type: none"> - Brief children about ear and headphone safety. - Children to be encouraged to let staff and educators know if the sound from headphones is too loud. 	Low 6	<ul style="list-style-type: none"> - Sound regulations enacted by Party Higher. 	Staff and Organisation.
Crowding in Hall could result in children bumping into each other or feeling claustrophobic.	All students	<ul style="list-style-type: none"> - Maintaining staff ratio of 1:15 to monitor any potential hazards from overcrowding. - Encourage children to let a staff member know if they are feeling stressed from the crowd. 	Low 5	<ul style="list-style-type: none"> - Organizing children into groups and allocate areas so they do not bump into each other. - Send children outside for some fresh air if they are feeling stressed. 	Staff to organise group sessions.
Tripping Hazards from dangerous cords/darkness	All students	<ul style="list-style-type: none"> - Maintaining staff ration 1:15 - Ensure some lightening is available so students are able to see. 	Low 5	<ul style="list-style-type: none"> - Removing hazardous cords - Educator to survey hall prior to commencement of activity to ensure no rogue equipment that children could trip over. 	Staff to bring first aid kits and apply any necessary first aid training.



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Anxiety caused from noise/darkness/ flashing lights.	All Students	<ul style="list-style-type: none"> - Staff know children with anxiety disorders who may be at risk. - Brief children about behavioral expectations. - Provide other options for children prone to stress from sound and darkness. 	Low 4	<ul style="list-style-type: none"> - Remind children that they are safe and encourage them to seek an educator if they feel uncomfortable. - Ensure some lighting is available for children to see. 	<p>Staff to support children.</p> <p>Children should be encouraged to speak up if they feel stressed.</p>
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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: