



Vacation Care Risk Assessment

Name of Day: *Shark Party*

Date: 23/04/2020

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.



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

RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Interaction with animals/ injuries relating to animals	All Children	<ul style="list-style-type: none"> -Instruct children prior on etiquette around animals (i.e. not to touch the animals), except when appropriate (i.e. with handlers or during activities) - Staff to carry a first aid kit at all times - Work in smaller groups, in ratio to avoid overwhelming animals and overcrowding - Strict supervision of behaviour and noise control, especially around animals. 	2	<ul style="list-style-type: none"> -Prompt children prior to excursion of rules around animals and expectations when in the vicinity of animals. This includes expected behaviour around animals - -Staff to hold current first aid certificates and carry a first aid kit at all times. 	<p>Staff to provide safe and correct first aid</p> <p>Staff to bring first aid kits to all activities.</p>
Fear of and anxiety relating to activities with animals	All Children	<ul style="list-style-type: none"> • Give children options to avoid aspects of the program which they are fearful of. • Briefing children on how to behave around animals. Reminding children that they don't need to participate if they are worried. 	4	<ul style="list-style-type: none"> • Ensure children and staff are briefed on the specifics of activity before it commences and the appropriate behaviour expected. • Reminding children to wash their hands after touching animals. 	<p>All staff to monitor children closely.</p> <p>Staff to bring first aid kits to activity.</p>



**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.eppingheightsoshc.com.au

				<ul style="list-style-type: none"> Aim to provide more one on one assistance, guidance and supervision to the child(ren) effected if required. 	
Animal triggering allergy/asthma reactions.	Children with Allergies/ Asthma	<ul style="list-style-type: none"> All Staff are aware of children who have asthma and allergies. First aid kit with an asthma puffer is with an educator at the activity. 	5	<ul style="list-style-type: none"> Speaking to the children before activity informing them to let us know if they are experiencing asthma symptoms. 	<p>Educators to bring first aid kits to all activity.</p> <p>Educators to monitor all children with asthma/allergies.</p>

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 not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Amy-Louise Parsons and Jessica Morrison



**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.eppingheightsoshc.com.au

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	Responsibilities
Virus/germs from touching animal	Customer	Recommend that customers cleanse hands after contact. Provision of antibacterial hand wash available	Low	Signage advising visitors of shark partys to wash hands before & after contact with the animals. Verbal instructions from handlers to wash hands after & before contact.	Handlers/customer/teachers/guardian/parent.
Animal bites	Customer/employees	Verbal warning from handlers. Low Additional warning signs and verbal warning on contact. Handlers	Low	Additional warning signs and verbal warning on contact.	Handlers
Slips/trips/falls	Customer/employees	Verbal & visual warning	Low	Sign to warn of trip hazard if floor is wet	Handlers
Animal waste	Customer	Removed by handlers	Low	All animal waste is cleaned at the end of each event if needed. If a lot of animal waste is visible it is disposed in sealed container and disposed correctly.	Handlers
Animals escaping	Customer	Enclosed areas for each animal type and supervision by experienced handler	Low	Handlers control customer contact, manage customer numbers and reduce sudden movements.	Handlers/ Operations manager



Possible injuries	Customer	First aid kits on hand for any minor injuries.	Low	A visual warning covering slips trips and falls, bites and hygiene.	Handlers
Unpredictable animal behaviour	Customer/employees	Enclosed areas for each animal type and supervision by experienced, trained handlers.	Low	Trained handlers. Advise that no dogs other animals which may be viewed as a potential threat approach the area	Handlers
Barriers/enclosures	Customer	Secure erection of barriers by our own handlers around the whole area. Also barriers around animal enclosures	Low	Barriers have been tested and are checked before each event.	Handlers
Transporting water	Customer	Carefully transporting water using containers	Low	Use sealed water container to reduce risk of spillage	Handlers
Movement of animals	Customer/Handler	Use of suitable animal containers and due care	Low	Smaller animals transported with animal containers, at least two members of staff at any time required for movement of larger animals	Handlers

NB: All signs to include images. In the event of an injury to persons or animals: 1. Notify one of Shark Party team (handlers) 2. Assist the handlers if necessary 3. If necessary call emergency services