



## Vacation Care Risk Assessment

Name of Day: Planetarium

Date: 27/04/2020

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**

# 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)

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## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Electrocution	Children and Staff	Equipment is in working order and inspected on arrival.	3	Children are supervised at all time and equipment is not tampered with.	Remind children to be careful inside and around the dome.
Crushed by Equipment	Children and Staff	The equipment, when delivered, is set up correctly and is stable.	3	Children are supervised and are not allowed to move the equipment.	Remind the children not to be climbing on the equipment.
Tripping	Children and Staff	The cables are set up in a way so that they do not pose a risk to the children for tripping.	6	Children are supervised and running is not permitted near the equipment.	Children will be reminded to be careful where they are walking and to not run.
Tripping in dark environment	Children and Staff	Soft furnishings used. Staff member to be present, only two children to be inside at all times.	4	Children are supervised while they are inside the dome.	Remind children to be sensible when inside, to walk slowly and be aware of their surroundings.



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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
<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:

## GENERAL RISK ASSESSMENT FORM

General Risk Assessments are a simplified version of SWMS and are to be used in conjunction with SWMS and not to replace them.

<b>Departmental Location: NSW Public Performances</b>		Date of GRA: 1/1/2016
<b>Person undertaking General Risk Assessment</b>		
Name: Jamie Maslen		Position: Director
<b>Details of task being undertaken</b>		
<b>Task: Astronomy display at public venues to entertain and educate visitors.</b>		
Location where task is to be undertaken NSW Private locations by request including Shopping Malls, Education Facilities, Public Libraries etc.		
<b>Steps involved in task</b>	<b>Hazards identified</b>	<b>Risk rating (use matrix overleaf)</b>
1. Transport equipment to staging area	Manual handling	L
2. Set up equipment	Manual Handling Electrical hazards	L L
3. Conduct display	Electrical hazards Public attendees	L L
4. Dismantle equipment and remove	Manual handling Electrical hazards	L L
5.		
6.		

Please note: If hazards have been identified that require corrective action, it is vital that the hazard reporting procedure be followed.

### CONTROL MEASURES

### DETAILS

<input checked="" type="checkbox"/> SWMS	SWMS produced and onsite with the presenter			
<input type="checkbox"/> Supervision required	<input type="checkbox"/> <input type="checkbox"/> No Presenter is site supervisor.			
<input type="checkbox"/> Mechanical controls (Ventilation, hand trolley etc)	Trolleys used to transport equipment			
<input type="checkbox"/> Engineering controls (Guarding etc)	Electrical equipment tested and tagged as required			
<input type="checkbox"/> Isolation controls (Barricades etc)				
<input type="checkbox"/> PPE	<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Hand Protection	<input type="checkbox"/> Body Protection
	<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Head Protection	<input type="checkbox"/> High Visibility Clothing	
<input type="checkbox"/> Other controls: please specify				

Are there any further corrective actions in place to ensure task is completed safely? Please specify:

Each person undertaking the task must read this GRA and sign here, to show they understand this General Risk Assessment:

Print name:	Signature:	Date:
Print name:	Signature:	Date:
Print name:	Signature:	Date:
Print name:	Signature:	Date:

### SUPERVISORS APPROVAL

Print name: Jamie Maslen	Signature: <i>Jamie Maslen</i>	Date: 1/1/2016
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Please use the risk matrix below to calculate the rating of the hazards identified:

		CONSEQUENCE			
		Death Catastrophic Illness/injury	Major Extensive Injuries	Moderate Medical treatment	Minor No injuries
LIKELIHOOD	<b>Almost certain</b> – Expected to occur	<b>H</b>	<b>H</b>	<b>S</b>	<b>S</b>
	<b>Likely</b> – Probably will occur	<b>H</b>	<b>S</b>	<b>S</b>	<b>S</b>
	<b>Moderate</b> – Should occur at some time	<b>H</b>	<b>S</b>	<b>L</b>	<b>L</b>
	<b>Unlikely</b> – Could occur at some time	<b>S</b>	<b>L</b>	<b>L</b>	<b>L</b>
<b>High Risk</b>		<b>H</b> – <u>immediately</u> cease exposure until protection approved at senior management level is implemented.			
<b>Significant Risk</b>		<b>S</b> – <u>procedures</u> alone may not be enough, senior management attention is required.			
<b>Low risk</b>		<b>L</b> – <u>may</u> be managed by routine procedures, some risks in this category may be acceptable.			