



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: Arcade games

Date: 8.7.2020

Number of children: 75

Number of Educators/Adults: 9

Transport Method: N/A

Commencement Time: 9:00am

Conclusion Time: 3:30pm

Venue Address: Epping Heights Public School

Description of the Activities: Children will be able to play a range of arcade games along with doing arcade themed activities

Items to be taken on the excursion: N/A

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 ☐ Infectious Diseases

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.



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Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

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"> - The use of wet floor signs if there has been a large spill 	3	<ul style="list-style-type: none"> - Giving clear instructions to not walk around with paintings and water cups for paint brushes 	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"> - Power points have flip over plastic case to cover electrical points - Regular testing of electrical items takes place in line with school policies 	2	<ul style="list-style-type: none"> - 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 	Educators have the responsibility to watch over children and make sure they aren't playing with or touching power points of electrical items



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Pinch Points	Children and staff	<ul style="list-style-type: none"> - Pinch points are labelled 	5	<ul style="list-style-type: none"> - Children are supervised while they are using the equipment 	<p>Remind children to be sensible when using the</p> <p>equipment and to keep fingers clear of dangerous areas</p>
Crushed by Equipment	Children and staff	<ul style="list-style-type: none"> - The equipment, when delivered, is set up correctly and is stable 	3	<ul style="list-style-type: none"> - Children are supervised and are not allowed to move the equipment 	Remind the children not to be climbing on the equipment and not to try and move the equipment
Tripping	Children and Staff	<ul style="list-style-type: none"> - The cables are set up in a way so that they do not pose a risk to the children for tripping 	6	<ul style="list-style-type: none"> - 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.
COVID-19 spread	Educators and Children	<ul style="list-style-type: none"> - Hand washing before and after every activity or food break as well as hand sanitizer being supplied in the OSHC room 	4	<ul style="list-style-type: none"> - Distancing children – for example the children are put into 3 smaller groups rather than one large one in order for more space available to spread out - Children are also told to sit in areas where they have their own space – e.g. 1.5m away from other children - Constant washing of hands and using sanitizer 	Educators are responsible for reminding children to wash their hands before and after activities and make sure they are not overcrowding one another



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				<ul style="list-style-type: none"> - All equipment and shared objects are sanitized before used by the children to stop spread of germs 	
Allergies/asthma and other injuries	Children	<ul style="list-style-type: none"> - All educators are aware of children with medical conditions or allergies - Staff carry around and are trained in first aid in case of injuries - Specific medication for children are held at the site in case of need 	2	<ul style="list-style-type: none"> - Allergy and other related medications should be kept on site - WHS checklist is completed throughout the day to ensure the rooms used for the activity don't have any hazardous items, spillages etc. 	<p>Educators have the responsibility to watch over children during activities to make sure injuries do not occur and if they do, they are responsible for doing first aid.</p> <p>If serving food, educators should be aware of any allergies a child may have.</p>
Fighting due to competitive nature of games	Children	<ul style="list-style-type: none"> - Children know the appropriate way to behave towards each other 	4	<ul style="list-style-type: none"> - Children to be supervised at all times by educators - Children visibly upset should be spoken with to have the situation deescalated 	Educators have the responsibility to watch over the children during activities to ensure they are acting appropriately and to prevent any fights from occurring

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 - Minor illness or injury				
LOW - No harm or minor inconvenience				



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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: Jordan Anderson

SAFE WORK METHOD STATEMENT

14 / 76 Hume Hwy
Lansvale NSW 2166
PH: 1300 24 26 28

Sports Enterprises Pty Ltd T/A My Games Room

Job Task: Manual Handling Amusement Equipment Setup	Job Location: Epping Heights Public School 128 Kent Street Epping NSW 2121
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RISK IDENTIFICATION AND CONTROLS

Procedural step(s)	Possible hazard(s)	Safety control(s)
Preparation: Assess size, shape, condition and weight of loads	Slips, trips and falls Fatigue and stress	<ul style="list-style-type: none">• Ensure personnel are trained in manual handling lifting techniques and/or effectively supervised• Provide mechanical aids, straps, trolleys or team lifting for heavy loads• Ensure proper clothing, footwear and PPE that allows tasks to be performed without restriction
Preparation: Assess workflow and work area	Slips, trips and falls Fatigue and stress	<ul style="list-style-type: none">• Eliminate unnecessary manual handling where possible• Allow for frequent rest periods and job rotation• Organise a smooth work flow• Ensure mechanical aids are available as required• Provide sufficient staff numbers• Train staff in safe team lifting procedures and use only when other means are not available
Lift and carry objects	Strain the spine and back muscles Stress on back and limbs Fatigue and stress Lacerations and abrasions Fractures and crush injuries	<ul style="list-style-type: none">• Use mechanical aids where available• Hold loads close to the body• Vary work tasks during day or take regular breaks• Provide adequate numbers of trained staff to allow rotation• Ensure new workers are supervised adequately• Perform all movements in a controlled, balanced, comfortable position

		<ul style="list-style-type: none"> • Minimise repetitive bending, twisting and overreaching movements • Use correct lifting techniques as per manual handling training including: <ul style="list-style-type: none"> ○ Stand close to the load with feet apart for good balance ○ Place one foot beside the object and one behind ○ Bend your knees ○ Keep your back straight as possible ○ Ensure a comfortable grip of the object ○ Lift gradually – straighten your knees and stand ○ Use your leg muscles ○ Avoid jerky movements ○ Ensure the object does not obscure your vision or interfere with normal walking ○ Avoid twisting your body – move your feet to change direction
Setup and test equipment	Electric shock	<ul style="list-style-type: none"> • Check test and tag label is current and valid • Ensure all plugs are firmly attached

ASSESSOR

Name	Signature	Date