



# 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.eppingheightsoosh.com.au](http://www.eppingheightsoosh.com.au)

## Vacation Care Risk Assessment

Name of Day: Koori Kinnections

Date: 10/07/2020

Number of children: CAP: 85

Number of Educators/Adults: 6 educators

Transport Method: N/A

Commencement Time: 10:00AM

Conclusion Time: 1:00PM

Venue Address: EHPS

Description of the Activities: Aboriginal education (artefacts, art etc.), traditional games, bushfood cooking, Aboriginal art.

Items to be taken on the excursion: First aid kit will need to be carried for incursion.

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
Allergies/asthma/incidents/injuries	Children	<ul style="list-style-type: none"> <li>Staff are trained in first aid.</li> <li>Medications for children are held on site.</li> <li>Staff are aware of children with medical conditions.</li> </ul>	2	<ul style="list-style-type: none"> <li>Ensure first aid kits are present.</li> <li>Take all safety precautions specifically relating to each activity.</li> <li>Ensure children have asthma and allergy medications on site.</li> <li>Ensure staff are aware of the children who suffer from asthma &amp; allergies and that they are aware of their action plans.</li> <li>Ensure families are aware of specific food restrictions e.g.: nuts</li> <li>Brief children on allergy risks, prevention e.g.: not sharing food, being mindful of allergens that may be present in cooking activities, and hand washing.</li> <li>Remind children tie shoelaces to prevent falls as well as appropriate behaviours to prevent altercations, accidents and other injuries.</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>
Trip hazards	Children	<ul style="list-style-type: none"> <li>Non-slip flooring and stair strips.</li> </ul>	3	<ul style="list-style-type: none"> <li>Instruct students to be careful.</li> <li>Closely supervise groups.</li> <li>Brief children to act</li> </ul>	<ul style="list-style-type: none"> <li>Staff to monitor groups.</li> </ul>



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				appropriately.	
<p>Weather Conditions</p> <p>Including: Wet weather, over-exposure to the sun, dehydration, insect bites.</p>	Children	<ul style="list-style-type: none"> <li>Prior to the incursion advise parents to dress children appropriately with sleeves, hats, sunscreen, and clothing that is appropriate for changing weather conditions.</li> <li>Multiple first aid kits available for staff.</li> <li>Sunscreen is supplied at OSHC.</li> </ul>	4	<ul style="list-style-type: none"> <li>Ensure children are wearing sunscreen, hats and appropriate clothing.</li> <li>Ensure children are continually drinking water.</li> <li>Remind children to re-apply sunscreen when appropriate.</li> <li>Encourage children to seek shade.</li> <li>Children are reminded to seek out a staff member if they are bitten by an insect.</li> <li>Staff carry first aid kits.</li> <li>Check weather forecast on the day of the incursion.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to monitor children</li> </ul>
<p>Spread of germs in relation to COVID19.</p>	Children Staff	<ul style="list-style-type: none"> <li>Handwashing and hand hygiene stations are supplied.</li> </ul>	4	<ul style="list-style-type: none"> <li>Sanitizing of high contact areas occurs each day.</li> <li>Children wash hands before moving between activities.</li> <li>Staff regularly wash hands.</li> <li>Children are reminded of importance of hygiene and appropriate cough/sneeze methods.</li> <li>Maximum</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>



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				occupancy of groups in rooms is reduced.	
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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: Hannah Markwell



Koori Kinnections  
0435295071  
koori.kinnections@outlook.com.au

# Risk management plan - Incursions

Location / Activity	Hazard Identification Type / Cause	Risk matrix score	Elimination or Control Measures
Bush food and resource talk	Spikes from echidna quills	5	<ul style="list-style-type: none"> <li>Quills are displayed in enclosed container</li> <li>Schools/groups are notified of potential risks.</li> <li>First Aid kit and mobile phone carried by school staff (requested by Koori Kinnections)</li> </ul>
	Injuries from wooden weapons (boomerangs, clubs etc)	5	
Ochre face painting	Allergies to plants and animal products	3	
Koori Games/ Cultural Activities including dance and shellart	Injury to participant	4	<ul style="list-style-type: none"> <li>Students are briefed on appropriate behaviour</li> <li>Accompanying teacher has CPR / Emergency Care (requested by Koori Kinnections)</li> <li>Use of hot glue gun limited to adults only.</li> <li>First Aid kit and mobile phone carried by school staff (requested by Koori Kinnections)</li> <li>Parent permission sought for activity</li> <li>Appropriate warm up/ stretches and warm down etc for playing group</li> </ul>
	Hot glue gun injuries	4	
Bush food cooking/tasting	Allergies to plants and animal products	3	<ul style="list-style-type: none"> <li>Use of hot implements and heated cooking equipment limited to adults only.</li> <li>First Aid kit and mobile phone carried by school staff (requested by Koori Kinnections)</li> </ul>

## Risk Assessment Matrix

<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
<b>Severity</b> – is how seriously a person could be harmed		<b>Likelihood</b> – is an estimate of how probable it is for the hazard to cause harm.		
<b>Legend (as a guide only)</b>				
1 Extreme risk; action to rectify the hazard should commence immediately				
2 High risk; action to rectify the hazard should occur within 48 hours				
3 Medium risk, action to rectify hazard should occur within 7 days				
4 Low risk; action to rectify hazard should occur within 14 days				
5 & 6 Minimal risk, action to rectify hazard should occur within 21 days				