



Vacation Care Risk Assessment

Name of Day: Rock Pool Adventures

Date: 14/7/20

Number of children: 40

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.eppingheightsoshc.com.au

RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Falling into touch pools/ water tanks - Drowning	Children	Supervision	4	<ul style="list-style-type: none"> Giving clear instructions to not run around with pool areas and not to lean into the tanks 	Educators are responsible for reminding children to walk around the tanks and pools
Equipment setup Including - Touch pools Display banners Display tables	Everyone	Fitted with heavy duty breaks on wheels. Sturdy construction with wide legs for stability and weighted. Sturdy construction with low centre of gravity to prevent falling over. students/public will be kept away from setup areas.	5	Making sure that the children and educators stay away from the setup area whilst the activity is being set up.	Educators are responsible for keeping the children in a safe place during this process
Vehicle arrival on site Including - Vehicle unloading Vehicle loading Vehicle movement	Everyone	Vehicle will be parked outside the venue. Vehicle will be unloaded outside the venue. There will be no vehicle entry to the venue.	5	Making sure that the children and educators stay away from the area that the vehicle is entering in from	Educators are responsible for keeping the children in a safe place during this process



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Electricity Including - Display power	Everyone	Power leads tagged, kept behind the display area. With no student/public access.	4	Giving clear instructions to the children and educators not to the areas that are off limits	Educators are responsible for keeping the children in a safe place and making sure that they stay in the designated areas.
Materials Including - Paint, sand & craft	Children	paint is non toxic Sand is washed sandpit sand Fossils are small pieces and children will be supervised.	4	<ul style="list-style-type: none"> Giving clear instructions to not run/ walk around with paintings and water cups for paint brushes, will fossils and sand 	Educators are responsible for keeping the children in a safe place and that they follow instructions clearly. Educators will also supervise the activity
Shelter Including - Marquee for shade weather protection if outdoor display	Everyone	Sturdy construction steel marquee with weighted legs and Secured anchor points. Weather will be monitored via the internet and removed if there is risk of extreme weather.	5	Giving clear instructions to not run/ walk around the legs of the marquee.	Educators are responsible for keeping the children in a safe place and making sure that they stay in the designated areas.



**EPPING HEIGHTS
OSHC**

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Weather Conditions Including: Wet weather, over-exposure to the sun, dehydration, insect bites.	Children	<ul style="list-style-type: none">• Prior to the incursion advise parents to dress children appropriately with sleeves, hats, sunscreen, and clothing that is appropriate for changing weather conditions.• Multiple first aid kits available for staff.• Sunscreen is supplied at OSHC.	4	<ul style="list-style-type: none">• Ensure children are wearing sunscreen, hats and appropriate clothing.• Ensure children are continually drinking water.• Remind children to re-apply sunscreen when appropriate.• Encourage children to seek shade.• Children are reminded to seek out a staff member if they are bitten by an insect.• Staff carry first aid kits.• Check weather forecast on the day of the incursion.	<ul style="list-style-type: none">• Staff to monitor children
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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 All equipment and shared objects are sanitized before used by the children to stop spread of germs 	Educators are responsible for reminding children to wash their hands before and after activities and make sure they are not overcrowding one another
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. Making sure the children are not splashing the water around and tipping the water out of the tanks 	Educators have a responsibility to keep an eye on all the children and clean up any spills straight away to prevent accidents



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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>
Irritation / allergy in contact with skin and eyes – use of art materials e.g. paint and clay	Children	<ul style="list-style-type: none"> • Use of non-toxic, safe paints and other craft materials 	5	<ul style="list-style-type: none"> • Children are to thoroughly wash hands after activity 	<p>Educators are to watch out for any sign of allergy or irritation due to contact with materials and use first aid</p> <p>Educators must be aware of any existing allergies that children may have in relation to paint / clay based ingredients.</p>



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Live animals in enclosures on exhibition	Children	<ul style="list-style-type: none"> - Safety glass used for all enclosures - Secure animal containers and handling by staff only under strict guidelines - Electrical tagging and testing undertaken 	4	<ul style="list-style-type: none"> - Staff to monitor live animal enclosures 	<ul style="list-style-type: none"> - Staff supervision
Weather Conditions Including: Wet weather, over-exposure to the sun and dehydration.	Children	<ul style="list-style-type: none"> - Prior to the excursion advise parents to dress children appropriately with sleeves, hats, sunscreen and clothing that is appropriate for changing weather conditions - Ensure children are continually drinking water. - Check weather forecast prior to the day of the excursion. - Ensure all staff members carry first aid kits. 	4	<ul style="list-style-type: none"> - Ensure children are wearing sunscreen, hats and appropriate clothing prior to leaving for the excursion. - Ensure children are continually drinking water throughout the day. 	<ul style="list-style-type: none"> - Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats. - Ensure all staff are carrying first aid kits. - Encourage children to seek shade



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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:

Rockpool Adventures Risk Assessment

Hazard	Assessment Factors	Risk	Control Measure
Vehicle Arrival at site	Vehicle unloading Vehicle loading Vehicle movement	Danger to students/public = low Danger to students/public = low Danger to students/public = medium	Vehicle will be parked outside the venue. Vehicle will be unloaded outside the venue. There will be no vehicle entry to the venue.
Equipment setup	Touch pools Display banners Display tables	May move or roll into the students/public = low May fall over = low May fall over = low	Fitted with heavy duty brakes on wheels. Sturdy construction with wide legs for stability & weighted. Sturdy construction with low centre of gravity to prevent falling over. students/public will be kept away from setup area.
Power	Display power	Danger to students/public = medium	Power leads tagged, kept behind the display area. with no student/public access
Materials	Paint, sand & craft	Danger to students/public = medium	paint = non toxic sand= washed sand pit sand fossils= small pieces ,small children will be supervised.
Shelter	Marquee for shade weather protection if outdoor display	May be unstable in high wind or extreme bad weather if display is outdoor = low	Sturdy construction steel marquee with weighted legs & secured anchor points .Weather will be monitored via the internet & removed if there is a risk of extreme weather.
Weather	Extreme weather wind if outdoor display Extreme weather electrical storm	Flying objects may be a danger to the public = medium Danger to display presenters or the public = medium	The display will be secured & or removed if there is any threat to display presenters or the public The display will be secured & or removed if there is any threat to display presenters or the public
presenters contact:	Donna Smith David Smith	421594109	