



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

Vacation Care Risk Assessment

Name of Day: Dress up & Masks

Date: 15/07/2020

Number of children: 75

Number of Educators/Adults: 5

Transport Method: N/A

Commencement Time: 10am

Conclusion Time: 3pm

Venue Address: 128 Kent St Epping Heights NSW 2121

Description of the Activities: Making masks with a variety of craft materials

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

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.



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RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Danger And Hygiene issues when cooking	Children	<ul style="list-style-type: none"> - Educating children to wash their hands before they eat and before they enter the oosh room. Children must wash their hands before cooking with an Educator - Correct storing of cooking equipment such as knives 	3	<ul style="list-style-type: none"> - Ensure children are careful when using cooking equipment such as handling glass bowls and other utensils - As they are taking turns with sharing the bowl with other children, ensure that children aren't sick and wash their hands before and after cooking - 	Educators have a responsibility to keep an eye on all children that are completing the activity, making sure they are being sensible and listening to Educators instructions
Injury	Children	<ul style="list-style-type: none"> - Telling children to wear the proper shoes in vacation care (closed in shoes) - Only 	3	<ul style="list-style-type: none"> - Instruct children to be very careful when running around and not to slip over. Tell them to tie their laces, making sure they keep a clear distance from each child to prevent children from running into each other 	Educators have a responsibility of running a safe sporting activity, supervising children to prevent injury



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		having a particular amount of children doing a sporting activity			
Spillages	Children	- Spillages of craft glue, paint etc	3	- Giving clear instructions to not walk around with paintings and water cups for paint brushes	prevent accidents Educators have a responsibility to keep an eye on all the children and clean up any spills straight away to



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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: Caitlin McPherson