



# **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: Fantastic Fossils

Date: 3/07/2020

Number of children: 75

Number of Educators/Adults: 5

Transport Method: N/A

Commencement Time: 10

Conclusion Time: 12

Venue Address: 128 Kent St Epping Heights NSW 2121

Description of the Activities: Fossil Digging

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.

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
Spills	The children may slip/fall	<ul style="list-style-type: none"> <li>- The use of wet floor signs if there has been a large spill</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>- Giving clear instructions to not walk around with paintings and water cups for paint brushes</li> </ul>	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"> <li>- Power points have flip over plastic case to cover electrical points</li> <li>- Regular testing of electrical items takes place in line with school policies</li> </ul>	<b>2</b>	<ul style="list-style-type: none"> <li>- 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</li> </ul>	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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First Aid Requirement (due to handling of fossils)	The Children	<ul style="list-style-type: none"> <li>- Ensure first aid kit present</li> <li>- All staff trained First Aid/ CPR</li> </ul>	<b>5</b>	<ul style="list-style-type: none"> <li>- Educators to continue reminding children of safe handling of fossils.</li> </ul>	Educators have a responsibility to keep an eye on all the children and perform first when required.
Fossils breaking	The Children/Staff	<ul style="list-style-type: none"> <li>- Ensure first aid kit present\</li> <li>- All staff trained First Aid/ CPR</li> <li>- Staff to inform Children on alerting staff when equipment breaks.</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>- Educators to be performing active supervision, so that these situations can be managed accordingly.</li> </ul>	Educators responsibility to perform first aid if required.
Fear of anxiety relating to Adventure play	All Children	<ul style="list-style-type: none"> <li>- Ensure all children and staff are briefed on the specifics of adventure activity before it commences and the appropriate. behaviour expected</li> </ul>	<b>5</b>	<ul style="list-style-type: none"> <li>- Aim to provide more one on one assistance, guidance and supervision to the child(ren) effected if required.</li> </ul>	Educators to be performing active supervision.



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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: