



# **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: Pizza and Movie

Date: 20/07/20

Number of children: 75

Number of Educators/Adults: Shifts have not yet been assigned.

Transport Method: N/A

Commencement Time: 1:30pm

Conclusion Time: 3:30pm

Venue Address: 128 Kent St, Epping NSW 2121

Description of the Activities: Children will watch movies and eat pizza and popcorn.

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
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>	2	<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
First Aid Requirement (due to having an anaphylactic reaction)	The Children	<ul style="list-style-type: none"> <li>Ensure first aid kit present</li> <li>All staff trained First Aid/ CPR</li> </ul>	2	<ul style="list-style-type: none"> <li>Educators to continue reminding children of the ingredients in the pizzas.</li> <li>Educators will also have prior knowledge of allergies due to the children of interest.</li> </ul>	Educators have a responsibility to keep an eye on all the children and perform first when required.
Fear or anxiety relating to watching a movie	All Children	<ul style="list-style-type: none"> <li>K-2 will be watching a movie that is age appropriate and previously watched by staff members.</li> <li>3-6 will be watching a different movie that is age appropriate and previously watched by staff members.</li> </ul>	5	<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.
Infectious Disease	All Children and staff members	<ul style="list-style-type: none"> <li>Children and staff member wash hands before prepping or handling food and in between activities.</li> <li>Surfaces are sanitized after use</li> </ul>	3	<ul style="list-style-type: none"> <li>Educators will continue to remind children to wash their hands and supervise them</li> </ul>	Educators to be performing active supervision.



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		<ul style="list-style-type: none"> <li>Tongs will be used to serve food.</li> </ul>		<p>washing their hands before eating.</p> <ul style="list-style-type: none"> <li>Educators will ensure that they have washed their hands themselves before preparing food.</li> </ul>	
Burns/Scalds	All Children	<ul style="list-style-type: none"> <li>Staff members check that the food is a suitable temperature before serving to children.</li> </ul>	5	<ul style="list-style-type: none"> <li>Educators will ensure that food is at a suitable temperature before serving to children.</li> </ul>	Checking the food is not scalding.
Food Hygiene (Wrongly prepared food resulting in sickness)	All children and staff members	<ul style="list-style-type: none"> <li>Staff members have food handling training</li> </ul>	4	<ul style="list-style-type: none"> <li>Staff members will use their knowledge from food handling training to ensure food is prepared correctly.</li> </ul>	Ensure that they are familiar with food handling training content.



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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: Jenna Mackaway