



Vacation Care Risk Assessment

Name of Day: Crazy Canvas

Date: 07/07/20

Number of children: 75

Number of Educators/Adults: 9

Transport Method: N/A

Commencement Time: 10:00am

Conclusion Time: 12:00pm

Venue Address: Epping Heights Public School

Description of the Activities:

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.



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
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 	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"> - Power points have flip over plastic case to cover electrical points - Regular testing of electrical items takes place in line with school policies 	2	<ul style="list-style-type: none"> - 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 	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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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
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</p>



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					allergies a child may have.
Irritation / allergy in contact with skin and eyes – use of art materials e.g. paint and clay	Children	- Use of non-toxic, safe paints and other craft materials	5	- 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>

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely	Likely	Unlikely	Very Unlikely



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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: