



# 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: Roll with It

Date: 29/09/20

Number of children: 60

Number of Educators/Adults: 7

Transport Method: N/A

Commencement Time: 1:30PM

Conclusion Time: pm

Venue Address: Epping Heights Public School

Description of the Activities: The program shows children how to skateboard, scooter, and rollerblade. Protective equipment is supplied.

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
Injuries as a result of scootering, rollerblading, and skateboarding.	ALL Children	Rolling coaches bring protective equipment for children.	3	Staff of OSHC and Rolling Coaches enforce children to wear the protective equipment supplied if they want to have a turn.	Staff to supervise the children during the incursion. Staff to remove children from the incursions if needed.
Environmental hazards i.e. insect bites, and sun burn.	ALL Children and staff.	Sunscreen is provided by EHOSHC. WHS checklist is completed prior to the incursion by staff, and the UV rating is noted.	4	Children are instructed to wear shirts with sleeves and bring hats to EHOSHC. If children do not have a hat, one is provided by OSHC. This also applies to water bottles.	Staff supervise children, staff remind children to wear sunscreen and seek shade if they are feeling too hot. Staff carry first aid kits with Stingos and other bite management.
General trip hazards around the school grounds.	ALL Children	Staff remind the children in the morning about ways to keep safe whilst playing in different areas around the schools	4	Complete the WHS checklist on all areas of the school grounds. Ensure any matters are dealt with or isolated immediately. Ensure that all children remain where they can be seen by staff throughout the day.	Ensure that staff remain in ratio at all times throughout the day. Ensure that staff are aware of where children are at all times, including knowing if children are going to the bathrooms.
Children going out of bounds.	ALL Children	Staff remind children in the morning to stay within site of the educators at all times.	4	Have an educator walk around the grounds with the children to ensure their safety. Make sure that children remain with the group at all times. Children are reminded to come back to the OSHC room if they do lose their group	Ensure that the WHS checklist is completed for the whole school grounds. Ensure that an educator is present with each group as the walk around the school grounds for the Photo Scavenger Hunt.



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Allergies and Asthma	Children with Allergies and Asthma	Staff highlight children with allergies and asthma are highlighted on the daily roll so that staff are aware of the children with medical conditions. Staff to check that OSHC has the correct medication and plans for the children with these conditions	3	Ensure that children with allergies and anaphylaxis have their food served separately. Ensure that children with Asthma are aware of their triggers and avoid these triggers if possible.	Ensure that staff are aware of the children's allergies. Ensure that children are reminded of allergens and meat that are in food that is served. Ensure that staff are aware of the asthma triggers for the kids on the day.
Covid 19	Educators and Children	Hand washing before and after every activity or food break as well as hand sanitizer being supplied in the OSHC room	4	Distancing children by reducing group size and sticking to school stage groups 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 Smaller groups allowed in mobile cinema to help with distancing within ability.	Educators are responsible for reminding children to wash their hands before and after activities and make sure they are not overcrowding one another



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## **Risk Assessment Matrix**

Consequences / Impact	Probability / Likelihood			
	<b>Very Likely</b> Could happen at any time	<b>Likely</b> Could happen some time	<b>Unlikely</b> Could happen but very rare	<b>Very Unlikely</b> 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: Jeremy Brittan

## Skateboarding, Inline Skating & Scooter Riding Risk Assessment & Management for Brookvale Early Learning Centre - Rolling Coaches

**Epping Heights OSHC  
Brookvale Public School  
2-8 Old Pittwater Road Brookvale 2100**

**Session 1- 14:00 to 16:00 Tuesday 29th September 2020  
Session 2 - 13:30 to 15:30 Friday 9th September 2020  
Primary aged children - Approx 45-60 (final number to be advised)**

Children must have been assessed and approved to take part by Brookvale ELC staff.  
Parents must have signed the Skate School Consent form in order for their child to participate.  
Carers will be on hand to assist the Skater HQ coaches on the day.

**Description and location of activity:** Skate and Scoot Session with equipment and coaching provided by Rolling Coaches. Basketball/netball court and concrete areas can be used. Koola covered - assesses weather on day. Slight slope. Blade stn to be set up at bottom.  
Kids can use their own gear once it has been inspected by Rolling Coaches for quality and fit.

**Number in each Session** - Approx 45-60 (final number to be advised)

Co-ordinator - Zoe Hanna [eppingheightsoosh@hotmail.com](mailto:eppingheightsoosh@hotmail.com)

**Accompanying Rolling Coaches:**

Charlie Allum WWC1519593E DOB 22/12/79  
Jackson Turnbull WWC1974318E DOB 13/03/2000  
(final attending coaching staff on the day to be decided)

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures
Arriving @ the program	Possible skating or other incident without protective gear	Low -5	<ul style="list-style-type: none"> <li>No kids allowed to stand on skateboard, scooter or roll around in any manner until fully kitted up with protective gear</li> <li>Participants must put on protective gear and wait for instructions from coaches</li> </ul>
The Skating/Scooting Session	Injury through falling	Very High-1	Kids must be assessed for physical and psychological condition <ul style="list-style-type: none"> <li>Set goals depending on the physical condition of the skater</li> <li>Remember that a tired skater is more at risk of injury so take more frequent breaks</li> <li>Explain to the skaters the effects of fear and muscular tension in relation to physical pain. e.g. Shin or lower back pain.</li> </ul>
"	Injury through falling due to poor terrain or collisions	Low-5	All staff should perform a visual inspection of the skating terrain before the session, taking note of the following issues: <ul style="list-style-type: none"> <li>Loose surfaces</li> <li>Any perimeter fences must not have sharp or protruding objects</li> <li>Any poles, seats or drinking fountains e.g. basketball hoops tennis nets etc. must be inspected for any protrusions even at lower levels.</li> </ul> If any of these hazards exist the situation must be rectified or the area declared off limits and appropriate safety announcements made. <ul style="list-style-type: none"> <li>Introduce skills and games with students safety in mind</li> </ul>

“	Injury through falling due to wet weather	Low-5	Students are not permitted to skate in the rain or on wet surfaces
“	Injury through lack of protective equipment or premature removal of protective gear	High-2	<p>Skateboards, Inline Skates &amp; Scooters have been inspected prior to the lesson for the following issues:</p> <ul style="list-style-type: none"> <li>• Skateboards - proper grip tape adhered &amp; must have free rolling wheels and properly operating trucks</li> <li>• Scooters and Inline Skates must be in sound working order with free rolling wheels and fully operational brakes</li> </ul> <p><b>However at any time throughout the course of the session equipment can break or need attention. Coaches or staff must be notified at once if this occurs.</b></p> <ul style="list-style-type: none"> <li>• Each skater must wear wrist, elbow, knee pads and a helmet whenever he or she is wearing skates or standing on a skateboard. Scooter riders are exempt from wearing wrist guards.</li> <li>• Pads must be correctly fitted and inspected by the coach before skating commences</li> <li>• Helmets must be correctly fitted without hats worn underneath and have working clips</li> <li>• Skaters who have their own equipment must have it inspected by the coaches</li> <li>• No safety gear is to be removed until the student has finished skating and is seated</li> </ul>
“	Dehydration	Low-5	Regular stops for drinks, running water availability at site, monitor students.
“	Injury through poor behaviour	Low-5	Kids demonstrating poor behaviour will not be allowed to participate.
<p><b>NOTE:</b>  Communication available - Coaches carry mobile phones and are First Aid trained.  First Aid on site and available for minor injuries. Ambulance to be called in case of serious injury.  Accident Report to be completed by Head Coach on site then emailed through to the centre the following day.</p>			
<b>Monitor and Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant charge occurs.</b>			

**Prepared by:** Charlie Allum **Position:** Director Rolling Coaches **Date:** 09/09/2020  
charlie@rollingcoaches.com emailed to eppingheightsoosh@hotmail.com



## COVID-19 POLICY

Rolling Coaches are committed to keeping its staff and pupils safe while we work together through the current coronavirus pandemic.

Whilst we have always taken care of our equipment we have installed extra sanitary measures to help prevent the spread of COVID-19. These include:

- ★ Extra protective pads purchased to allow each school throughout the school term to have their own set of protective gear.
- ★ Pads washed after each coaching session.
- ★ Helmets, blades, skates, skateboards and scooter grips sanitised at the end of each day.
- ★ Hand sanitiser placed in all our vans and available at the Rolling Coaches Skate Bunker.
- ★ All staff have the COVID-19 app installed

Rolling Coaches will always adhere to government restrictions on indoor and outdoor groups and will always follow each individual school's COVID-19 processes and procedures.

We look forward to working with you and keeping your pupils safe, active and rolling freely!



BLADE • SKATE • SCOOT • UNI

Rolling Coaches

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02 8387 4942

fistbump@rollingcoaches.com