



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: Carnival Day

Date: 2.10.20

Number of children: 75

Number of Educators/Adults: 7

Transport Method: On site

Commencement Time: 10am

Conclusion Time: 2pm

Venue Address: Epping Heights OSHC

Description of the Activities: Inflatable Carnival activities

Items to be taken on the excursion: First Aid Kit, Children to wear proper sun safety apparel, drink bottles etc.

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.



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Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Exposed power cords	Children hanging around the equipment	<ul style="list-style-type: none"> - Keeping power cords out of visibility and away from children's playing area. 	4	<ul style="list-style-type: none"> - Staff to discuss safety around the inflatables prior to the activity and set out expectations for appropriate behaviour. - Outlining out of bound areas. 	<ul style="list-style-type: none"> - Educators are to monitor and supervise children around the inflatables.
Sun Exposure	Children and staff at the activity	<ul style="list-style-type: none"> - Preparing children with sun safety behaviour including wearing a hat and using sunscreen. 	5	<ul style="list-style-type: none"> - Children will be rotated around different activities, limiting long term sun exposure. - Staff to remind students about sun safety at the beginning of the day, reminding students to bring hats and water bottles to the activity. 	<ul style="list-style-type: none"> - Staff responsible for discussing sun safety at the beginning of the day and reminding students to drink water and wear their hats when outside.
Bodily injuries from physical activity	Children jumping on the inflatables may bump into each other or injure ankles jumping	<ul style="list-style-type: none"> - Total number of children allowed in the inflatables will be capped and 	3	<ul style="list-style-type: none"> - Rotating smaller groups so not all children are participating at once. - Staff talk to children about sensible behaviours 	<ul style="list-style-type: none"> - Educators are responsible for monitoring children's behaviour and reminding



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		monitored to avoid crowding. - First aid kit to be brought to the site of the activity by staff.		when utilizing the inflatables.	them of sensible behaviour throughout the session.
Allergies from carnival food	Children with allergies to certain foods: snow cone machine and fairy floss machine.	- Children's dietary requirements will be noted by staff. - Alternative food options available for children not wanting carnival food.	6	- Foods provided will not include any nuts, eggs, or gluten.	- Educators to assure children that food is safe to eat and provide alternative options for children not wanting to eat carnival food.

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: Mia Bianchino



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Q1.		Q2.		HOW LIKELY IS THE INJURY TO OCCUR?			
				e	f	g	h
HOW SEVERE IS THE INJURY LIKELY TO BE?			CERTAIN	PROBABLE	POSSIBLE	UNLIKELY	
	DEATH	a	1	1	2	3	
	HOSPITAL	b	1	2	3	4	
	DOCTOR	c	2	3	4	5	
	BAND-AID	d	3	4	5	6	

Document JJ-RD02

HAZARD IDENTIFICATION AND RISK ASSESSMENT

NINJA INFLATABLE CASTLES

Item	Hazard Identified	Priority			ACTION to eliminate or minimise	Completed
1	Clearances from wires, trees, structures	a	f	= 1	Inspect site prior to commencing set-up. Measure clearances.	Each set-up
2	Electrical connection	a	g	= 2	Power off while handling leads. RCD installed for operation. Inspection	Each set-up
3	Strong wind blows ride over, or away	a	g	= 2	Monitor windspeed. Cease operation if too strong. Operator training.	Every ride
4	Manual handling of components	c	f	= 3	Manual handling procedures to be prepared and followed.	Each set-up
5	Strong wind lifts ride from ground	b	g	= 3	Visual check on anchor points and peg security, daily	Each day
6	Structure collapse, seam failure, rope failure	b	g	= 3	operate Maintenance Schedule	Quarterly
7	Ground conditions, slope	c	g	= 4	Do not set up on excessive slope	Each set-up
8	Collision between patrons	c	g	= 4	Do not overload bouncing area. Harmonise size of riders, training.	Every ride
9	Night work. Tripping on access/egress	d	f	= 4	Provide appropriate flood and general lighting	Each set-up
10	Structure collapse, power loss, rips, tears	c	g	= 4	Non-return flaps on blower, operator training, emergency evacuation proc.	Every ride
11	Sunburn to staff	c	g	= 4	Provide block-out. PPE	Each day
12	Rain causes wet surfaces, slipping	d	f	= 4	Cease operation until surface is dried	Every ride
13	Anchors work loose in wind	c	g	= 4	Cease operation in strong wind. Select suitable anchors for ground cond.	Every ride
14	Tripping over anchor ropes	d	g	= 5	Restrict access to rear & sides. Train staff to watch public	Each set-up
15	Tripping over blower	d	g	= 5	Restrict access to rear & sides. Train staff to watch public	Each set-up
16	Access to ride area, tripping, fall, crush	d	g	= 5	Provide non-climbable fence, locate correctly and securely	Each set-up
17	Worn ropes allowing movement of ride	c	h	= 5	Inspect ropes daily, replace if necessary.	Each day

Additional Safety-related features

Seam security

Seams in load area are sealed with 50mm wide vinyl tube, appear double stitched each side (ie quadruple stitched).

Blower security

Duct to blower secured with fabric ties.

Depressurisation

Blower fitted with non-return flaps, delaying blow-down in event of power failure (observed to be operable).

Fire Risk Reduction

Blower fitted with self-resetting thermal switches

Electrical Safety

Blower housing is plastic, providing effective 'double insulation'.
Extension cord socket shrouded, portable RCD 'upstream'.

Anchor Security

All base anchor stakes were fitted with top stops, to prevent possibility of ropes slipping over top of stake. Angled at ~45 deg, and viewed ok re- AS3533.1 Clause 5.9.1

COVID-19 Safety Plan

Alisa's Fancy Faces and Inflatables

REQUIREMENTS	ACTIONS
WELLBEING OF STAFF	
Exclude staff who are unwell.	All staff to have temperature checks at the start of each shift. Staff displaying symptoms will be required to be tested and will be excluded from work until providing a negative COVID-19 test result.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	All staff to attend a COVID-19 Safety meeting and be provided with information and training in relation to testing, physical distancing and cleaning.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	As per government regulations.
PHYSICAL DISTANCING	
Put plans and systems in place to monitor and control the number of workers and customers on site at any given time to allow for physical distancing.	Adjust delivery times to minimise the number of staff at base at any time. Advise all customers in advance of arrival time. Online payments/hire agreements to allow contact free delivery and set up.
Use flexible work arrangements where possible, such as early and late shifts to reduce peak periods.	Adjust delivery times to minimise the number of staff at base at any time. Allow flexible delivery/set up times for customers to ensure minimal contact.
Where reasonably practical, ensure staff maintain 1.5 metres physical distance at all times (including meal breaks).	Limit number of staff in accordance to government regulations. Storage A – 10 people. Storage B – 4 people

<p>If staff need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • Have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant. • Encourage staff to set the air-conditioning to external airflow rather than recirculation. 	<p>All vehicle hand touch surfaces to be hygienically cleaned and signed off at the end of each shift.</p> <p>No vehicle changes mid-shift.</p> <p>Set air-conditioning to external airflow.</p>
HYGIENE AND CLEANING	
<p>Provide hand sanitiser at multiple locations throughout the workplace and in vehicles.</p>	<p>Hand sanitiser to be provided in multiple areas throughout working areas, including vehicles.</p> <p>All staff to hand sanitise at the start of each shift, before and after each job, and as required throughout each shift.</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.</p>	<p>All stock levels and signage to be checked daily.</p>
<p>Clean frequently used areas at least daily with detergent or disinfectant.</p> <p>Clean frequently touched areas and surfaces.</p>	<p>All surfaces to be hygienically cleaned daily or sooner as required.</p>
<p>Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.</p>	<p>Concentrate disinfectant solution to be mixed/used as per manufacturers instructions.</p> <p>All stock levels to be checked daily.</p>
<p>Staff to wear gloves when cleaning and wash hands regularly before and after with soap and water.</p>	<p>Provide gloves for staff in all work areas and vehicles.</p> <p>Bathroom supply stock levels to be checked daily.</p> <p>Staff to wash hands with soap and water before and after cleaning.</p>
<p>Ensure all hire equipment cleaned/sanitised in accordance with manufacturers guidelines.</p>	<p>All hire equipment to be cleaned and sanitised after each use.</p> <p>Maintain records in logbooks per WorkSafe requirements.</p>
RECORD KEEPING	
<p>Keep name and mobile number or email address for all staff and customers for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and secure.</p>	<p>Maintain a detailed spreadsheet of all customers, staff, and off site locations (including full names, addresses and timelines).</p>
<p>Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</p>	<p>All staff required to download the COVIDSafe app.</p>

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork on 13 10 50.

Follow any instruction from NSW Health in relation to a positive COVID-19 test result.
Immediately notify SafeWork on 13 10 50.