

# Vacation Care Risk Assessment

Name of Day: Things that Creep and Crawl

Date: 06/10/20

Number of children: 75

Number of Educators/Adults: 7

Transport Method: /

Commencement Time: 10:00am

Conclusion Time: 11:30am

Venue Address: 128 Kent Street, Epping, 2121, NSW

Description of the Activities:

Items to be taken on the excursion: /

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.

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>	3	<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>	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
Heavy glass display tanks falling onto children	The children	<ul style="list-style-type: none"> <li>Display tanks fitted with heavy duty brakes on wheels to prevent movement</li> </ul>	3	Maintain a safe distance between children and display tanks at all times	Educators have the responsibility to make sure children maintain a safe distance from the display tanks
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>	4	Educators to be performing active supervision, so that these situations can be managed accordingly.	Educators responsibility to perform first aid if required.

Fear of anxiety relating to Insects and Arachnids	All Children	<ul style="list-style-type: none"> <li>Ensure all children and staff are briefed on the specifics of the insects and arachnids involved before the presentation commences, including the appropriate handling technique and behavior expected around the animals</li> </ul>	3	<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 FORM TEMPLATE

### 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 not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment:

## Things That Creep & Crawl Risk Assessment

Hazard	Assessment Factors	Risk	Control Measure
Vehicle Arrival at site	Vehicle unloading  Vehicle loading  Vehicle movement	Danger to students/public = low Danger to students/public = low Danger to students/public = medium	Vehicle will be parked outside the venue.  Vehicle will be unloaded outside the venue.  There will be no vehicle entry to the venue.
Equipment setup	insect Display case  Display tables	May move or roll into the students/public = low  May fall over = low	Fitted with heavy duty brakes on wheels. Sturdy construction with wide legs for stability & weighted. Sturdy construction with low centre of gravity to prevent falling over. students/public will be kept away from setup area.
Power	Display power	Danger to students/public = medium	Power leads tagged, kept behind the display area. with no student/public access
Materials	Paint, sand & craft	Danger to students/public = medium	paint = non toxic sand= washed sand pit sand fossils= small pieces ,small children will be supervised.
Shelter	Marquee for shade weather protection  if outdoor display	May be unstable in high wind or extreme bad weather if display is outdoor  = low	Sturdy construction steel marquee with weighted legs & secured anchor points .Weather will be monitored via the internet & removed if there is a risk of extreme weather.
Weather	Extreme weather wind if outdoor display  Extreme weather electrical storm	Flying objects may be a danger to the public = medium  Danger to display presenters or the public = medium	The display will be secured & or removed if there is any threat to display presenters or the public  The display will be secured & or removed if there is any threat to display presenters or the public
presenters contact:	Donna Smith David Smith	421594109	