



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: Disco Dance off

Date: 8/10/2020

Number of children: 75

Number of Educators/Adults: 7

Transport Method: /

Commencement Time: 10 am

Conclusion Time: 12pm

Venue Address: 128 Kent street, Epping

Description of the Activities: Dancing, sport, art

Items to be taken on the excursion: /

Which risk assessment safety points are relevant for today? (Please tick)

- | | | |
|--|--|---|
| <input type="checkbox"/> Adventure Play | <input type="checkbox"/> Animals | <input checked="" type="checkbox"/> Art & Craft / Creative activities |
| <input type="checkbox"/> Bushland/Water environments | <input checked="" type="checkbox"/> Children with additional needs | |
| <input type="checkbox"/> Food & Cooking | <input checked="" type="checkbox"/> Media & Entertainment | <input checked="" type="checkbox"/> Sport/Physical activity |
| <input type="checkbox"/> Water Play | <input type="checkbox"/> Excursion travel | <input checked="" type="checkbox"/> 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
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



**EPHING HEIGHTS
OSHC**

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		specifics of dancing activities before it commences and the appropriate behaviour expected		dancing movements	- Staff to remind children of conduct expectations
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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
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:



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Painting booth overcrowding	Children		3	<ul style="list-style-type: none"> -OSHC Staff to control flow of children into the painting booth - Children to be given instructions and expectations for behaviour in painting booth and entry into it 	<ul style="list-style-type: none"> - Staff to supervise children - Staff to remind children of conduct expectations
Seizure due to the flashing lights	All children	<ul style="list-style-type: none"> - Action plan for children who are at potential risk 	2	<ul style="list-style-type: none"> - Staff to discuss strategies and procedure in case of seizure - Staff to be aware of possible student triggers 	<ul style="list-style-type: none"> - Staff to be aware of epileptic students
Fear of anxiety relating to dancing	All Children	<ul style="list-style-type: none"> - Ensure all children and staff are briefed on the specifics of dancing activities before it commences and the appropriate behaviour expected 	2	<ul style="list-style-type: none"> - Aim to provide more one on one assistance, guidance and supervision to the child(ren) effected if required. 	Educators to be performing active supervision.
Pushing/ bumping hazard	All children	<ul style="list-style-type: none"> - Ensure all children and staff are briefed on the 	3	<ul style="list-style-type: none"> - Staff to maintain ratio and control over children's 	- Staff to supervise children

OCCUPATIONAL HEALTH AND SAFETY

As a Next Move instructor, you have responsibilities to ensure you and your students are safe. Please read the following Risk Assessment and OH&S Responsibilities.

Keep in mind that the first thing you should do when entering new venues is to check with reception or one of the client's staff members where the First aid kit is located in case of an emergency or injury. Also, you must sign in and out at reception or the office area should they have this available.

AREA	POTENTIAL HAZARD	ACTION TO REDUCE
Size and layout of potential workplace	Students need to be insight of the instructor for proper instruction and incase of injury. Also a bad layout not suitable for dance may make it too crowded which may also cause injury.	<ul style="list-style-type: none"> *Give boundaries of where students can move within the space provided * Have a first aid kit available * If the space is confined then minimize jumping and travel exercises * Implement a rule in which student numbers are reduced in confined spaces.
Distribution of employees in the workplace.	Trainers may potentially be sent to unsafe work conditions. E.g., A venue under renovation with cords running across the floor	<ul style="list-style-type: none"> *Suitable means of communication between yourself, employer and client. * Do not conduct the class if the space is deemed unsafe.
Known occurrences of accidents, injury or illnesses	Someone is injured during the class that without correct attention can worsen the condition and lead to infection or other medical issues. & When dealing with blood or an open wound.	<ul style="list-style-type: none"> * Availability of first aid assistance. * Training of first aid and a Senior 1st Aid Certificate * Appropriate white on green signs should be provided to identify where the first aid kit is located. * Fill out your incident report form if an injury occurs and include time, date and specific details. This then needs to be discussed with your employer. * If there is blood on site then DO NOT TOUCH IT WITHOUT GLOVES or call for emergency medical attention. If it is your blood, do not allow anyone else to touch the wound without gloves or proper professional medical assistance.
Students wearing inappropriate footwear or no footwear.	Causes injury and instability in untrained dancers.	<ul style="list-style-type: none"> * Footwear inspection and make sure they are closed toe. * Remove non complying dancers
Floor is wet and/or slippery	Students may slip and potentially cause injury	<ul style="list-style-type: none"> * Dry the floor
Floor is cluttered	Dancers may trip over clutter and may be injured. Also the clutter may be making the exits hard to access which may be dangerous in case of a fire.	<ul style="list-style-type: none"> * Remove clutter out of the dancer's space * Make sure the clutter is not blocking any exits. * If venue does not comply with the removal or placement of hazardous items, then the class may not be conducted.

30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

Gyms (including health and dance studios, and martial arts training facilities)

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your visitors.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS	
Business name:	Next Move Pty Ltd (trading as Musical Makers Club and Next Move Studios)
Plan completed by:	Josephine Lancuba
Approved by:	Company Director - Josephine Lancuba

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	<p>Clear communication will be provided to all customers prior to arrival for first lessons back with us or for trial class bookings. Communication includes:</p> <ol style="list-style-type: none">1. Students must not come to class if within the last 14 days they have been unwell or have had contact with a known or suspected case of Covid-19.2. Students who show symptoms upon sign in will not be able to participate in classes and will be instructed to go home. We advise they test for COVID-19 with a medical professional when symptomatic.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	<p>We have made it mandatory for all staff to complete their government approved, COVID-19 infection control training course. Link to course reference provided below:</p> <p>https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training?fbclid=IwAR0WYKSYLvjKsqb63womIPDvgHo3HjSABQ_askjtyXCD3yHw_goMZxG0i0</p>
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	<p>Teachers that show symptoms will be advised not to attend classes. A COVID-Safe training day has been scheduled for July which will cover their obligation and rights in regards to taking a sick day when required.</p>
Display conditions of entry (website, social media, venue entry).	<p>ated social media images and posters to encompass the following in-studio rules:</p> <ol style="list-style-type: none">1. No touch policy - minimise contact with others2. Wash your hands before and after class3. Use the sanitisation station on entry and exit of our facility4. People in our foyer and waiting areas must abide by the 1.5m distancing recommendation.5. We encourage "drop and go" to parents dropping off child to classes.

Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Swimming pools
- Restaurants and cafes.

We are a performing arts studio. This may not apply to us.

REQUIREMENTS

ACTIONS

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).

We have contacted all venues/councils to which we sublease and hire, to get exact measurements of each room and space we use. We have all the dimensions and will abide by the 4m2 rule for each of our locations.

Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this and the classes remain separate. Ensure participants maintain 1.5 metres physical distance where practical.

Aside from abiding by the 4m2 rule, we have also put in place a social distancing measure where our student warm up and cool down on socially distanced floor markers (1.5m apart).

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.

We will have posters and signage in all waiting areas advising social distancing. With venues that we have the flexibility to manage the placement of chairs, we will distance them 1.5m apart. We will also encourage our "drop and go" policy to parents, to remove them from our space, reducing risk of infection.

Our staff will ensure participants maintain good hygiene and physical distancing practices and model these behaviours for others.

Move or block access to equipment to support 1.5 metres of physical distance between people.

We have removed our props and equipment from the space where possible. We have also provided our youngest students (4-6yrs) with a take home prop pack which they bring each week, ensuring they are using their own materials and not sharing their props amongst the group.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

With our "drop and go" policy for parents, and reduced student numbers in the space, we have reduced our risk of crowding. We have also assigned a teaching assistant at more popular venues, to stagger the toilet breaks and assist the children and students in managing this.

Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.

We will send communication via email and in our facebook member groups to our students, asking them to come in dressed and ready for class. We also encourage them to go to the bathroom before leaving home.

Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.

We will communicate with our venue hirers to encourage permanent social distancing markers on the floor.

We will take action by placing posters with the social distancing message in all areas of each location.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

We have introduced a "sign in" policy at the door, where teachers will have a form to sign a student in, as the parent leaves. As our entry points are on the street, we can not make permanent fixtures to the space, but we will have signage in place, reminding people of their social distancing requirements at drop off and pick up points.

Venues that have 2 entry points, we will manage them as - one door is an entry point, and the other is an exit point. This will be communicated to the clients prior to arrival.

Use telephone or video platforms for essential staff meetings where practical.

We have adopted the use of Zoom where possible, as a communication platform for our students and staff. We have also minimised our in-person meetings, with more phone meetings in place.

Review regular business deliveries and request contactless delivery and invoicing where practical.

We do not have any stock/goods delivered directly to the business sites. All goods are sent to our home office, eliminating further risk.

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	<ol style="list-style-type: none"> 1. Students are encouraged to go to the bathroom and wash their hand before coming to the studio. 2. Students are to only bring their required change of shoes and a drink bottle to class. 3. Encourage parents to wipe all items before class. 4. Sanitising on arrival 5. There is to be no unnecessary body contact (e.g. Hugging, high five, etc)
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	We will have "sanitisation stations" set up at the entrance points of each location. Our staff will be provided with sanitiser stock, to ensure we keep up with the demand. We will also be training our staff to give our students a squeeze of sanitiser in the hand directly at the entrance point when arriving for sign in.
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	We will communicate with the venue hirers to ensure they are stocking the bathrooms as required. However, we will also provide a back up plan, where our teachers have the necessary products and cleaning materials in their kits. This means we are not reliant on others to do what is required to keep a clean and safe area for our students.
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	We will be emailing and sharing in our private member portals this correspondence, to our clients prior to their arrival. Students are required to bring own labelled water bottle and mats when floor work is required.
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	<p>We have allocated in our scheduling, an additional 15 mins before and after each group class, to allow for cleaning time. All staff are trained in this new cleaning procedure.</p> <p>We have also provided the staff with the necessary products and resources to ensure they always have what they need to safely clean the frequently touched areas.</p>
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	We have allocated in our scheduling, an additional 15 mins before and after each group class, to allow for cleaning time. All staff are trained in this new cleaning procedure.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	We have minimal equipment used in our programs however, we have introduced prop packs for kids to take home so they are not sharing props, but rather using their own kit, minimising the touch points of our students and staff.
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	<p>Each teacher will be stocked with a Cleaning Kit in their teachers packs. This is not only available for use by the staff but also any client who desires or requires the products provided.</p> <p>We are creating sanitisation stations on the entry and exit of each venue. We will supply the product and it will be readily available to everyone, with use encouraged by our staff.</p>
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	<p>We will follow the government advice for cleaning by abiding to the guidelines provided on the safework website. Direct link below:</p> <p>https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19#cleaning-and-disinfection</p>
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<p>We are providing our staff with training as well as cleaning kits which include:</p> <ol style="list-style-type: none"> 1. Disposable gloves 2. Cleaning products and disinfectant sprays 3. Paper towels and sanitary wipes 5. Sanitiser bottles 6. Hand soap to place in bathrooms
Encourage contactless payment options.	We do not allow cash on premises and invoice our clients, providing credit card and EFT options. All payments are made online for our services.

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	<p>We will have a sign in form on entry of each session: Details included on the form are:</p> <ul style="list-style-type: none"> - Full Name " Phone or Mobile number " Address " Date and time of visit " Activity/Purpose of visit " Record if a person is a minor, if so carers name and contact details must be included <p>Keep the self-checklist for each person on each entry to the facility. After the work day, a copy will be sent by the teacher to head office and then stored in the enclosed teacher's kit.</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>Send the staff a link to the app so they are able to use it and encourage its benefits on our staff training day in July/August 2020.</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	<p>We will keep records of all client sign in/register forms and give full access to any government or NSW Health professionals as requested.</p> <p>Should we be made aware of a COVID-19 case at any of our locations, we will contact SafeWork NSW on 13 10 50.</p>