

Vacation Care Risk Assessment

Name of Day: Built by Kidz

Date: 11/01/21

Number of children: 75

Number of Educators/Adults: 5

Transport Method: Incursion

Commencement Time: 10am

Conclusion Time: 12pm

Venue Address: 128 Kent Street

Description of the Activities: Woodwork

Items to be taken on the excursion: Enclosed shoes

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
Hammer	The children hit their hands/fingers /drop on feet	<ul style="list-style-type: none"> Only one Hammer is to be used at all times by supervisor 	4	<ul style="list-style-type: none"> 1 on 1 interaction/supervision to children using hammer 	Educators have a responsibility to keep an eye on all the children using the hammer
Nails	The children	<ul style="list-style-type: none"> Supervisor to be in possession of all the nails and to start the nailing process for the children 	4	<ul style="list-style-type: none"> Make sure that children are briefed on the potential danger of sharp nails, and that they are aware that the supervisor will start the nailing process for them 	Educators have the responsibility to watch over children and make sure they aren't playing with nails that may have been dropped on the floor.
Eye injury	The children	<ul style="list-style-type: none"> Supervisor to provide clear eye goggles that every child must wear 	3	<ul style="list-style-type: none"> Make sure that children know that to participate in this activity, they must wear safety goggles 	Educators have the responsibility to make sure that children do not take their safety goggles off during the activity.

RISK ASSESSMENT FORM TEMPLATE

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: JRB

Built By Kidz Parties

Risk Assessment

Activity: <i>Educational Incursion Workshops</i>		
People at Risk: <i>Participants During Workshop.</i>	Additional Information: <i>Built By Kidz Parties goes to the Centres</i>	
Contact Person : Raymond Azizi Role: Facilitator		Date:

Risk Evaluation

Hazard	Who Is At Risk (and of what)	Rating (L, M, H,)	Control Measures to Minimise Risk
<i>Materials on workbench</i>	All Participants during workshop >Dropping woodwork material from Workbench.	<i>M</i>	<i>Participants to wear shoes. Strict Supervision by Facilitator.</i>
<i>PVA Glue</i>	All Participants during workshop >Swallowing Glue	<i>L</i>	<i>Strict Supervision by Facilitator. Remove glue once completed project. Use Non-Toxic Glue.</i>
<i>Hammer</i>	All Participants during workshop >Dropping hammer.	<i>Low</i>	<i>Participants to wear shoes. Strict Supervision by Facilitator with 1 on 1 interaction. Only 1 children's Hammer used at all times.</i>
<i>Using Hammer</i>	All Participants during workshop >Hitting fingers/hand.	<i>Low</i>	<i>Strict Supervision by Facilitator with 1 on 1 interaction. Only 1 children's Hammer used at all times.</i>

Hazard	Who Is At Risk (and of what)	Rating (L, M, H,)	Control Measures to Minimise Risk
<i>Nails</i>	All Participants during workshop >scratches from nails.	<i>Low</i>	<i>Facilitator to start Nailing process in wood project. Nails Kept With Facilitator.</i>
<i>Injury to Eyes</i>	All Participants during workshop >Flying fragments from materials	<i>Low</i>	<i>All Participants must wear Clear Safety Glasses at all times during workshop. (Supplied by Built By Kidz)</i> <i>Strict Supervision by Facilitator with 1 on 1 interaction.</i>
<i>Noise</i>	All Participants during workshop >Noise from hammering project together.	<i>Low</i>	<i>Participants to wear Safety Ear Protection during workshop. (Supplied by Built By Kidz).</i>