

Vacation Care Risk Assessment

Name of Day: Farmer Dave

Date: 13/01/21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: N/A

Commencement Time: 10am

Conclusion Time: 12pm

Venue Address: Epping Heights Public School

Description of the Activities: Children will have the ability to interact and learn about a variety of farm animals

Items to be taken on the excursion: N/A

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
Accidents, allergies and injuries when participating in relay races.	All Children	<ul style="list-style-type: none"> First aid Kits are present All staff are accredited and trained to perform first aid, if needed. Incident and recorded Ensure children have asthma and allergy meds Carry asthma and allergy meds on staff 	2	<ul style="list-style-type: none"> Remind children tie shoelaces to prevent falls as well as appropriate behaviour to prevent altercations, accidents and other injuries. Ensure staff are aware of the children who suffer from asthma & allergies and that they are aware of their action plans 	<p>Staff to provide safe and correct first aid</p> <p>Staff to bring first aid kits to all activities.</p>
Fear of and anxiety relating to activities	All Children	<ul style="list-style-type: none"> Give children options to avoid aspects of the program which they are fearful of. 	4	<ul style="list-style-type: none"> Ensure children and staff are briefed on the specifics of activity before it commences and the appropriate behaviour expected. Aim to provide more one on one assistance, guidance and supervision to the child(ren) effected if required. 	All staff to monitor children closely.
Hay triggering allergy/asthma reactions.	Children with Allergies/ Asthma	<ul style="list-style-type: none"> All Staff are aware of children who have asthma and allergies. First aid kit with an asthma puffer is with an educator at the activity. 	5	<ul style="list-style-type: none"> Speaking to the children before activity informing them to let us know if they are experiencing asthma symptoms. 	<p>Educators to bring first aid kits to all activity.</p> <p>Educators to monitor all children with asthma/allergies .</p>
Burns/Scalds in relation to	Children and staff .	<ul style="list-style-type: none"> Avoid too many children involved 	4	<ul style="list-style-type: none"> Ensure children and staff are 	Staff to read through

cooking damper		<p>in activity at a time</p> <ul style="list-style-type: none"> Choose appropriate cooking activities to avoid burns and scalds (activities that do not involve heating) Avoid serving food that is too hot. Staff to test food temperature first before serving. 		<p>briefed on the specifics of cooking activity before activity commences and the appropriate behaviour expected.</p> <ul style="list-style-type: none"> Choose appropriate cooking activities to avoid burns and scalds (activities that do not involve heating) 	<p>prevention strategies and remember while in the kitchen.</p> <p>Staff to know where first aid kit is and bring to all activities.</p> <p>Staff to know appropriate first aid for burns/scalds.</p>
Injury/ anxiety related to animals	Children	<ul style="list-style-type: none"> Briefing children on how to behave around animals. Reminding children that they don't need to participate if they are worried. 	5	<ul style="list-style-type: none"> Reminding children to wash their hands after touching animals. 	Staff to bring first aid kits to activity.
COVID-19 Spread	Children and Educators	<ul style="list-style-type: none"> Hand washing before and after every activity or food break as well as hand sanitizer being supplied in the OSHC room 	4	<ul style="list-style-type: none"> - Distancing children – for example the children are put into 3 smaller groups rather than one large one in order for more space available to spread out - 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 	Educators are responsible for reminding children to wash their hands before and after activities and make sure they are not overcrowding one another

				objects are sanitized before used by the children to stop spread of germs	
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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 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:



**VACATION CARE
RISK ASSESSMENT
MUTTLEY CREW**

Activity	Potential Hazard	How Severe	How Likely	Control Measures	WHOM
Arriving at Muttley Crew Show	<ul style="list-style-type: none"> • Vehicle movement on site • Trips, slips and falls 	2 3 "	3 2	<ul style="list-style-type: none"> • Wear enclosed footwear suitable for walking. • Care in parking area • Follow pathways at entrance • Adhere to warnings from safety signage 	All

ANIMALS at Vacation Care Visitors given opportunity to pat/hold animals DogsLambsDucks and to participate in treibball and scent sport activities	Bites, scratches			Instruct students and volunteers on rules and suitable behaviour around animals and correct handling techniques.	Orientation by centre staff
	Feet damage	4	2	Animals used all clear of internal & external parasites	
	Zoonoses	4	2	Wear enclosed footwear, appropriate clothing for working with animals	
	Back strain	3	4	Cover open wounds before touching animals	
	grazes on hands or knees	2	2	Wash hands after contact with animals especially before eating or drinking	
Oral presentations to groups of students	Exposure to sun, wind, rain at vacation care	4	2	Hand sanitiser available onsite	groups supervisors to ensure
				Avoid contact with animal faeces, urine or soiled material	
				Instructions given on correct handling procedures	
				activity to be run on grasses area or soft surface as directed by venue staff	
				participants to wear sunscreen	
				Conduct presentation under shade areas	
				Cancel presentations in extreme weather conditions	

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How Likely

- . 1 = Very likely, could happen anytime
- . 2 = Likely to happen, could happen at some time
- . 3 = Unlikely, could happen, but very rarely
- . 4 = Very unlikely, could happen, but probably never would

How Severe1 = Kill or cause permanent disability or ill health 2 = Long term illness or serious injury3 = Medical attention and several days off sick4 = First aid needed

> HELPING BUSINESS GET BACK TO WORK

13 June 2020

COVID-19 Safety Plan

General

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

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 customers 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:

Plan completed by:

Approved by:

> GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE

ACTIONS

Wellbeing of staff and customers

Exclude staff, visitors and customers who are unwell.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Display conditions of entry for any customers or visitors (website, social media, entry points).

REQUIREMENTS	ACTIONS
Physical distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	
Use telephone or video for essential meetings where practical.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	
<p>If staff or workers need to travel together in the same vehicle:</p> <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	
Have strategies in place to manage gatherings that may occur immediately outside the premises.	

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, visitors and contractors 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 securely.	
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	
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.	