

# Vacation Care Risk Assessment

Name of Day: Christmas with Earthbeats

Date: 17/12/2020

Number of children: 75

Number of Educators/Adults: 7

Transport Method: N/A

Commencement Time: 1:30

Conclusion Time: 3:30

Venue Address: 128 Kent St Epping NSW 2121

Description of the Activities: Christmas Carols, use of Musical Instruments

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
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
Holding/dropping Musical equipment (leading to injury)	The Children	<ul style="list-style-type: none"> <li>Not allowing any children to hold or carry things that aren't appropriate or too heavy</li> <li>Constant supervision / assistance while children use any musical instruments</li> </ul>	5	<ul style="list-style-type: none"> <li>Children are advised and educated on how to use/hold equipment properly</li> <li>Children are advised to give themselves appropriate space between them and other children when using instruments</li> <li>When children are selecting their instruments it is done in staggered group not all at once</li> </ul>	Staff to child ratio Carry first aid kit Ensure children are using instruments correctly,

### 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 note this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.



## Risk Management Plan for Earthbeats Children's Music

<b>Event Name :</b> Earthbeats Performance/Workshops				
<b>Assessment Conducted by:</b> Susie Hobday (Earthbeats Director)				
<b>Step 1 : Identify The Potential Risk</b>	<b>Step 2 : Assess Level of Risk</b>	<b>Step 3 : Fix The Problem</b>	<b>Step 4 : Who &amp; When</b>	<b>Step 5 : Reassess the Risk</b>
<b>a.)Identify the activity. b.)What are the potential risks associated with the activity.</b>	<b>Is the risk low, moderate or high.</b>	<b>What strategies can be put into place to deal with &amp; reduce the risk.</b>	<b>a.)Who will address the risk. b.)By what time will the risk be addressed.</b>	<b>With the strategies put into place, reassess the current risk.</b>
<b>a.)</b> Children playing heavy drums or instruments. <b>b.)</b> Instruments may be dropped or fall & injure child.	Moderate	1.Children are advised during the workshop, how to hold & care for musical instruments correctly, to avoid injury or breakages. 2.Children playing instruments are constantly supervised & concerns in handling instruments checked, before major problems can arise. 3.Management of large groups is consistently well maintained, with constant supervision of children & a firm friendly approach.	a.)The music teacher & facilitator of the program on the day. b.)At the beginning of the workshop, with consistent, friendly reminders throughout the duration of the workshop.	Low
<b>a.)</b> Children carrying heavy drums or instruments. <b>b.)</b> Instrument may be dropped or fall & injure child.	Moderate	1.Children are advised during the workshop, how to hold & carry musical instruments correctly to avoid injury or breakages. 2.Advise is regularly given to move slowly & gently when choosing & using instruments. 3.Groups are carefully managed & staggered, when choosing instruments. 4.Children are clearly advised to ask the facilitator or staff for help in lifting heavy instruments.	a.)The music teacher & facilitator of the program on the day. b.)At the beginning of the workshop, with consistent, friendly reminders throughout the duration of the workshop.	Low

<b>a.)</b> Children involved in dance activities. <b>b.)</b> Children may fall & injure themselves.	Moderate	1.Children are encouraged to ; allow themselves enough space to move & to watch out for their friends. 2.Larger groups are staggered or divided, to avoid children feeling cramped. 3.)The space is carefully cleared & potential hazards removed before proceeding.	a.)The music teacher & facilitator of the program on the day. b.)At the beginning of the workshop, with consistent, friendly reminders throughout the duration of the workshop.	Low
<b>a.)</b> Children involved in dance activities. <b>b.)</b> Children may push, fall over one another, resulting in injury.	Moderate	1.Consistent group management & supervision. 2.Children are encouraged with turn taking & staggered lines.	a.)The music teacher & facilitator of the program on the day. b.)At the beginning of the workshop, with consistent, friendly reminders throughout the duration of the workshop..	Low
<b>a.)</b> Electrical wires connected to sound equipment. <b>b.)</b> Children may trip & fall, resulting in injury.	Moderate	1.All electrical & sound equipment is kept out of harms way & leads taped or concealed.	a.)The music teacher & facilitator of the program on the day. b.)At the beginning of the workshop, with consistent, friendly reminders throughout the duration of the workshop.	Low

### Process of Assessing the Risk.

For each potential difficulty, we answer questions A & B.

We then determine the potential risk & the actions required to deal with it.

<b>a.)What are the possible consequences of a potential risk?</b>	<b>b.)What is the likelihood of this event occurring?</b>	<b>c.)The Risk</b>	<b>d.)The Action</b>
1.Minor : minimal first aid & very short lived difficulty.	1.Low: It may happen, but the likelihood is rare.	Low (Score : 1 to 2)	Proceed with care & caution.
2.Moderate : Medical treatment & temporary health consequences.	2.Moderate: It could occasionally happen.	Moderate (Score : 3 to 4 )	Proceed with care & caution. Regularly monitor the situation.
3.Serious : Medical treatment & permanent health consequences.	3.High: It could frequently happen.	High: (Score : 5 to 6)	Do not proceed, until there are clear systems in place to reduce the risk.

*‘Music is the language of the heart’*

**Earthbeats Children’s Music**

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