



# **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](mailto:eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsoshc.com.au](http://www.eppingheightsoshc.com.au)

## **Vacation Care Risk Assessment**

Name of Day: Super Soaker Circus

Date: 18 /12/20

Number of children: 75

Number of Educators/Adults: 6

Transport Method: Incursion

Commencement Time: 10am

Conclusion Time: 12pm

Venue Address: 128 Kent Street

Description of the Activities: Water Play

Items to be taken on the excursion/incursion: Swimmers/Towel/Change of clothes

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

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.



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Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Trip/slip hazards	Educators and children	<ul style="list-style-type: none"> <li>- Safety talk explaining potential risks to children</li> </ul>	4	<ul style="list-style-type: none"> <li>- WHS undertaken twice a day</li> <li>- Tape down any electrical cords and putting cones around tripping hazards</li> <li>- Gym mat will be in place at base which staff will regularly ensure has not moved</li> </ul>	All educators and personnel setting up slide to ensure its safety
Sun burn	Educators and children	<ul style="list-style-type: none"> <li>- Sunscreen available to all</li> <li>- Safety talk explaining</li> <li>- WHS checklist undertaken by staff documenting the UV index for the time spent outside</li> <li>- Ensuring children playing outside are wearing hats</li> </ul>	2	<ul style="list-style-type: none"> <li>- Offering hats to children who don't have one</li> <li>- Helping children put sunscreen on properly</li> </ul>	Educators and children must ensure they are being appropriately sun safe.
Spider and insect bites	Educators and children	<ul style="list-style-type: none"> <li>- Children are given safety talk</li> </ul>	5	<ul style="list-style-type: none"> <li>- Offering insect repellent</li> <li>- Cleaning and checking</li> </ul>	Educators



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				equipment regularly	
Collisions	Children	<ul style="list-style-type: none"> <li>- Children are given safety talk and instructed not to run</li> <li>- Staff actively supervise activity</li> </ul>	3	<ul style="list-style-type: none"> <li>- Children will always be supervised</li> </ul>	Educators and children
Electricity	Children	<ul style="list-style-type: none"> <li>- Children are given safety talk</li> </ul>	3	<ul style="list-style-type: none"> <li>- Cords will be taped down</li> <li>- Cones placed around generator</li> <li>- Ensuring water does not come in contact with electricity</li> </ul>	Educators and staff from water slide.
Inflatable rules	Children	<ul style="list-style-type: none"> <li>- Children are given safety talk and rules are outlined</li> <li>- Strict supervision occurs whilst children are using</li> </ul>	4	<ul style="list-style-type: none"> <li>- Water slide will not be operated in winds &gt;40km/h</li> <li>- Generator fuel will be checked periodically</li> </ul>	Educators, staff from water slide upon set up.

## 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	2	3	4
HIGH - Long term illness or disability	2	3	4	5
MEDIUM - Requires attention and several days off work	3	4	5	6
LOW - First aid required and no time off work	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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