

Vacation Care Risk Assessment

Name of Day: ***Horsing Around***

Date: 21.01.21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: NA

Commencement Time: 9:30am

Conclusion Time: 12pm

Venue Address: 128 Kent St Epping

Description of the Activities: Therapy horse visit/experience

Items to be taken on the excursion: NA

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"> 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 supervise 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
Equipment provided by the incursion being a hazard	Children and Educators	<ul style="list-style-type: none"> Children are adequately supervised and educators are sufficiently trained in WHS 	4	<ul style="list-style-type: none"> Children will be briefed prior to the activity to ensure they follow instructions from the provider and not to touch any of their equipment unless advised. 	Educators are responsible for correct and proper supervision of children and safety briefing.
Fear/anxiety relating to horses/animals	Children and educators	<ul style="list-style-type: none"> All families are provided sufficient information pertaining to the activity prior to the day via access to risk assessment and program information. 	5	<ul style="list-style-type: none"> Aim to provide more one on one assistance and reassurance for children affected by fear of animals. Educators suffering from concern should be allocated to areas away from the activity. 	Educators are responsible for providing care and reassurance to children suffering from anxiety. RP should liaise with the other educators prior to ensure they are all comfortable with the activity.

Large animals hurting or injuring children or educators	Children and Educators	<ul style="list-style-type: none"> The staff providing the incursion will provide correct and proper safety briefing and discuss the rules surrounding ensuring safety. They have also provided their own risk assessment. 	2	<ul style="list-style-type: none"> Aim to ensure all children are adequately supervised and the situation during the incursion is reasonably monitored for any impending risks. 	Educators are responsible for adequate supervision of the children and the activity.
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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: Adam Pearson



W & C EVENTS



HORSING AROUND

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Clients interacting with vendor	Participants improperly supervised resulting in injury or risk to participants, vendors and horses	Low	<ul style="list-style-type: none">W&C Events is not responsible for the supervision of participants at any time.Clients are to ensure that they have sufficient staffing to ensure all participants have a safe and happy time engaging with theW&C Events reserve the right to assess supervision on the day of the event and proceed based on whether they feel safety is able to be upheld throughout the visit	Clients are responsible for ensuring supervision is appropriate for the needs of their participants	Prior to and during the visit

Clients interacting with horses	Clients becoming injured whilst interacting with the horses	Low	<ul style="list-style-type: none"> • Vendor to communicate about the horse(s) hooves and safe ways to walk around and interact with horses before participants can engage. • No person/s should be standing within one metre of the horse's rear end. • Horses should not be pulled on especially near their faces. • Face patting should be discouraged unless an alternative is not available. Able-bodied individuals should aim to pat the horse/s on the neck or shoulder • Individuals should give the horse/s a 2 metre safe zone at all times, unless 	Vendor & Client respectively	<ul style="list-style-type: none"> • At the beginning of the visit, prior to the onset of the experience • Client to communicate with participants regarding shoes ahead of experience
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			<p>accompanied by staff.</p> <ul style="list-style-type: none"> • Horse/s should only be approached from the side the W & C Events Handler is on, leaving the other side clear if the horse should wish to move away. • A quiet and calm environment should be maintained at all times during the visit. • A clear escape route should be available to the horse at all times should it become frightened. • Client to ensure that all participants wear enclosed shoes – W&C Events reserve the right to restrict individuals without enclosed shoes 		
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			from participating		
	Client experiencing allergic or anaphylactic reaction to horse hair	Low	<ul style="list-style-type: none"> • Clients take full responsibility for the health and safety of their participants regarding allergies • The vendor advises that anyone with an allergy to horse hair should avoid this experience, and that any participants with an allergy who choose to engage in this activity are doing so at their own risk. 	<ul style="list-style-type: none"> • Clients are responsible for knowing and monitoring the allergies of their participants, ensuring their medication is present and communicating this to the vendor ahead of time. 	Prior to and during the visit
	Injury due to falling from carriage or interacting with carriage during carriage rides	Low	<ul style="list-style-type: none"> • Clients - Participants are to remain calm and quiet at all times and follow the W & C Events Handler's instructions. • All participants must remain seated at all times unless instructed otherwise. 	Clients and Vendor respectively	Prior to and during the visit

			<ul style="list-style-type: none"> • Vendor – Should the handler feel that there is any risk to the participant or horse, the carriage ride will cease immediately • The carriage will be removed from the experience should the handler feel that there is anything impacting its ability to run at full working capacity • The carriage is regularly maintained to ensure that all parts are working as they should be. • The horses experience regular training carrying carriages and other loads. 		
Horses visiting the venue	Environment presenting a hazard to the physical wellbeing of horses	Low	<ul style="list-style-type: none"> • Vendor is to communicate ahead of time needs of horses regarding the 	Vendor and Client respectively	Prior to and during the visit

			<p>physical environment and assess on arrival any hazards that may cause risk on the day. Horses will not be able</p> <ul style="list-style-type: none"> • Vendor will let venue staff know if there is a concern for the safety of the horse. Should the W & C Events Handler feel that the horse is not coping with the environment they will assess the situation and adjust accordingly. This includes the right to remove the horse from the venue immediately. • Should the vendor feel as though wet weather will impact their visit (slippery floors for horses for example) they will communicate with the client 		
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			<p>and reschedule or cancel if required.</p> <ul style="list-style-type: none"> • Cancellation will occur no later than 48 hours prior to event in this instance • Client is to ensure that these needs are accommodated prior to the visit, observe any hazards that could impact the horses visit and how to mitigate them, and that how this is to occur is communicated to the vendor prior to the visit • The environment is to be smoke-free whilst the horses are in attendance • Clients are to ensure that no sharp or protruding objects, including benches and tables, are present in the areas the horses 		
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			<p>are visiting, including thoroughfares to the area.</p> <ul style="list-style-type: none"> • Clear communication regarding where the vendor may drive the horse float and when is conducted by the client, and no participants are present in this space whilst horses and float are arriving and departing. • Areas provided for horses to visit are large and spacious, and allow for the horses to have an escape route as needed • Indoor areas provided are to ensure that the flooring is appropriate to the needs of the horses and that hallways and rooms allow space for horses to move and turn around. 		
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			<ul style="list-style-type: none"> Should the area provided be a carpark, the area will be closed off to moving traffic. 		
	Environment presenting a hazard to the mental wellbeing of horses	Low	<ul style="list-style-type: none"> Clients are not to be making loud or strange noises, or moving around erratically in such a way as to spook the horses. Clients are also asked to follow the instructions of the vendor and ensure they remain within the boundaries set during the visit Vendor will let venue staff know if there is a concern for the safety of the horse. Should the W & C Events Handler feel that the horse is not coping with the environment they will assess the situation and adjust accordingly. This 		Prior to and during the visit

			includes the right to remove the horse from the venue immediately.		
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Plan prepared by: Alex & Jayden Beesley		Date Plan Prepared: 29 th September 2020
Prepared in consultation with:	Name(s): NA	
Communicated to:	Name(s): Fun Day Out	
Venue and safety information reviewed and attached	Yes / No Comment if needed:	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		

Risk Matrix
Consequence

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High