

Vacation Care Risk Assessment

Name of Day: Raptor Reptiles

Date: 25/01/21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: -

Commencement Time: 10am

Conclusion Time: 11.30am

Venue Address: Onsite Incursion/Hall

Description of the Activities: Reptile and insect show

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 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"> 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
Hall Steps and Ramp	The Children	<ul style="list-style-type: none"> Children are supervised at all times and reminded that they are to be careful around the steps. 	5	<ul style="list-style-type: none"> The ramp and behind the stage are out of bounds May exclude the steps from access as the show may take place on the stage. 	Educators have the responsibility to remind children of expectations of behaviour and to supervise and enforce boundaries.
Pinch Points	Children	<ul style="list-style-type: none"> Children are supervised and providers carefully monitor children while near animals/cages and while using the bathroom doors 	6	<ul style="list-style-type: none"> Children must be reminded to keep their hands away from the cages and hinges on the carry boxes. While using the bathrooms, children will not stand in the doorways 	<p>Educators have the responsibility to remind children to keep their hands away from doors, hinges, & cages.</p> <p>Staff to ensure that children move through bathroom doors as intended.</p>
Injury from cars and children	Children Staff	<ul style="list-style-type: none"> Cars are parked in the staff carpark and the back door of the 	4	<ul style="list-style-type: none"> Children to be reminded to stay within bounds 	Educators and providers have the responsibility to

walking onto road		hall is kept close at all times <ul style="list-style-type: none"> When the providers arrive, children are removed from the area if they are close, and the providers must park their cars and use the designated door to the hall. Children are always supervised. 		and to not go into the carpark <ul style="list-style-type: none"> Staff to ensure the hall back door is closed and that children do not use this door 	ensure that the rear door of the hall is closed. Staff must remind children that they are to not use this area of the hall.
Heavy Display glass falling/breaking on children	Children	<ul style="list-style-type: none"> Display tanks are checked to ensure they are secure, and brake are locked if applicable 	4	<ul style="list-style-type: none"> No pushing between children and appropriate space is given while viewing the tank 	Educators and outside providers need to ensure display areas are secure and safe for children to be around.
Injured by hall door	Children and Staff	<ul style="list-style-type: none"> Tape on floor to exclude the area for the kids Key operated that must be done by a staff member 	3	<ul style="list-style-type: none"> 2 staff members must work in unison to raise and lower door. One operates the door while one monitors the children nearby. 	Educators have the responsibility to supervise kids closely when the door is being operated and that the children are well clear of the marked area while raising lowering the door.

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 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:

Jeremy Brittan