



# **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: Evolution Squad Water

Date: 28 /01/21

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**

<b>Potential Hazard</b>	<b>Who is at Risk?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>	<b>Preventative Measures</b>	<b>Responsibilities</b>
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



**EPPING HEIGHTS  
OSHC**

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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 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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## **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

# SPORTS RISK MANAGEMENT PLAN



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# 1 INTRODUCTION

## 1.1 OVERVIEW

Star Sports, Sparrow Sports and BubbSoc has developed a Risk Management Plan (RMP) to ensure we provide a safer environment for all members, participants, officials, spectators and volunteers. Bubble soccer is a new activity, and agreeing to participate in the service that BubbSoc provides, participants will have consented to risks, which are generally part of soccer. Whilst the law doesn't require an establishment like such to provide a risk free environment, the BubbSoc group values the safety of individuals involved. This has been done through implementing a risk management plan.

## 1.2 AIM AND OBJECTIVE

This risk management plan aims to:

- Be aware of the potential risks involving bubble soccer
- Control the occurrence of risks associated and implementing steps to minimise the impact
- Provide a fair, safe and well managed environment for all members, participants, officials, spectators and volunteers
- The code of conduct and bubble soccer game rules provide a safe gaming environment

The risks identified fall under two potential categories:

- Physical
- Ethical risks

This will be detailed in the following sections.

### **1.3 DOCUMENTS LINKED**

The following documents linked to the risk management plan can be found in the appendices (also displayed in the table of contents):

- Bubble soccer rules and Code of Conduct (Appendix A)

## 2 RISK MANAGEMENT PLAN

Threats may be encountered through the duration of a game. The BubbSoc Environment is vulnerable to physical and ethical risk therefore it is necessary for risk to be identified and assessed. The reliability and confidence toward a safe environment is further regarded only when measures are taken to counteract the possible risks.

The risk matrix utilised for the physical and ethical hazards assessment is shown in Table 9. This method has been adopted to identify the likelihood and the consequence for the possible risks in order to help better understand the severity of each risk – overall risk rating. Table 2, Table 3 and Table 4 shows the definitions of the consequences, likelihood and risk criteria, respectively. Controls for each hazard in this project have been considered as a result of this risk matrix.

**Table 1**  
Risk matrix

<i>Likelihood</i>	<i>Consequences</i>				
	1	2	3	4	5
A	M	H	H	VH	VH
B	M	M	H	H	VH
C	L	M	H	H	VH
D	L	L	M	M	H
E	L	L	M	M	M

**Table 2**  
Consequence definitions

<i>Category</i>	<i>Score</i>	<i>Description</i>
Severe	5	Death or permanent disability
Major	4	Hospital admission required
Moderate	3	Medical treatment required
Minor	2	First aid required
Insignificant	1	Injury not requiring first aid



**Table 3**  
Likelihood definitions

<i>Category</i>	<i>Score</i>	<i>Description</i>
Almost certain	A	Expected to occur in most circumstances
Likely	B	Will probably occur in most circumstance
Possible	C	Might occur occasionally
Unlikely	D	Could happen at some time
Rare	E	May happen in exceptional circumstance

**Table 4**  
Risk criteria

<i>Risk level</i>	<i>Risk Description</i>
VH	Very High
H	High
M	Medium
L	Low

## 2.1 PHYSICAL HAZARD MECHANISMS

**Table 5**  
Physical Hazard Mechanisms

<i>Mechanism</i>
Bubble-Bubble Collision
Head-Handle Collision
Health Condition
Rough Surface
Running
Wet Surface
Bubble-Equipment Collision
Enclosed Participant
Equipment Setup
Bubble Setup
Bubble-Person Collision

## 2.2 PHYSICAL HAZARDS ASSESSMENT

**Table 6**  
Physical hazard assessment and controls

<i>Hazard No.</i>	<i>Hazard Type</i>	<i>Mechanism</i>	<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Rating</i>	<i>Risk Control</i>
1	Ankle Roll	Bubble-Bubble Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
2	Ankle Roll	Running	E	2	M	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> </ul>

						<ul style="list-style-type: none"> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
3	Ankle Roll	Wet Surface	C	2	M	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
4	Asthma	Health Condition	D	3	M	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess condition</li> <li>• First Aid Officer</li> </ul>

						<p>on duty to ensure that asthma puffer is equipped and used appropriately</p> <ul style="list-style-type: none"> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
5	Back Injury	Bubble Setup	E	1	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>

6	Back Injury	Equipment Setup	E	1	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
7	Bleeding Nose	Bubble-Bubble Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate</li> </ul>

						medical facility• Incident to be reported and recorded
8	Bleeding Nose	Head-Handle Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
9	Claustrophobia	Health Condition	E	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess condition</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the</li> </ul>

						consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
10	Dizziness	Enclosed Participant	D	1	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
11	Headache/Migraine	Bubble-Bubble Collision	C	1	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary</li> </ul>

						treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
12	Headache/Migraine	Head-Handle Collision	C	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
13	Knee Graze	Rough Surface	C	2	M	• First Aid Officer on duty for the day to assess injury



						<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
14	Pop Bubble	Bubble-Equipment Collision	E	2	M	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>

15	Shin Strike	Bubble-Bubble Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
16	Shin Strike	Bubble-Equipment Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate</li> </ul>

						medical facility • Incident to be reported and recorded
17	Slip	Wet Surface	B	1	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
18	Whiplash	Bubble-Bubble Collision	C	1	L	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the

						consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
19	Spectator Injury (Accident)	Bubble-Person Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary treatment on site</li> <li>• If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility</li> <li>• Incident to be reported and recorded</li> </ul>
20	Spectator Injury (Game Disturbance)	Bubble-Person Collision	D	2	L	<ul style="list-style-type: none"> <li>• First Aid Officer on duty for the day to assess injury</li> <li>• First Aid Officer on duty for the day to provide necessary</li> </ul>

						treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded
21	Participant Injury	Bubble-Person Collision	D	3	M	• First Aid Officer on duty for the day to assess injury • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant, escort person to an appropriate medical facility • Incident to be reported and recorded

## 2.3 ETHICAL HAZARD MECHANISMS

**Table 7**  
Ethical Hazard Mechanisms

<b><i>Mechanism</i></b>
Alcohol/Drugs
Verbal Abuse
Racism
Physical Abuse
Participant Code of Behaviour

## 2.4 ETHICAL HAZARDS ASSESSMENT

**Table 8**  
Project hazard assessment and controls

<b><i>Hazard Type</i></b>	<b><i>Mechanism</i></b>	<b><i>Likelihood</i></b>	<b><i>Consequence</i></b>	<b><i>Risk Rating</i></b>	<b><i>Risk Control</i></b>
Unlicensed Activity	Alcohol/Drugs	C	1	L	<ul style="list-style-type: none"> <li>Alcohol/drugs are strictly prohibited and will not be tolerated</li> <li>If individual is evidently consuming, they will be asked to leave the premises</li> </ul>

Child Abuse	Physical Abuse	E	2	L	<ul style="list-style-type: none"> <li>• Report made to the member protection officer and/or straight to the police</li> <li>• Formal report to be written up for procedures to be carried out</li> <li>• If report is validated, report will contain the names of the complainants to be kept confidential</li> </ul>
Child Abuse	Racism	E	2	L	<ul style="list-style-type: none"> <li>• Report made to the member protection officer and/or straight to the police</li> <li>• Formal report to be written up for procedures to be carried out</li> <li>• If report is validated, report will contain the names of the complainants to be kept confidential</li> </ul>

Child Abuse	Verbal Abuse	E	1	L	<ul style="list-style-type: none"> <li>• Report made to the member protection officer and/or straight to the police</li> <li>• Formal report to be written up for procedures to be carried out</li> <li>• If report is validated, report will contain the names of the complainants to be kept confidential</li> </ul>
Misconduct	Participant Code of Behaviour	D	2	L	<ul style="list-style-type: none"> <li>• A code of conduct will be strictly enforced</li> <li>• If the individual is intentionally breaking the code then they will be asked to leave the premises</li> </ul>
Spectator Abuse	Physical Abuse	E	3	M	<ul style="list-style-type: none"> <li>• Report made to the member protection officer and/or straight to the police</li> <li>• Formal report to be written up for procedures to be carried out</li> <li>• If report is validated, report will contain the names of the complainants to be kept confidential</li> </ul>



Spectator Abuse	Racism	E	2	L	<ul style="list-style-type: none"> <li>• Report made to the member protection officer and/or straight to the police</li> <li>• Formal report to be written up for procedures to be carried out</li> <li>• If report is validated, report will contain the names of the complainants to be kept confidential</li> </ul>
Spectator Abuse	Verbal Abuse	E	1	L	<ul style="list-style-type: none"> <li>• Report made to the member protection officer and/or straight to the police</li> <li>• Formal report to be written up for procedures to be carried out</li> <li>• If report is validated, report will contain the names of the complainants to be kept confidential</li> </ul>

## **APPENDIX A**

### **Bubble Soccer Rules**

1. Game will start with both teams on their own side. Referee will roll the ball to one team at random and the game will begin. This will also happen after each goal is scored.
2. Players may be anywhere on the field at any time (no offside penalties) however there will be warnings in the following instances:
  - a. When a player is down, you must give them space and time to get back up. You must not bump into or jump on a player that is down.
  - b. You cannot charge into a player from behind in a manner in which you are running at, or close to, full speed.
  - c. No purposeful contact should ever be made to the bubble with your feet.
3. Players must stay within the boundaries of the field. The goal is located outside the boundaries by a few feet so that they don't get run over and damaged. There is no permanent goalie. (What fun would that be anyway? Get out there and join the intense action!)
4. Referee will determine all boundaries and local rules for each game depending on location of the game and whether it is indoors or outdoors. Referee will also determine all warnings, penalties, and consequences.
5. LONG DISTANCE, FULL SPEED COLLISIONS THAT ARE PLANNED FOR THE SAKE OF FUN OR VIDEOS ARE STRICTLY PROHIBITED AND IS GROUNDS FOR TERMINATING THE REMAINDER OF THE EVENT!
  - . We apologize for the inconvenience, but those unnecessary collisions have proven to cause much greater bubble damage. We want to take care of the bubbles to provide the best experience possible for every customer.

### **Code of Conduct**

- Proper clothing must be worn at all times while participating in the bubble activities. No cleats or sandals. No jewellery or any other accessory that may injure you or damage the bubble suit. Pants are permitted but we suggest shorts or other workout gear as you will get hot and sweaty while in the bubble suit.
- Players are not allowed to kick the bubbles at any time. We realize that, on occasion, when you are on the ground, your feet may come in contact with another bubble, but please refrain from kicking it or rubbing your shoes against it.
- Players will not be permitted to participate in any bubble activities under the influence of alcohol or drugs. Any player that does so unbeknownst to the Bouncing Bubbles staff does so at their own risks and takes full responsibility for any consequences that may arise as a result of such.

- Excessive swearing and/or inappropriate or rude comments will not be permitted. We understand some may slip, especially with the nature of the activity, but try to be respectful of the people around you.
- Any purposeful attempt to pop or damage the bubble suits will result in an immediate removal from the activity and participant will be banned from using them again. Participant will also be required to pay for the cost of fixing or replacing the bubble suit.
- Bouncing Bubbles LLC recommends that each participant has personal insurance and a physical before participating in any physical activity such as bubble soccer.
- Players that are not in a bubble are not allowed to push, shove, or bump into another player that is in a bubble due to safety reasons.
- Players must sign a Waiver before participating in any bubble activity.
- **LONG DISTANCE, FULL SPEED COLLISIONS THAT ARE PLANNED FOR THE SAKE OF FUN OR VIDEOS ARE STRICTLY PROHIBITED AND IS GROUNDS FOR TERMINATING THE REMAINDER OF THE EVENT!**
  - We apologize for the inconvenience, but those unnecessary collisions have proven to cause much greater bubble damage. We want to take care of the bubbles to provide the best experience possible for every customer.

# COVID 19

## Sanitising

6. Game will start with both teams on their own side. Referee will roll the ball to one team at random and the game will begin. This will also happen after each goal is scored.

**Players may be anywhere on the field at any time (no offside penalties)**

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?
COVID-19 from customers who are infected	Staff or other customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.	Cease activity Report to NSW Dept of Health.
COVID-19 from staff who are infected	Other staff or customers catching COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive assistance.	Cease activity Report to NSW Dept of Health.
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be	Moderate, effected individuals may have a	Staff are provided with non-latex gloves or remove gloves when not necessary.	Ensure latex free gloves are purchased.

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?
		latex-based	significant reaction		