

Epping Heights OSHC

Risk Assessment Safety Points for Excursions/Incursions involving Media/Entertainment

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

HAZARD	RISK	CONTROL/SAFETY MEASURES/ITEMS TO REMIND CHILDREN & STAFF ABOUT
Fear of and anxiety relating to movies/specific subject matter/ costumes/ aspects of theatre / the dark / flashing lights etc	4	<ul style="list-style-type: none"> • Ensure children and staff are briefed on the specifics of activity before it commences and the appropriate behaviour expected. • Give children options to avoid aspects of the program which they are fearful of. • Request parents give prior warning in relation to their child's anxiety if any. • Aim to provide more one on one assistance, guidance and supervision to the child(ren) effected if required.
	2	<ul style="list-style-type: none"> • Ensure specifics of activity has been discussed and outlined with children and staff prior to commencement of activity. (preferably by professional) • Ensure first aid kit present • Appropriate footwear is worn if possible. • Avoid using detergents in conjunction with water play. • Remind children to avoid running on wet or slippery surfaces as well as other safety precautions activity dependant.
General Risks/Safety measures for V/care		
Allergies/ Accidents/ Injuries	2	<ul style="list-style-type: none"> • Ensure first aid kit present • Ensure children have asthma, <u>anaphylaxis</u> and <u>other</u> allergy meds • Carry asthma, <u>anaphylaxis</u> and <u>other</u> allergy meds on staff • Ensure staff are aware of the children who suffer from asthma, <u>anaphylaxis</u> & <u>other</u> allergies and that they are aware of their action plans.

		<ul style="list-style-type: none"> • Ensure families are aware of specific food restrictions eg: nuts • Brief children on allergy risks, prevention eg: not sharing food and hand washing. • Remind children tie shoelaces to prevent falls as well as appropriate behaviour to prevent altercations, accidents and other injuries.
Weather (Sun safety/wet weather/storms etc)	3	<ul style="list-style-type: none"> • Ensure adequate fluids • Avoid prolonged exposure • Remind children of risks and check they have appropriate clothing in bag. • Application of sunscreen <u>when UV rating is 3 or above</u> • Wearing hats and appropriate clothing • If need be, modify or shorten activity in response to weather conditions • Appropriate clothing for all extreme weather conditions • Wet weather clothing • Appropriate shoes • Remind family of their responsibilities in relation to dressing their children appropriately.
General Public (physical/verbal abuse/ abductions and being separated from the group.)	3	<ul style="list-style-type: none"> • <u>Staff are recognisable and are up to date with Child Protection and First Aid training.</u> • <u>Educator to child ratio is appropriate</u> • Regular head counts • Vigilance of staff • Leader/middle/end • De-escalate any potentially harmful situations • Be prepared to move group to alternative area • Accompany children to toilets • Walk in 1 straight line/stay with pairs or buddies • Contact number on child's person plus briefing of procedures. • Ensure participants let leaders know if and when they are leaving • Follow appropriate serious incident procedures and notify police and ACECQA if necessary. • Remind children in relation to rules and regulations as well as 'stranger danger' as listed above. Brief about staying together and behaving appropriately in public places. Staying within boundaries if staying in Centre. Children should always be able to see a staff member. • Remind children to alert staff of any incidents, illnesses or injuries promptly.
Toileting	2	<ul style="list-style-type: none"> • Remind children of safety measures in relation to using public toilets as well as alerting staff to their requirement to use the toilet as soon as possible. • Female staff to accompany female children, male staff to accompany male children where possible. • Staff to check toilet cleanliness and presence of other people before children use them. • Staff to ensure children are observing appropriate and correct hygiene procedures. With absence of soap – hand sanitiser should be kept in excursion bag.

		<ul style="list-style-type: none">• In case of toileting accident, a change of clothes for both boys and girls should be kept in excursion bag as well as a plastic bag to keep any soiled clothes in.
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