



Out of School Hours Care

ABN: 58 219 871 329

Ph: 02 9449 5661

237 Bobbin Head Road, Turrumurra North 2074

Email: [ntooshc@gmail.com](mailto:ntooshc@gmail.com)

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## Vacation care Risk Assessment

Name of Day: Minute to Win It

Date: 8<sup>th</sup> July 2020

Number of children: Max 30

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.

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
Children choking on a cookie during the 'cookie face' and 'suck it up' or on spaghetti during 'Noodling around' activity.	Children	Educators will conduct a safety briefing before beginning. Children will be supervised by Educators to ensure they are not choking on food during the activity.	2	Educators will be aware of the choking hazard of these activities and will act according to their first aid training if need be.	Educators
Trips/falls	All	Existing safety discussions - shoe lace reminders  All Educators trained in first aid etc + first aid kits carried.	4	Remind children regarding rules.	Educators to be aware of children with untied laces or conducting themselves irresponsibly
Biological contamination from outside sources (i.e. COVID-19)	Children and Educators  NTOOSHC community	All people entering NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.	2	Everyone is to wash their hands thoroughly upon entry to NTOOSHC. Also after touching their faces, coughing, or sneezing.  All adults to maintain social distancing practices of 1.5m.  Physical contact to be reduced to a minimum.	Educators  Children  Parents/ guardians
Allergic reactions /asthma /medical conditions	All people with <u>anaphylaxis</u> , <u>other</u> allergies,	Existing safety discussions	3	Remind children regarding rules	Staff to be aware of children at all

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	asthma or other medical conditions	<p>All Staff trained in first aid etc + first aid kits carried.</p> <p>All staff aware of children with conditions and are aware of RMCP's and action plans.</p> <p>Action plans are discussed</p> <p>Children with conditions are discussed prior.</p> <p>Children are aware not to share food and are aware of their own conditions</p>		<p>Keep children away from triggers</p> <p>Closely monitor children with conditions</p>	times particularly children with medical conditions.
Behaviour escalation to violence or upset when they lose a challenge	Educators and children	<p>Educators understand children's emotional tendencies and needs</p> <p>Educators know relationship dynamics between children</p>	3	Educators to be aware of the risk of children emotionally heightening one another	Educators

## 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
<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

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for

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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: Nick Hill & Kirsty Hunt