



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

Website: www.ntooshc.com.au

Vacation care Risk Assessment

Name of Day: Hands On Day

Date: 15th 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.



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RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Children choking on or ingesting materials used in activities such as moon sand, playdough & slime making.	Children	Educators keep a ratio of 1:15 for supervision and ensure children are behaving safely and responsibly around potentially hazardous substances. Educators are trained in first aid in the event that a child chokes or ingests something non edible.	3	Educators are to run these activities in small groups aiming for a ratio of 1:5. The Educators running the activity will ensure children are behaving safely and responsibly.	Educators Children
Choking on beads during the beaded jewelry activity.	Children	Ensure a ratio of 1:15 is kept and ensure children are behaving safely and responsibly around potentially hazardous materials. Educators are trained in first aid in the event that a child chokes or ingests something non edible.	3	Educators will conduct a safety discussion before commencing activity. Educators are made aware of the potential risks for this activity and will supervise the activity to make sure no child attempts to eat a bead.	Educators
Trips/falls	All	Existing safety discussions	4	Remind children	Educators to be aware of

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		<p>- shoe lace reminders</p> <p>All Educators trained in first aid etc + first aid kits carried.</p>		<p>regarding rules.</p>	<p>children with untied laces or conducting themselves irresponsibly</p>
<p>Allergic reactions /asthma /medical conditions</p>	<p>All people with <u>anaphylaxis</u>, <u>other</u> allergies, asthma or other medical conditions</p>	<p>Existing safety discussions</p> <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>	3	<p>Remind children regarding rules</p> <p>Keep children away from triggers</p> <p>Closely monitor children with conditions</p>	<p>Staff to be aware of children at all times particularly children with medical conditions.</p>
<p>Biological contamination from outside sources (I.e. COVID-19)</p>	<p>Children and Educators</p> <p>NTOOSHC community</p>	<p>All people entering NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.</p>	2	<p>Everyone is to wash their hands thoroughly upon entry to NTOOSHC. Also after touching their faces, coughing, or sneezing.</p>	<p>Educators</p> <p>Children</p> <p>Parents/guardians</p>

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				<p>All adults to maintain social distancing practices of 1.5m.</p> <p>Physical contact to be reduced to a minimum.</p>	
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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: Nick Hill & Kirsty Hunt