



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: Silent Disco

Date: 16th July, 2020

Number of children: 30 Max

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
Inappropriate Music	Children	Educators have control of what music is being provided for the children on their own devices.	3	Educators create a playlist on Spotify before the Silent Disco to ensure that students are not exposed to inappropriate words in songs.	Educators
Physical Altercations Due to Competitiveness	Children	Educators and Children are aware of game rules. Children are to be removed from the activity immediately and contact made with their guardians. First Aid Kit Present. Incidents Reported	4	Educators to inform children of the consequences of aggressive play. Appropriate supervision maintained under the ratio of 1:15.	Educators
Injuries due to the use of silent disco equipment	Children and Educators	Children will be aware of rules of use of equipment. Children will sit out of activity if they are misusing equipment and	1	Educators will conduct a safety discussion before commencing silent disco. Educators will maintain	Educators and children.

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		being unsafe. First aid kit present.		appropriate supervision maintained under the ratio of 1:15.	
Trips/ Falls	All	Existing Safety Discussions – Keeping a safe distance during activities, shoe laces	4	Remind Children Regarding Rules	Staff to be aware of the children while participating in physical activity.
Allergic Reactions/ Asthma/ Medical Conditions	All people who have <u>anaphylaxis</u> , <u>other</u> allergies, asthma and any other medical conditions.	Existing Safety Discussions. All Staff trained in First Aid. First Aid Kits are easily accessible. All staff are aware of children with conditions and are aware of RMCP's and Action Plans. Action Plans are discussed. Children with conditions are discussed prior. Children are not to share food and are aware of their own conditions.	3	Remind Children of Rules. Keep children with conditions away from triggers. Closely monitor children with conditions.	Staff to be aware of children at all times, particularly with medical conditions.
Biological	Children and	All people	2	Everyone to	Educators

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Contamination from Outside Sources (i.e. COVID-19)	Educators NTOOSHC Community	entering NTOOSHC are to follow the Australian Government health guidelines on how to prevent the spread of viruses.		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.	Children Parents / Guardians
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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.

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Name of educator completing this risk assessment: Maddy Corkery & Kirsty Hunt