



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: Park & Pizza

Date: 17th 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: **Kirsty Hunt & another staff member.**

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
Encounter with a stranger at the park i.e. kidnapping, harm to child, inappropriate language.	Children and Educators	<p>Boundary cones will be placed in the designated play area.</p> <p>There will be a 1:10 staff to children ratio during the excursion to ensure adequate supervision.</p> <p>Children are aware of rules during excursion travel.</p>	1	<p>Children will be briefed about stranger danger. They will be asked to not interact with anyone other than NTOOSHC children & Educators and to stay within the boundaries that are set by the boundary cones. Children will talk to educators if they have any concerns about strangers.</p> <p>Educators will be extra vigilant in their supervision ensuring they are able to see all children at all times.</p>	<p>Educators</p> <p>Children</p> <p>Staff to monitor children during the excursion incursi on to ensure that children are following rules.</p> <p>Staff to ensure children are listening to the instructions and following the course correctly</p>
Broken glass, sharp/large sticks and other material hazards at the park	Children and Educators	<p>There will be a site visit conducted by a NTOOSHC educator to ensure the area is safe before the children arrive.</p> <p>Boundary</p>	2	<p>An Educator will remove any potential hazards within the designated play area of the park to ensure the area is safe.</p> <p>Children are to</p>	Children and Educators

North Turrumurra OSHC

North Turrumurra
Out of School Hours
Centre 9449 5661



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

		cones will be placed in the designated play area, ensuring there are no visible hazards present in this area.		inform Educators if they come across any dangerous objects.	
Wet weather before or during excursion	Children and Educators	Access to other classrooms within the school and the hall. Undercover area available during park visit.	4	In the event of wet weather, NTOOSHC will not go to the park and will conduct programmed activities in either the NTOOSHC room, the hall or another classroom. If it is raining during excursion educators will find a safe, undercover area to wait with children until it is safe to return NTOOSHC.	Educators
Injuries or illnesses caused by dogs at the park – i.e. dog bite/scratch or transfer of disease, allergies etc.	Children and Educators	Boundary cones will be placed in the designated play area. There will be a 1:10 Educator to children ratio during the excursion to ensure	1	Children will be told to stay within the boundary cones and not to interact with anybody (including dogs and other animals). Educators will	Educators and Children

North Turrumurra OSHC

North Turrumurra
Out of School Hours
Centre 9449 5661



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

		adequate supervision.		ask dog owners to stay outside of the boundary if dog is on or off lead.	
Trips/falls	All	Existing safety discussions - shoe lace reminders All Staff 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
Allergic reactions /asthma /medical conditions	All people with <u>anaphylaxis</u> , <u>other</u> allergies, asthma or other medical conditions	Existing safety discussions All Staff trained in first aid etc + first aid kits carried. All staff 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 aware not to share food and are aware of their own conditions	3	Remind children regarding rules Keep children away from triggers Closely monitor children with conditions	Staff to be aware of children at all times particularly children with medical conditions.
Biological contamination from	Children and Educators	All people entering	2	Everyone is to wash their	Educators

North Turrumurra OSHC

North Turrumurra
Out of School Hours
Centre 9449 5661



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

outside sources (i.e. COVID-19)	NTOOSHC community	NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.		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
Children getting lost	Children	<u>Wrist bands</u> <u>With centre phone number.</u> <u>Phone to be diverted to the RP's phone while on excursion</u>	2	Safety Briefing Supervision	Staff to monitor children during the incursion to ensure that children are following rules. Staff to ensure children are listening to the instructions and following the course correctly
Dehydration	All	Children are to bring water bottles.	2	Remind children to drink	Children carry water bottles, staff have spare water bottles
Injuries- trip, slip, fall, squashed	All	<u>Remind children to be aware of their surroundings.</u>	3	Safety briefing	Children to walk with group Staff to walk slowly and supervise group
Walking next to road	All	Staff spread out between groups.	3	Safety Briefing	Staff to separate along group and monitor children to walk in

North Turrumurra OSHC

North Turrumurra
Out of School Hours
Centre 9449 5661



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

					structured lines as close to the fence as possible.
--	--	--	--	--	---

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