



Vacation care Risk Assessment

Name of Day: Construction day

Date: 2/10/20

Number of children: Max 40

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
Behaviour escalation due to heavy engagement in team competition	Children, Educators	Proper supervision, clearly outlined rules,	2	Behaviour management strategies before behaviour escalates	Educators
Choking on toys (particularly new, small bits of lego)	Children	Proper supervision, children are aware of the difference between food and toys.	1	Careful supervision, explanation of expectations and hazards before beginning play	Educators Children
Use of scissors with heavy cardboard	Children Educators	Children only have access to children's scissors	1	Safety discussions prior to beginning construction Educators to help when difficult cutting is needed Children are to only use scissors safely and sitting down	Educators Children
Biological contamination from outside sources (I.e. COVID-19)	Children 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, 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

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 preventative measures column and alert the centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Yasmin de Jonge