



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: Wick'd Candles

Date: 30/9/2020

Number of children: Max 40

Which risk assessment safety points are relevant for today? (Please tick)

- Adventure Play Animals X Art & Craft / Creative activities
- Bushland/Water environments X Children with additional needs
- Food & Cooking X Media & Entertainment X 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 X

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 X

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
Sunburn, dehydration, extreme weather conditions etc.	Children/ Educators	UV rating checked prior to the day starting during the WHS checklist. Sunscreen will be provided and water bottles. Safety discussions about sun safety.	3	Children will be given regular drink breaks throughout the day to ensure they remain hydrated. When outdoors, children and staff will be expected to wear hats at all times.	All Staff
Allergic Reactions/ Asthma. Medical Conditions	All people with anaphylaxis and other allergies, asthma or other medical conditions	Existing safety discussions. All staff are trained in first aid and first aid kits are carried. All staff are aware of children with conditions and are aware of RMCP's and action plans.	3	Remind children of not sharing food during safety talk. Keep children away from triggers. Closely monitor children with conditions.	All Staff are to be aware of which children have medical needs.

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		<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>			
Biological contamination from outside sources (COVID-19)	Children and Educators NTOOSHC Community	All people entering NTOOSHC are to follow the Australian Government health guidelines on how to prevent the spread of viruses.	2	<p>Everyone is to wash their hands thoroughly upon entry to NTOOSHC. This occurs also after children touch their face, cough or sneeze.</p> <p>All adults to maintain social distancing practices of 1.5m.</p>	<p>Staff</p> <p>Children</p> <p>Parents/ Guardians.</p> <p>Wick'd Candles Staff</p>
Candle Beads – Slipping/ Tripping on beads	Children	<p>Safety talk at the start of the incursion.</p> <p>Staff supervision throughout the</p>	4	Ensure children are not running around the area that the activity is being located.	<p>Staff</p> <p>Children</p>

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		incursion.		When beads do spill on the floor, ensure the beads are picked up.	
Behaviour escalation to violence	Educators and children.	Staff understand different children's emotional tendencies and needs. Educators know different relationship dynamics between children.	3	Educators will ensure that children share with each other fairly. If educators start to see any tension between children, before it escalates, staff will ensure students have been talked to about their behaviour.	Staff

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

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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: Maddy Corkery