



Out of School Hours Care

ABN: 58 219 871 329

Ph: 0466 786 144

237 Bobbin Head Road, Turrumurra North 2074

Email: ntooshc@gmail.com

Website: www.ntooshc.com.au

Vacation care Risk Assessment

Name of Day: Brick Worx

Date: 02/07/2021

Number of children: 35

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 (complete the table on page 2)

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 3.

North Turrumurra OSHC

North Turrumurra
Out of School Hours
Centre 9449 5661



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Excursion details	
Means of travel (Public/private bus, train, etc)	
Requirements for seatbelts or safety harness have been met.	Yes / No Comments:
Number of children involved in the transportation.	
Number of educators/responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):	
Excursion Item Checklist:	
<input type="checkbox"/> Parent Contact List	<input type="checkbox"/> Individual medication and action plans for children
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Excursion Bag
<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Centre medication (Asthma medication & EpiPen)
Proposed route and duration of transportation:	

Complete the following table if transportation will be utilised for this day.

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RISK ASSESSMENT FORM TEMPLATE

Updated V3 Sept 2020

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Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Misuse of equipment	Children	N/A	4	The children shall be informed of the consequences of misusing the equipment (including, but not limited to, exclusion from the activity).	Brick Worx instructor/s Educators Children
Stepping/kneeling/leaning on equipment	Children	N/A	3	Children to be reminded to be mindful of where they leave Lego and where they step.	Brick Worx instructor/s Educators Children
Swallowing/choking on Lego	Children	All Educators trained in CPR/first aid.	3	Children to be reminded not to place any objects in their mouths.	Brick Worx instructor/s Educators Children
Biological contamination from outside sources (i.e., COVID-19)	Children and Educators NTOOSH C Community.	All people entering NTOOSH C 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 NTOOSH C and 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 preventive measures column and alert the centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Nick Hill