



## Vacation Care Risk Assessment

Name of Day: Movie Day

Date: 01.07.21

Number of children: 30 approx.

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.

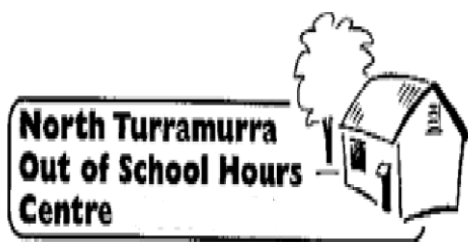
Is a site visit required? Yes  No

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

Out of School Hours Care

ABN: 58 219 871 329

Ph: 0466 786 144

237 Bobbin Head Road, Turrumurra North 2074

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

<b>Excursion details</b>	
Means of travel (Public/private bus, train, etc)	Private Bus
Requirements for seatbelts or safety harness have been met.	Yes / No Comments: Seatbelts provided by bus company must be worn.
Number of children involved in the transportation.	Up to 30
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.	3
<p>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):</p> <p>Departing NTOOSHC: Children will walk to the bus from the centre/school grounds out the front on the footpath to meet the bus in the 'kiss and drop'/'bus zone'.</p> <p>Returning to NTOOSHC: after disembarking the bus in the 'kiss and drop'/'bus zone', the children will follow the footpath into the school gates/grounds and then straight to the NTOOSHC Building.</p> <p>Arriving at Hornsby Westfield: Children to disembark the bus onto the footpath of Albert Street Hornsby, past an educator performing a headcount. Once an accurate headcount is confirmed and two uniform lines are established, the children will follow an educator into the Hornsby Westfield via the Albert Street entrance (near Kmart).</p> <p>Departing Hornsby Westfield: The children will form 2 lines from the Movies following an Educator who will lead them down to exit the Shopping Centre, in two uniform lines, via the Albert Street entrance/exit (near Kmart). As they enter the bus, they will file past an educator conducting a headcount. The bus will not leave the venue until an accurate headcount is confirmed.</p>	

**North Turrumurra  
Out of School Hours  
Centre**



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Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

\*Roll Call and headcount conducted before the children leave the service and when they arrive back at the centre

Embarking: As the children enter the bus, they will file past an educator who will be conducting a headcount. The bus will not leave until an accurate headcount is confirmed.

Disembarking: An educator will leave the bus before the children in order to establish two lines. As the children leave the bus, they will file past an educator who will be conducting a headcount. An accurate headcount will need to be confirmed before the group enters the venue.

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:

See below attached map and expected duration of travel.

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237 Bobbin Head Rd to Albert St: x

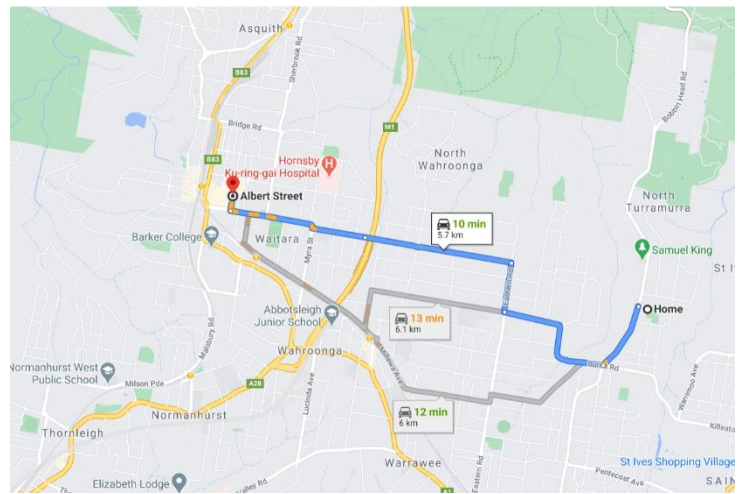
google.com/maps/dir/237+Bobbin+Head+Rd,+North+Turrumurra+NSW

Google Maps 237 Bobbin Head Rd to Albert Street, Hornsby NSW  
You can enter notes here.

237 Bobbin Head Rd  
North Turrumurra NSW 2074

1. Head south on Bobbin Head Rd towards Allara Ave 700 m
2. Turn right onto Burns Rd 1.4 km
3. Turn right onto Eastern Rd 500 m
4. Turn left onto Junction Rd  
Go through 1 roundabout 1.5 km
5. Continue onto Edgeworth David Ave 1.4 km
6. Turn right onto Albert St  
Destination will be on the left 160 m

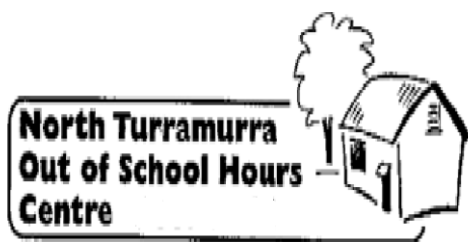
Albert St  
Hornsby NSW 2077



## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Vehicle / road accidents / walking to the venue (Event cinema) from/ to the bus	All children & staff	Maintain staff to child ratio 1:10  Existing discussions about road safety with children prior to the excursion.	3	Ensure a staff member stands on the driveway to overview the road and block traffic from entering while the children cross.  Children will be reminded prior to the excursion to cross only when advised by Educators.	All staff
Children getting lost on the way or in the	All children	Maintain staff to child ratio 1:10	3	Children are walking in two lines	All staff

Updated V3 Sept 2020



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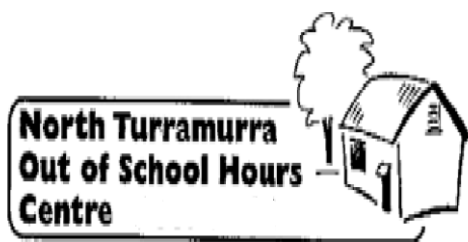
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shopping center		Wristbands with our phone number on each child in case they get lost  Regular headcounts conducted throughout the day		with a staff member at the front and the back of the line, ensuring all children stay together in one group.	
Strangers from the general public talking or acting inappropriately to children.	All children	Maintain staff to child ratio 1:10	4	Reminder to children about stranger danger before going on excursion. Only talking to adults who are wearing OOSHC uniforms and children who are wearing OSHC wristband. Anything that makes them uncomfortable report to nearest OOSHC staff.	All staff
Trips/ falls/ escalator manners.	All children	Maintain a ratio of 1:10. First aid bag, Educators all certificated in CPR and first aid.	3	Reminding children to walk straight in line, tie their shoelaces and always stand on the far right when riding the escalator.	All staff
Food waste, spillage of hot or cold food during lunchtime, choking, allergies etc.	Children & staff	Maintain a ratio of 1:10 for excursions. All staff trained in CPR and First Aid.	4	Children to be seated all together while eating, away from general public.	All staff



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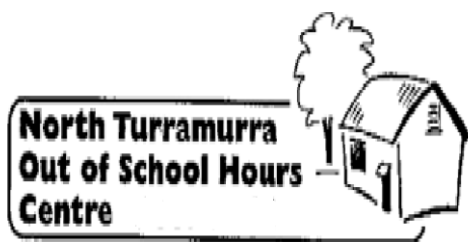
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		Excursion bag with medication and actions plans.		<p>Children to be reminded of waste collection and cautious eating/ sitting whilst eating and drinking.</p> <p>Children to be reminded not to share food. Children with conditions discussed with staff prior to excursion.</p>	
Anxiety in the movies/ children being scared from the content of the movie	Some Children	Maintain a ratio of 1:10.	4	<p>Children who express anxiety about the movie or are known to be easily frightened will be placed in the seats next to the Educators.</p> <p>Educators positions will be made known to the children before the start of the movie.</p>	All staff
Toilet supervision		Maintain a ratio of 1:10.	4	<p>Educators to inspect toilets before use, to check if safe and all-clear before children use them.</p> <p>Children will be escorted to the toilets in groups, making sure all the group goes before</p>	All staff



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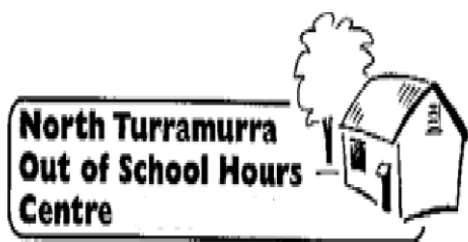
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				<p>any longer activities (movie)</p> <p>Staff will ensure children always go together, minimum as a pair.</p>	
<p>Sunburn, dehydration, Extreme weather conditions etc.</p>		<p>UV rating will be checked prior to excursion commencing as part of the daily WHS check.</p> <p>Excursion bag with sunscreen and water bottles.</p> <p>Existing safety discussions about sun safety.</p>	3	<p>Children will be given regular drink breaks throughout the day to ensure they remain hydrated.</p> <p>When outdoors children and staff will be expected to wear hats at all times. Children without a hat will be given one from the Centre.</p>	All staff
<p>Biological contamination from outside sources (i.e. COVID-19)</p>	<p>Children and Educators</p> <p>NTOOSHC community</p>	<p>All people entering NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.</p>	2	<p>Everyone is to wash their hands thoroughly upon entry to NTOOSHC. Also after touching their faces, coughing, or sneezing.</p> <p>All adults to maintain social distancing practices of 1.5m.</p> <p>Physical contact to be reduced to a minimum.</p>	<p>Educators</p> <p>Children</p> <p>Parents/guardians</p>



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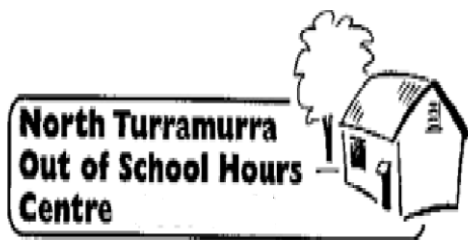
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Biological contamination from excursion venue and/or general public (I.e. COVID-19)	Educators and Children	Event Cinemas display that they have increased their hygiene practices in response to COVID-19. Including, promoting social distancing and increased cleaning.	2	Hand sanitizer stations provided at the venue.  Hand sanitizer to be brought by Educators in the excursion bag.	Children  Educators  RSL Staff
Children getting lost	Children	Wrist bands With centre phone number.  Phone to be diverted to the RP's phone while on excursion	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	Remind children to be aware of their surroundings.	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 structured lines as close to the fence as possible.





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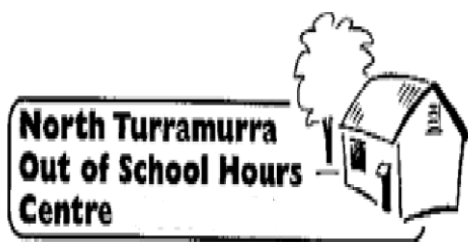
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<p>Allergic reactions /asthma /medical conditions</p>	<p>All people with anaphylaxis, other allergies, asthma or other medical conditions</p>	<p>Existing safety discussions</p> <p>All Staff trained in first aid etc + first aid kids carried.</p> <p>All staff aware of children with conditions and are aware of RMCP's and action plans.</p> <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>	<p>3</p>	<p>Remind children regarding rules Keep children away from triggers Closely monitor children with conditions</p>	<p>Staff to be aware of children at all times particularly children with medical conditions.</p>
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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
<b>VERY HIGH</b> - Kill or cause permanent disability or ill health	1	1	2	3
<b>HIGH</b> - Long term illness or serious injury	1	2	3	4
<b>MEDIUM</b> - Medical attention and several days off work	2	3	4	5
<b>LOW</b> - 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: Kirsty Hunt