



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: Laser Warriors

Date: 28/6/21

Number of children: Max 30 Children

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.

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

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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:	



RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Sunburn, dehydration, Extreme Weather Conditions	Children/ Educators	UV rating will be checked prior to excursion commencing as part of the daily WHS check. Sunscreen provided and water bottles encouraged. To be on hand during activity. Existing 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 always wear hats.	All Staff
Allergic Reactions/ Asthma/ Medical Conditions	All people with anaphylaxis, other allergies, asthma or other medical conditions.	Existing safety discussions. All Staff trained in first aid etc. and first aid kits carried. All staff aware of children with conditions and are aware of. RMCP's and action plans. Actions plans are discussed.	3	Remind children regarding rules. Keep children away from triggers. Closely monitor children with conditions.	Staff to be always aware of children particularly children with medical conditions.

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		<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 (i.e., COVID-19)	Children and Educators NTOOSHC Community.	All people entering NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.	2	<p>Everyone is to wash their hands thoroughly upon entry to NTOOSHC and 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>
Hiding or running out of bounds	Children	Cones are laid out to display the boundaries	4	Point out the cones to students during safety briefing.	<p>Staff</p> <p>Children</p> <p>Laser Warriors Staff</p>
Awareness of Surroundings –	Children	Students will be spread out and	5	Safety talk prior to activities.	Staff

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Bumping into other Children		will not be contained in a small safe for active activities.		Students start activity with suitable distance between each other.	Children
Consumption of Materials from Science Experiments <ul style="list-style-type: none"> - Flour - Baby Oil - Baking Soda - Shaving Cream - Contact Lens Solution - White School Glue 	Children	Educators will supervise their entire activity.	5	Have safety talk before activity commences so students are aware of their behaviour expectations.	Children Staff
Slipping on wet floors from Science Experiments <ul style="list-style-type: none"> - Flour - Baby Oil - Baking Soda - Water - Shaving Cream - Contact Lens Solution - White School Glue 	Children Staff	Educators will supervise the entirety of each science experiment ensuring children safety. Children need to be aware to keep liquids contained in containers that are being utilized for experiments.	4	Have safety talk before activity commences so children are aware of their behaviour expectations. If liquid is spilt on floor, ensure everyone is aware of where it is and it is cleaned up. Afterwards, put up 'slippery when wet' sign.	Children Staff
Eyes being poked by DIY Laser Guns	Staff Children	Educators will have constant active	4	Educators will have a safety talk with	Staff Children

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		supervision of children while they are creating and playing with their DIY Laser Guns.		children involved in the activity to ensure there is a mutual understanding of the behaviour expectation while using the DIY Laser Guns.	
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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
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: Maddy Corkery