



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](mailto:ntooshc@gmail.com)

Website: [www.ntooshc.com.au](http://www.ntooshc.com.au)

## Vacation care Risk Assessment

Name of Day: Cooking Day

Date: 9.7.21

Number of children: 45 max.

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.

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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)	N/A
Requirements for seatbelts or safety harness have been met.	Yes / No Comments: N/A
Number of children involved in the transportation.	N/A
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.	N/A
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): N/A	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): N/A	
Excursion Item Checklist: <input type="checkbox"/> Parent Contact List <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Individual medication and action plans for children <input type="checkbox"/> Excursion Bag <input type="checkbox"/> Centre medication (Asthma medication & EpiPen)	
Proposed route and duration of transportation: N/A	

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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
Allergies to ingredients/Dietary Requirements	Children and Educators	<p>Educators trained in first aid against Allergic and Anaphylaxis reactions.</p> <p>First aid kit present throughout the duration of the activity.</p> <p>Educators aware of any allergies or dietary requirements present within the centre.</p> <p>Up-to-date action plans are present in centre</p> <p>NTOOSHC is a nut-aware zone</p>	2	<p>Ensure ingredients do not contain possible allergies or anaphylaxis triggers</p> <p>Ask parents to inform Educators of any special considerations required for cooking</p> <p>Sanitize food surfaces and wash hands to reduce the risk of cross-contamination</p>	<p>Educators first-aid to be up-to-date</p> <p>Educators to be aware of children with allergies or food requirements prior to the activity, and know the required action plan</p> <p>Ensure all medication is up-to-date and not expired</p> <p>Double check ingredients' allergen lists prior to use</p>
Children in Kitchen/Canteen	Children and Educators	<p>Staff to child ratio to be dropped while children are in the kitchen. Exact number at the discretion of RPD.</p> <p>Always with an Educator</p>	2	<p>Children to stay behind marked line on Canteen floor.</p> <p>Dishwasher not to be used when children are in the kitchen</p> <p>Children not to use microwave</p>	<p>Educators</p> <p>Children</p>
Kitchen Appliances	Children and Educators	<p>All Educators trained in First Aid.</p> <p>First Aid Kits are</p>	2	<p>Educators ensure that children do not put their fingers near the food</p>	<p>Educators to be aware of children while participating in the cooking</p>

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		easily accessible.  Safety discussions.		processor while it is on.  Avoid wet areas with electrical appliances.	activity and to give a safety briefing before beginning activity.
Cross-contamination between children and food (I.e. COVID-19)	Children and Educators	Children wash their hands thoroughly throughout the activity  Social distancing measures adhered to  Surfaces sanitized before meal preparation	3	Children use their own utensils  All surfaces sanitized and utensils washed with hot water and detergent  Children are allocated their own spot that are socially distant  Children eat the food that they made themselves	Educators watch for any signs of illness before children start cooking
Burns	Children and Educators	Educators trained in first aid for burns  First-aid kit equipped with Burn aid  Children closely supervised in spaces with ovens, stoves, and other heating appliances.	4	Give safety expectations to children before activity  Educators handle all hot food and surfaces; children stay away from ovens, hot pans and food.  Ensure Child: Educator ratios allow for active supervision for hot surfaces	Ensure first-aid kit is up-to-date

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Cuts	Children and Educators	Educators trained in first-aid for cuts  First-aid kit present throughout activity  Sharp knives and objects out of reach from children	4	Give safety expectations to children before activity  Educators handle all sharp knives and cutting of food  Allow children to use blunt or child-appropriate knives	Educators support children when cutting food  Make sure first-aid training is up-to-date  WHS check for any sharp objects
Access to the Internet	Children	All families are required to sign the NTOOSHC technology agreement which outlines that devices with access to the internet are not to be used at NTOOSHC.	5	Ensure that staff monitor the device to ensure that students do not see anything other than what is intended.	Educators
Sunburn, dehydration, Extreme weather conditions etc	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 wear hats at all times.  Children without a hat to be given One.	All staff

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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 kits 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 of rules.</p> <p>Keep children away from triggers</p> <p>Closely monitor children with medical conditions</p>	<p>Staff to be aware of children at all times particularly children with medical conditions.</p>
<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>	<p>2</p>	<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>Educators</p> <p>Children</p> <p>Parents/guardians</p>



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				Physical contact to be reduced to a minimum.	
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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

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: