



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: Rocket Masterclass

Date: 5/7/21

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.

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:	



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## RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Physical altercations	Children	Children to be removed from the activity immediately and contact made with their guardians.  First aid kit present.  Incidents recorded.	3	Staff to inform children of the consequences of aggressive play.  Appropriate supervision maintained under the ratio of 1:15.	Children and Educators
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 + first aid kits carried.  All staff aware of children with conditions and are aware of RMCP's and action plans.  Action plans are discussed  Children with conditions are discussed prior.  Children are aware not to share food and are aware of	3	Remind children regarding rules Keep children away from triggers Closely monitor children with conditions.  Educators to check allergies list in Morning before children attend.	Staff to be aware of children at all times particularly children with medical conditions.

# North Turrumurra OSHC

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		their own conditions.			
Sunburn, dehydration, Extreme weather conditions etc.	Children/Educators	UV rating will be checked 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 (severity of UV depending).  Children without a hat to be given One.	All staff
Biological contamination from outside sources (I.e. COVID-19)	Children and Educators  NTOOSHC community.  Incursion providers.	All people entering NTOOSHC are to follow the Australian Gov health guidelines on how to prevent the spread of viruses.  Visitors and activity providers to sign into the NTOOSHC visitors' book and scan the QR code.	2	Everyone is to wash their hands thoroughly upon entry to NTOOSHC. Also after touching their faces, coughing, or sneezing.  Social distancing practices of 1.5m advised.  Physical contact to be reduced to a minimum.	Children  Educators  Parents/guardians  Incursion providers

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<p>Ranger Jaime – Rocket Masterclass Incursion</p>	<p>Children, Educators, Incursion Providers</p>	<p>Detailed risk assessment provided by Ranger Jaime Tours.</p>	<p>3</p>	<p>Educators to make themselves familiar with the Ranger Jaime Tours risk assessment.</p> <p>Staff of incursion will provide children with a safety talk with the expectations of behaviours and possible risks that could occur throughout the activity.</p> <p>If a child/ren’s behaviour potentially jeopardizes the safety of those present, the child/ren may be removed from the activity.</p>	<p>Children</p> <p>Staff</p> <p>Rocket Masterclass Providers.</p>
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## Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	<b>Very Likely</b> Could happen at any time	<b>Likely</b> Could happen some time	<b>Unlikely</b> Could happen but very rare	<b>Very Unlikely</b> 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: Matt Low