



## Vacation care Risk Assessment

Name of Day: Ten Pin Bowling

Date: 30/06/2021

Number of children: 40

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.

Excursion details	
Means of travel (Public/private bus, train, etc)	Private Bus
Requirements for seatbelts or safety harness have been met.	Yes Comments: Not legally required on NSW buses.
Number of children involved in the transportation.	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 RSL: Children to disembark the bus onto the footpath of 4 High 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 RSL via the High Street main entrance.</p> <p>Departing Hornsby RSL: The children will exit the Hornsby RSL, in two uniform lines, via the High Street main entrance. 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>	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):	

# North Turramurra OSHC

North Turramurra  
Out of School Hours  
Centre 9449 5661



Out of School Hours Care

ABN: 58 219 871 329

Ph: 0466 786 144

237 Bobbin Head Road, Turramurra North 2074

Email: [ntooshc@gmail.com](mailto:ntooshc@gmail.com)

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

**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.

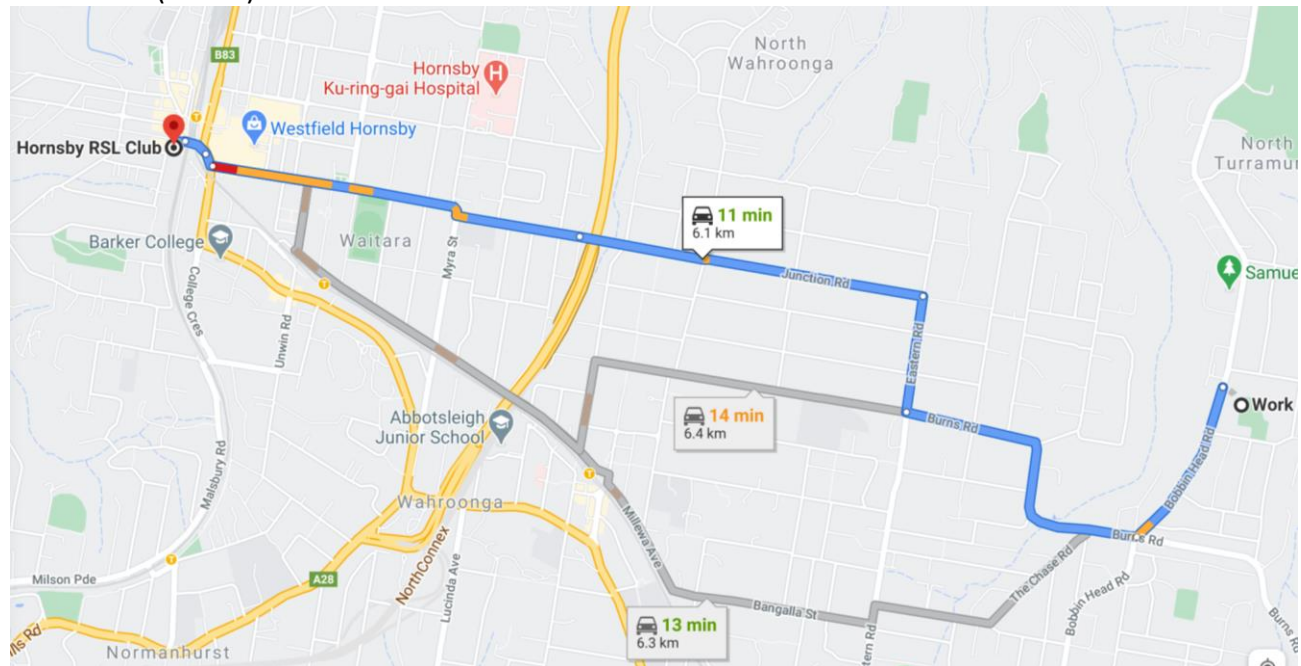
**Disembarking:** An educator will leave the bus before the children in order to establish two lines. As the children leave the bus, they will file past an educator who will be conducting a headcount. An accurate headcount will need to be confirmed before the group enters the venue.

## 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:

11minutes (6.1km)





## RISK ASSESSMENT FORM TEMPLATE

### RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Injury caused by bowling balls (getting hit, dropping the balls on themselves or someone else)	All children & Educators	Safety debriefing before arriving at the venue – mentioning safety regarding the bowling ball.  Maintain staff to child ratio of 1:10  Staff member allocated to supervise specific groups.	3	Educators to ensure that each lane has only one child on it at a time.  The children who are not bowling need to sit down on the couches.  Educators to ensure children have the appropriately weighted ball.  Children are to only use the 'Child Sized' bowling balls (weighted 6-10kg).	Educators & RSL Staff
Injury caused by slipping on Laneways	All children & Educators	Safety debriefing before arriving at the venue – mentioning safety regarding the slick surface of the lanes.  Maintain staff to child ratio of 1:10  Staff member allocated to supervise specific groups.	3	Staff to ensure that one child is bowling at a time.  The children who are not bowling need to sit down on the couches.  Staff to ensure children don't cross the black line on bowling lane ways.	Educators and RSL staff
Toilet supervision	All Children	Maintain a ratio of 1:10.	4	Children to use the private bathrooms	All staff

# North Turrumurra OSHC

North Turrumurra  
Out of School Hours  
Centre 9449 5661



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)

				<p>of the venue, which are not be accessible to the general public.</p> <p>Educators to inspect toilets upon arriving at the venue, to ensure safety before they are used by the children.</p> <p>An educator is to be remain in a location which allows clear visibility of the bathroom corridor.</p> <p>Staff will ensure children always go together, minimum as a pair.</p>	
Supervision of emergency exit & RSL 'Staff Only' rooms.	All Children	<p>Maintain staff to child ratio 1:10</p> <p>Regular headcounts conducted throughout the day.</p>	4	An educator is to be remain in a location which allows clear visibility of the bathroom corridor.	Educators
Children getting lost at the venue/out the front of the venue	All children	<p>Maintain staff to child ratio 1:10</p> <p>Wristbands with our phone number on each child in case they get lost.</p> <p>Regular headcounts conducted</p>	3	Children to walk in two lines with a staff member at the front and the back of the line, ensuring all children stay together in one group.	All staff

# North Turrumurra OSHC

North Turrumurra  
Out of School Hours  
Centre 9449 5661



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)

		throughout the day			
Trips/ falls on the stairs	Children and Educators	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 pay attention to what is happening in front of them.  Inform the children when they are approaching a set of stairs.	All staff
Unsafe handling/consumption of food and beverages (choking or spills)	Children & staff	Maintain a ratio of 1:10 for excursions.  All staff trained in CPR and First Aid.  Excursion bag with medication and actions plans.	4	Children to be seated at the venues private tables while consuming food and beverages.  Children to be reminded of waste collection and cautious eating/ sitting whilst eating and drinking.  Children to be reminded not to share food. Children with conditions discussed with staff prior to excursion.	All staff
Allergic reactions /asthma /medical conditions	All people with anaphylaxis, other allergies, asthma or other	Existing safety discussions  All Staff trained in first aid etc + first aid kids carried.	3	Remind children regarding rules Keep children away from triggers Closely monitor children with conditions	Staff to be aware of children at all times particularly children with medical conditions.

Updated V3 Sept 2020

# North Turramurra OSHC

North Turramurra  
Out of School Hours  
Centre 9449 5661



Out of School Hours Care

ABN: 58 219 871 329

Ph: 0466 786 144

237 Bobbin Head Road, Turramurra North 2074

Email: [ntooshc@gmail.com](mailto:ntooshc@gmail.com)

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

	medical conditions	<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>			
Sunburn, dehydration, Extreme weather conditions etc.	Children/Educators	<p>UV rating will be checked as part of the daily WHS check.</p> <p>Sunscreen provided and water bottles encouraged to be on hand during activity.</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.</p> <p>Children without a hat to be given One.</p>	All staff
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	Everyone is to wash their hands thoroughly upon entry to NTOOSHC. Also after touching their faces, coughing, or sneezing.	Children Educators Parents/guardians

Updated V3 Sept 2020

# North Turrumurra OSHC

North Turrumurra  
Out of School Hours  
Centre 9449 5661



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)

				<p>All adults to maintain social distancing practices of 1.5m.</p> <p>Physical contact to be reduced to a minimum.</p>	
Biological contamination from excursion venue and/or general public (i.e. COVID-19)	Educators and Children	Hornsby RSL have provided their COVID-19 Risk Assessment. A digital copy to be brought on the excursion, and to be accessible for families to view.	2	<p>Hand sanitizer stations provided at the venue.</p> <p>Hand sanitizer to be brought by Educators in the excursion bag.</p> <p>Children and educators to have their temperatures checked upon arrival at the RSL.</p> <p>Educators to sign in with photo ID.</p>	<p>Children</p> <p>Educators</p> <p>RSL Staff</p>

## 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



# North Turrumurra OSHC

North Turrumurra  
Out of School Hours  
Centre 9449 5661



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)

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