



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: Ultimate

Date: 8/7/21

Number of children: 35

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)	Charter Bus
Requirements for seatbelts or safety harness have been met.	Yes / No Comments: Seatbelts shall be used if provided bus has them.
Number of children involved in the transportation.	35
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.	4
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): <ul style="list-style-type: none">- 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'.- 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.- Arriving at Ultimate: Children to disembark the bus by the entrance of Ultimate, 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 venue.- Departing Ultimate: The children will form 2 lines and a headcount will be conducted. Once an accurate count is established, the children will follow an Educator who will lead them to the bus. 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.	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): <ul style="list-style-type: none">- 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.	

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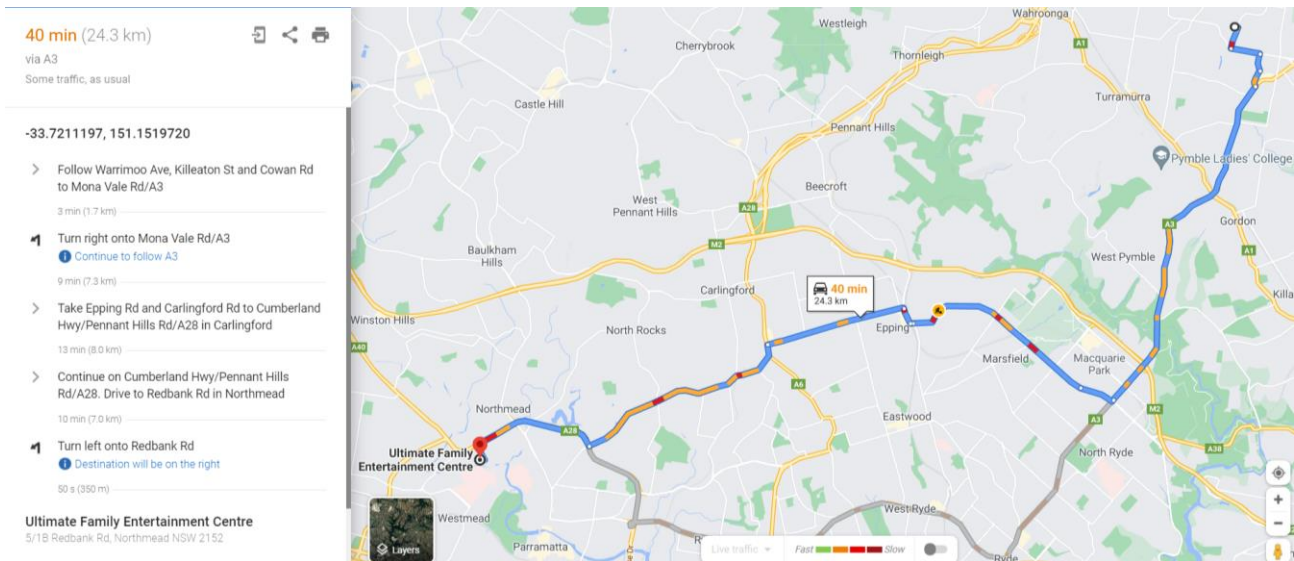
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- Disembarking: An educator will leave the bus before the children in order to establish two lines. As the children leave the bus, they will file past an educator who will be conducting a headcount. An accurate headcount will need to be confirmed before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





RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
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. Social distancing practices of 1.5m advised. Physical contact to be reduced to a minimum.	Educators Children Parents/guardians
Biological contamination from excursion venue and/or general public (I.e. COVID-19)	Educators and Children	Archie Bros have implemented their own Covid Safety plan.	2	Hand sanitizer stations provided at the venue. Hand sanitizer to be brought by Educators in the excursion bag.	Children Educators Archie Bros Staff
Vehicle / road accidents while walking between the venue and the bus.	All children & staff	Maintain staff to child ratio 1:10 Existing discussions about road	3	Ensure the educators are spaced out evenly between the group (one at the front, on in	Educators and children.

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		safety with children prior to the excursion.		the middle, and one at the back) while crossing the street. Children will be reminded prior to the excursion to cross only when advised by Educators.	
Allergic reactions /asthma /medical conditions	All people with anaphylaxis, other allergies, asthma or other medical conditions	Existing safety discussions All educators trained in first aid etc + first aid kids carried. All educators 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 their own	3	Remind children regarding rules. Keep children away from triggers. Closely monitor children with conditions.	Educators to be aware of children at all times, particularly children with medical conditions.

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		conditions			
Sunburn, dehydration, Extreme weather con ditions etc.	Children and 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 at all times. Children without a hat to be given One.	All staff
Movement to and from transport Which includes risks such as: Possible interaction with the public, potential to trip/fall and possible hit by a vehicle.	Children	Active supervision of children Staff aim to be in 1- 10 ratio with children Staff and children briefed on excursion etiquette and procedure	4	Briefing children prior of excursion etiquette. Ensure children are adequately dressed: appropriate footwear, shoelaces are tied etc. Use of handrails. Staff to be briefed on transport times/type of transport/proc eedings.	To ensure that children are reminded to walk to the transport sensibly and to ensure they are not running around. Staff to ensure first aid kits are taken Staff to actively supervise children

Updated V3 Sept 2020



				Ensuring an appropriate behaviour is maintained at all times.	
Coach transport Which includes risks such as: boarding the transport, vehicle accident whilst on the road.	Children	<ul style="list-style-type: none"> - Active supervision - Hire a coach with seatbelts - Ensure adequate number of staff are present for the excursion and in ratio. - Ensure the driver operating the vehicle has the appropriate license and insurance - Ensure there are enough seats on the bus to cater for staff and children present on the excursion <p>-Vehicle to be appropriate for the needs of the group e.g. wheelchair access, no. Of seats etc.</p> <p>-</p>	3	<ul style="list-style-type: none"> - Prompt children prior to travel of expected behaviour and protocol - Ensure staff are actively supervising and continually monitoring children whilst travelling. - Ensure the vehicle has adequate provisions for additional needs - Continually enforce rules and behaviour expectations. - 	<ul style="list-style-type: none"> - To prompt children prior to the excursion on expected behaviour - Enforce excursion rules - -Continually monitor and actively supervise children whilst travelling.

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Access to facilities	Children	<ul style="list-style-type: none"> - Ensure appropriate toilet facilities are present. - Appropriate access for children with additional needs. 	5	<ul style="list-style-type: none"> - Prior to excursion staff member to liaise and visit Ultimate to ensure adequate facilities are present. - Staff to ensure children are taken to the bathroom when needed. 	<ul style="list-style-type: none"> - Staff to visit Ultimate prior to the excursion and ensure facilities are appropriate .
Injury caused while using the equipment.	Children and Educators	<ul style="list-style-type: none"> - Ultimate staff to regularly maintain and inspect the equipment for defects and failures. 	3	<ul style="list-style-type: none"> - NTOOSHC children to follow the instructions of Ultimate staff. - Educators to supervise NTOOSHC children where possible, and provide assistance if required. 	<ul style="list-style-type: none"> - Educators and Archie Bros staff

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

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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: Matt Low