

Section 1 - Activity Details

Program information			
YMCA Site: Oakhill Drive YMCA Vacation Care		Program area/name of activity: Mini Masterchef, Go-Karts, Environmental Day, Wheels Galore Day, Talent Show and Disco Day, Tie Dying, Carnival Fun Day, Water Fun Day, Jumping Castle and Zorb Ball Day, Amazing Asia Day, Game Show Day, iSkies, Paper Crafts Day, Bugs and Beasts Day, Super hero Day, Music Madness Day, Awesome Aussie Day.	
Excursion/activity date: 17/12/15-25/1/16		Date assessment is conducted: 10/11/2015	
Name of person conducting the assessment: Lisa Smith			
Position :Centre Coordinator		Date: 10/11/2015	Signature: Lisa Smith
Name of Responsible assessment completed in consultation with: John Byrne			
Position: Regional Manager		Date:10/11/2015	Signature:
Name of Nominated Supervisor/Certified Supervisor: Lisa Smith		Contact no. of Nominated Supervisor/Certified Supervisor: 0418412586	
Estimated time children will be involved in excursion/activity: 7:00am-6:00pm	Assessed ratio: 1:15	Estimated no. of educators: 3	Estimated no. of children: 35
Are adults with specialized skills required? Yes NO			


Excursion only

Excursion destination:		Method of transport:	
Water hazards nearby: YES NO	Will this have an impact on the event? If yes brief outline: <hr/> <hr/> <hr/> What additional control measures will you implement to ensure for children's safety? <hr/> <hr/> <hr/>		
	Proposed route to destination (attach a map if required)		Estimated arrival & Departure times from centre:
	Has emergency plan been discussed with all educators attending the excursion: YES NO Where can this be accessed?	Has a site visit of the excursion venue been conducted to assist in the preparation of this risk assessment: YES NO If yes date conducted:	Has the excursion venues site specific risk assessment been obtained and attached to this risk assessment? YES NO
	Items that should be taken on the excursion:		



Brief background:

History of previous incidents:

Educator sign off (photocopy additional pages if required)

Name:	Name:	Name:	Name:	Name:	Name:
Date:	Date:	Date:	Date:	Date:	Date:
Signature	Signature	Signature	Signature	Signature	Signature
Name:	Name:	Name:	Name:	Name:	Name:



Date:	Date:	Date:	Date:	Date:	Date:
Signature	Signature	Signature	Signature	Signature	Signature

Section 2 – Risk Assessment table

Task/ Activity	Potential Hazards & Consequence	Probability (Refer Risk Matrix)	Control Measures (include reference to legislation, codes and standards)	Who is the responsible person?	By When
Supervision	<ul style="list-style-type: none"> Missing child 	3C	<ul style="list-style-type: none"> The supervision procedure will be displayed and accessible for all educators Educators to have line of site with each member of team Educators to follow the supervision procedure. Nominated supervisors to monitor the compliance of the supervision procedure Ratios of 15:1 will be maintained Rolls will be conducted regularly throughout the program Head counts will be conducted every 15minutes Supervision policy will be read by educators and adhered to As per supervision policy- children will remain insight of educators at all times 	All Educators	ongoing
	Injuries from social struggles	<ul style="list-style-type: none"> 1D 	All principles above will apply and in addition- <ul style="list-style-type: none"> Educators will be ready to step in and support children who are struggling socially with their 	All Educators	

			peers • Children will be educated on positive interactions with their peers		
Emergency situation's	Fire Threats Bush fire Bomb Threat Armed hold Up Harassment or threats of violence Abusive or threatening phone calls Intruders	• 5E	<ul style="list-style-type: none"> Emergency planning will be in place Emergency plans will be displayed at all exits outlining safe evacuation of all people Drills will be conducted at least once every 3 months Firefighting equipment will be maintained by professionals and tagged every 6 months Service mobile fully charged and accessible at all times Lockdown procedure 	All Educators	ongoing
		•	•		
Child Protection	Unauthorised access to children	• 4D	<ul style="list-style-type: none"> Educators will ensure all persons collecting children will have written permission on the enrolment form ID will be checked from adults collecting children if the person is unfamiliar Visitors will sign in the visitor registry Educators will action and question any unknown persons onsite without authorisation 	All Educators	ongoing
	Allegations against educators	• 3C	<ul style="list-style-type: none"> Educators are never to be left alone one on one with children Educators are never to touch, cuddle children. Any body contact must be avoided Educators will ensure to follow interaction policy All educators will read the Safeguarding Policy prior to working directly with children 	All Educators	ongoing
Hygiene	Infections and bacteria spreading in the environment	• 2C	<ul style="list-style-type: none"> The Hygiene Policy will be followed All cleaning will be done with warm soapy water as per recommended guidelines from Staying healthy in Childcare Gloves will be worn when cleaning toilets and 	All Educators	ongoing

			paper towels will be used for all toilet cleaning using warm soapy water <ul style="list-style-type: none"> • Tables and food work benches will be cleaned with soapy water and then wiped with no rinse sanitizer before and after meals • Cleaning Checklists will be followed by all educators • Gloves will be worn when cleaning • Any Outbreaks will be informed to all families and exclusion periods will apply with doctor clearances for return to program 		
Food Preparation	Contamination of food	<ul style="list-style-type: none"> • 2C 	<ul style="list-style-type: none"> • All food preparation areas and kitchen utensils plates, cups etc will be cleaned with warm soapy water and wiped with sanitizer • Food will be sealed and stored with expiry dates on all products and open dates • The fridge and freezer temperatures will be recorded at the start of each program and recorded • There will color coded chopping boards and this will be followed to avoid cross contamination • Educators will wash their hands and wear gloves prior to food preparation 	All Educators	ongoing
	Allergy reactions to food	<ul style="list-style-type: none"> • 2C 	<ul style="list-style-type: none"> • A medical list will be available near the food preparation area • Educators will read the allergy list and sign off on the staff sign in record • All children with food allergies and in tolerances will be identified and have medical plans available to all educators • Children requiring medication for food allergy reactions will be locked away, known to educators of its location and accessible in an emergency 	All Educators	ongoing
Venue / Facility	Slips, Trips, Falls, hazards	<ul style="list-style-type: none"> • 2C 	<ul style="list-style-type: none"> • A WHS Facility inspection will be conducted prior to start of all programs. Educators will 	All Educators	ongoing

			<p>eliminate or reduce any risks identified and report on inspection template and inform the Nominated Supervisor</p> <ul style="list-style-type: none"> The policy providing a child safe environment will be adhered to Throughout the program educators will ensure the environments are safe and action on any concerns immediately by elimination or reduction and report all concerns to the Nominated Supervisors The Nominated Supervisor of the service in support with the CSM will ensure that the facility is well maintained and safe at all times 		
	Bag Area can cause a tripping hazard	<ul style="list-style-type: none"> 2C 	<ul style="list-style-type: none"> Embedded practices of encouraging children to place their bag neatly on a bag hook at all times Educators to monitor bags are placed neatly Signage will be displayed to remind children 	All Educators	ongoing
	Unsafe furniture and equipment	<ul style="list-style-type: none"> 2C 	<ul style="list-style-type: none"> All furniture and equipment will be checked on the daily WHS inspection and outcomes actioned according to Policy Unsafe or damaged furniture and equipment will be removed and not used 	All Educators	ongoing
Setting up and packing away	<p>Injuries from carrying equipment</p> <p>Bending down</p> <p>Musculoskeletal injury</p>	<ul style="list-style-type: none"> 3C 	<ul style="list-style-type: none"> Apply manual handling hazard identification, risk assessment and control process. Use appropriate lifting techniques. Employee induction & training. Ensure appropriate footwear. Use lifting aids and trolleys. Require two or more people to lift. Adhere to correct manual handling 	All Educators	ongoing
Chemical Handling	Risk of Fumes, burns or children accessing chemicals	<ul style="list-style-type: none"> 2D 	<ul style="list-style-type: none"> The service will limit the use of chemicals onsite as much as possible All chemicals will be kept in a lockable cupboard and out of reach to children Current /relevant Material Safety Data Sheets 	All Educators	ongoing



			will be available onsite <ul style="list-style-type: none"> Follow appropriate chemical handling procedures. Senior First Aid Training Appropriate first Aid Equip available Personal Protective Equipment (PPE) where required, will be available and used 		
Outdoor Play	Exposure to UV Rays and weather conditions	<ul style="list-style-type: none"> 2C 	<ul style="list-style-type: none"> Children and educators will follow the Sun Safe Policy Sun screen will be applied 20min prior to going outside Educators and children will wear hats when going outside Activities outside will be planned according to the times specified in the Sun safe Policy to limit the exposure of high UV rays When the weather is not suitable such as extreme heat or cold activities onsite experiences will be altered to inside 	All Educators	ongoing
	Pollens, allergens from fauna	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Educators to check weather conditions and monitor wind. Grounds checklists conducted each day prior to allowing children to play outdoors. Close supervision of children with breathing difficulties and/or asthma Grounds/gardens to be kept well maintained 		
	Insects stings, bites,	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Grounds checklists conducted each day prior to allowing children to play outdoors, checking for hives, swarms of insects Boundaries to be applied to the outdoor play area and ensure this incorporates the safest area for children to play Grounds/gardens to be kept well maintained Close supervision of children at all times during outdoor play Portable first aid kits on hand 		

			<ul style="list-style-type: none"> Educators trained in first aid on shift at all times 		
Car Park	Vehicles entering and exiting the car park causing injury to child/staff	<ul style="list-style-type: none"> 3C 	<ul style="list-style-type: none"> Children are not permitted to enter the car park at any time. Staff have discussed this with children and made this an out of bounds area. Monitored by staff regularly during outdoor play for children wandering around the car park and/or vehicles entering and exiting the car park 	All educators	ongoing
	Holes/damaged surfaces causing slips, trips or falls.	3C	<ul style="list-style-type: none"> Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes 	All educators	ongoing
Gates	Strangers	3C	<ul style="list-style-type: none"> Only one gate (into school upper playground) remains open during service hours- all other gates are locked securely. Gates kept closed at all times Active supervision from educators by regularly monitoring of gate for strangers/unauthorised persons entering, or children wandering out of gates Children not permitted to entre car park at any time. Staff have discussed this with children and made this an 'out of bounds' area 	All educators	ongoing

	Wandering Children	3C	<ul style="list-style-type: none"> Only one gate (into school upper playground) remains open during service hours- all other gates are locked securely. Gates kept closed at all times Active supervision from educators by regularly monitoring of gate for strangers/unauthorised persons entering, or children wandering out of gates Children not permitted to enter car park at any time. Staff have discussed this with children and made this an 'out of bounds' area 	All educators	ongoing
Children with additional needs/disabilities	Child aggression caused by physical or emotional distress.	<ul style="list-style-type: none"> 3C 	<ul style="list-style-type: none"> Identified on a child's enrolment form, medical alert sheet and/or behaviour management plan. Staff have knowledge/training on potential triggers for each child, to anticipate these behaviours Staff trained in senior first aid First aid kit checked regularly to ensure it is well stocked. 	All educators	Ongoing.

1. Use of art and craft materials. 2. Sculpture and painting	Cuts, potential poisoning Contact with eyes and skin irritation, inhalation of fumes from paint, spillages causing a slip hazard – painting activity	<ul style="list-style-type: none"> E1 	<ul style="list-style-type: none"> Ensure scissors and craft tools are child safe and packed away after their use Children should be supervised when using craft tools such as scissors etc. Ensure materials used for art & craft are non-toxic according to labelling. Ensure materials used for art & craft are non-toxic according to labelling. Craft activities to be set up in a well-ventilated area. Spills to be immediately wiped up using paper towel Wet floor signs accessible and in use when floors are wet from spills 	All Educators	ongoing
	Hygiene – hand washing after activity	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Encourage children to follow correct hand washing procedures when washing hands after activity Hand washing procedures to be on display in the bathrooms 		
Operation of Electrical appliances	Contact with electricity.	<ul style="list-style-type: none"> 2C 	<ul style="list-style-type: none"> Childproof all electrical hazards. All power points will have safety caps when not in use Minimize use of power boards or extension cords. Electrical leads kept clear of reach of children, and elevated in activity areas to prevent trip hazard. All electrical tagging will be done by an external professional annually Faulty appliances will be thrown out immediately 	All Educators	ongoing
Arrival and departure of children including pick up and drop off	Missing child		<ul style="list-style-type: none"> Service mobile fully charged and accessible Parent/child emergency contact listing accessible and up to date Educators to be familiar with the drop off and pick up procedures. Educators to be aware of the absent and 		

			missing children procedures. <ul style="list-style-type: none"> Educators to be familiar with the teachers of the children attending the service and communicate with the teachers in the case that a child has not arrived to the service 		
	Non nominated persons arrived to collect child/ren <ul style="list-style-type: none"> Minor complaint, incident or contract issue resolved by Management. 	C1	<ul style="list-style-type: none"> Educators to be familiar with the adults collecting children, if unknown adults arrive to collect to review enrolment forms for nominated pickups then check ID for each adult arriving to collect. Parent/child emergency contact listing accessible and up to date Service mobile fully charged and accessible 		
Toileting	Incidents in the toilet <ul style="list-style-type: none"> Minor injury, First Aid Treatment Case or short term medical intervention. 	C2	<ul style="list-style-type: none"> Centre toileting procedures to be in place and followed. Staff to supervise area whilst children are walking to and from the bathrooms Buddy system of children in the bathrooms. Announce regular group toilet breaks Inspection of toilets before children enter 		
	Children have an accident (soiled clothing procedure) <ul style="list-style-type: none"> Injuries or ailments not requiring medical treatment 	C1	<ul style="list-style-type: none"> Ensure that if a child needs assistance from toilet accident. 2 staff at all times PPE to be used when in contact with bodily fluids/solids Small amounts of spare clothing to be kept at the Centre 		
Gardening activity	Injury, illness, poisoning/chemical exposure <ul style="list-style-type: none"> Minor injury, First Aid Treatment Case or short term medical intervention. 	C2	<ul style="list-style-type: none"> Group discussion with children to re-enforce safety during the activity Personal protective equipment (PPE) provided for use during this activity. (face masks, and gloves Activity to be implemented in a well-ventilated space Close supervision of children while using the gardening equipment. 		
Dress ups	Injury, illness – trips, falls	C1	<ul style="list-style-type: none"> Dress up clothes to be washed daily 		

	<ul style="list-style-type: none"> and hygienic issues Injuries or ailments not requiring medical treatment. 		<ul style="list-style-type: none"> Ensure children are using the dress ups safely. Clothes that are too big need to be tied up and tucked in so children do not trip. 		
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Section 3 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

				Consequence				
				Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention.	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required.	Life threatening or multiple serious injuries causing hospitalization; significant impairment requiring long-term rehabilitation.	Death or multiple life threatening injuries; permanent disability.
Public Safety/OHS								
Reputation & Image				Resolved by day-to-day management; internal review.	Some local press mention, with Senior Management required to prevent escalation.	Some state media mention, with Senior Management required to resolve.	Intense public and national media scrutiny. Eg: front page headlines, TV, etc; embarrassment for YMCA.	Public inquiry or sustained adverse national media coverage; loss of community participation and confidence.
Business Continuity				Disruption to service capacity for up to half a day	Disruption of services between 1 and 2 days	Disruption of services up to 5 days	Disruption of services up to 1 week	Disruption of services for greater than 1 week
Environment				Minor effects on biological or physical environment	Moderate, short-term effects, but not affecting ecosystem functions	Serious, medium-term effects.	Serious medium to long-term effects, with some impairment of ecosystem functions	Very serious long-term effects, with significant impairment of ecosystem functions.
Legal/ Contract Management				Minor complaint, incident or contract issue resolved by Management.	Isolated threat of legal action or threat of loss of contract, resolved by management.	Significant incident with threat of legal action, loss of contract with moderate financial loss & impact to reputation.	Civil law suit laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.	Major law suit and/or criminal charges with prosecution/fines; loss of multiple contracts. Govt mandates YMCA not to be preferred supplier.
Financial				Financial loss up to \$100K; minor cost overrun.	Financial loss between 100 & 250K; cost overrun <5%.	Financial loss between 250 & 500K; cost overrun >5% but <8%.	Financial loss between 500K & 1M; cost overrun >8% but <10%.	Financial loss >1M; cost overrun >10%.
				Insignificant	Minor	Moderate	Major	Catastrophic
Probability:				1	2	3	4	5
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H



May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H
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Section 4 – Review

Risk assessment review – This section is to be completed only if a review has taken place. A blank version of this page can be photocopied each time a review is conducted and attached to the original risk assessment

Reason for review _____

Name of person conducting the review: _____ Position: _____ Date: _____ Signature _____

Review conducted in consultation with;

Name: _____ Position: _____ Signature: _____

Educator review sign off:

Name:	Name:	Name:	Name:	Name:	Name:
Date:	Date:	Date:	Date:	Date:	Date:
Signature	Signature	Signature	Signature	Signature	Signature
Name:	Name:	Name:	Name:	Name:	Name:
Date:	Date:	Date:	Date:	Date:	Date:



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