

Risk Assessment Template

OSHC Main Space Management of Risk

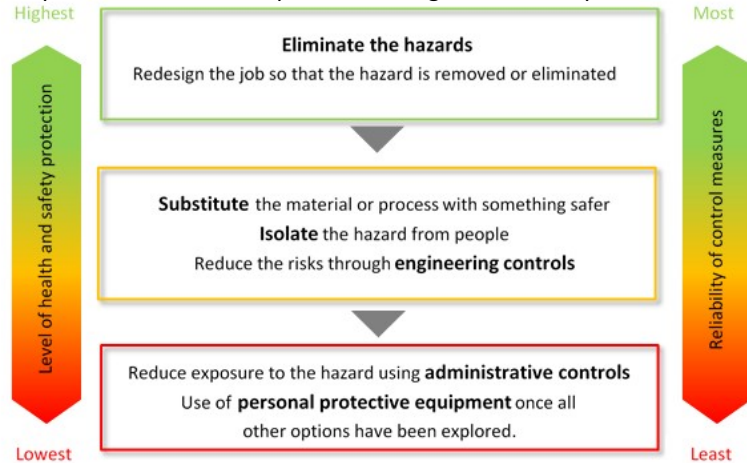
Site name and ID No	East Adelaide School OSHC Inc			
Title, description and location of activity	Daily operation of OSHC building including general play, transitions to outdoor areas, kitchen access, toilet use, and staff-only zones (office). Primary access and egress via Third Avenue and outdoor area south of the wet area.			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due (3 years)
	Michael Koutsoukos		29/07/2025	22/07/2026

Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
Unsupervised access to Third Avenue via main OSHC exit	<ul style="list-style-type: none"> Gate to Third Avenue must remain closed at all times during OSHC hours Headcounts and sign-in/out process strictly enforced Staff positioned during transitions or free play Active supervision All exits checked at regular intervals 	Low
Unmonitored access to the outdoor space south of the wet area	<ul style="list-style-type: none"> Area included in daily supervision zoning map Yard duty staff assigned to ratio with active supervision Entry/exit visibility maintained from OSHC room Obstructions removed from pathway to improve sightlines 	Low
Kitchen access when not in use	<ul style="list-style-type: none"> Physical gate/barrier remains in place when kitchen is unsupervised Children only permitted in kitchen area under active supervision Signage indicating "Staff Use Only" when closed on barrier All appliances turned off and checked before closing kitchen zone 	Low
Toilets – potential risk of concerning sexualised behaviour or unsupervised access	<ul style="list-style-type: none"> Refer to separate Risk Assessment: Sexualised Behaviour for detailed controls Regular checks and staff stationed near entry No more than 3 children permitted at a time without supervision awareness 	Moderate
Office – unauthorised access to sensitive materials, medication or equipment	<ul style="list-style-type: none"> Keep staff office door closed and locked when unoccupied Only authorised staff to enter Emergency and confidential records stored securely Signage indicating restricted area 	Low



Step 1: Have a look at [WHS safety management](#) intranet and see if there are any activity hazards that are not already covered.

Step 2: Identify controls for your remaining hazards. Use the hierarchy of control chart to help select controls that provide the highest level of protection to employees.



Step 3: Assess the level of risk for the remaining hazards with all controls in place.

WHS Risk Assessment Matrix		Consequences				
		First aid. Personal support or counselling.	Medical or dental treatment.	Hospital emergency department (Out-patient)	Admitted to Hospital (In-patient)	Death, permanent disabling injury
Likelihood	Certain: to occur at some stage	Medium	High	High	Extreme	Extreme
	Likely: to occur	Low	High	High	Extreme	Extreme
	Possible: could reasonably occur	Low	Medium	Medium	High	Extreme
	Unlikely: to occur	Low	Low	Medium	High	Extreme
	Rare: not expected to occur	Low	Low	Medium	Medium	High

Extreme	<p>Do not undertake the activity</p> <ul style="list-style-type: none"> Contact the Work Health and Safety team on Education.WHS@sa.gov.au or on 8226 1440 for guidance on risk reduction Consult with workgroup Health and Safety Representative where available
High	<p>Reduce the risk as far as reasonably practicable</p> <ul style="list-style-type: none"> Escalate to site leader and/or local safety/ management committee for review Consult with workgroup Health and Safety Representative and affected parties Review department WHS safety management intranet for control requirements
Medium	<p>Activity may be undertaken</p> <ul style="list-style-type: none"> Consider ways to further reduce the risk and review the department WHS safety management intranet Consult with workgroup Health and Safety Representative or affected parties
Low	<p>Activity may be undertaken safely</p> <ul style="list-style-type: none"> Monitor the activity and controls to ensure the risk remains low

