

Risk Assessment Template

Ratio Management of Risk

Site name and ID No	East Adelaide School OSHC Inc			
Title, description and location of activity	General OSHC program delivery with a 1:15 educator-to-child ratio, in accordance with Education and Early Childhood Services (Regulatory and Standards) Act 2011 and National Law Regulation 123 . Applies to indoor and outdoor activities during before and after school care.			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due (3 years)
	Michael Koutsoukos	Principal	31/07/2025	22/07/2028

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)
Delayed response to an incident due to educator being stretched across multiple children	<ul style="list-style-type: none"> 1:15 ratio is only used when activities are low-risk and spaces are highly visible Staff are strategically placed using a zoning supervision plan Staff carry two-way radios for immediate assistance Emergency response rehearsed quarterly 	Moderate
Inadequate supervision in large or complex spaces (e.g. blind spots, multi-room venues)	<ul style="list-style-type: none"> No single staff member responsible for supervising multiple zones Space use is planned according to available supervision High-risk zones (e.g. toilets) supported with floating staff Risky areas not opened unless staffing allows 	Moderate
Behavioural incidents escalating without immediate educator intervention	<ul style="list-style-type: none"> Behaviour support plans in place for high-needs children Staff trained in de-escalation and protective interrupting Behaviour expectations reinforced regularly Director/floater available to assist within 2 minutes if required 	Moderate
Unnoticed absconding or injury due to low visibility or distractions	<ul style="list-style-type: none"> Regular informal head counts and formal 30 minute head counts, with transition communication Higher supervision ratios reinstated for transitions or excursions Staff maintain visual contact at all times per NQS QA2.2.1 	Moderate
Staff fatigue or cognitive overload managing 15 children solo	<ul style="list-style-type: none"> 1:15 only rostered for no more than 45-minute periods without relief Staff provided scheduled breaks and shared debriefs Director regularly reviews staff well-being Roster reviewed weekly to prevent excessive time alone 	Low
Inability to meet children's individual needs (e.g. toileting, emotional support)	<ul style="list-style-type: none"> Additional staff allocated to support children with additional needs 1:15 used only when all enrolled children are known to be low risk Staff supported to redirect children for toileting or reflection within line of sight Staff able to escalate to Director or site leader 	Moderate

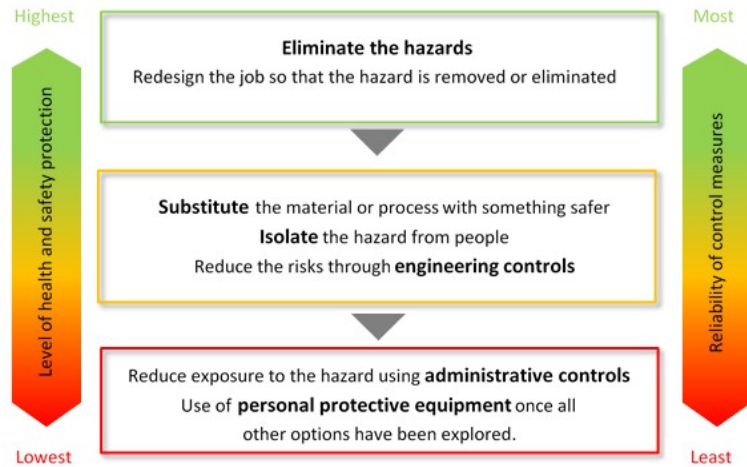
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Step 1: Have a look at [WHS safety management](#) intranet and see if there are any activity hazards that are not already covered.

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.

Step 4: Check the assessed risk level and undertake the associated action.



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>

