

# Risk Assessment Template

## Toilet Practices Management of Risk

Site name and ID No	East Adelaide School OSHC Inc			
Title, description and location of activity	Supervision of children ranging from grades R-7 during outdoor unstructured play and independent toilet access in an OSHC setting. Locations include internal toilets and other toilet locations at school (gymnasium toilets when accessing Performing Arts space)			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due (3 years)
			22/07/2025	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)
Children engaging in concerning sexualised behaviour in toilet areas (e.g. following others into cubicles, inappropriate touching, exposure)	<ul style="list-style-type: none"> <li>No more than two children allowed in toilets unsupervised at one time</li> <li>Educators positioned within sight of toilet entry</li> <li>Regular 10-minute bathroom checks during transitions</li> <li>Signage promoting privacy and respectful behaviour</li> <li>Staff trained in protective interrupting and responding to disclosure</li> <li>Explicit teaching of hazard to ensure appropriate behaviours</li> <li>Behaviour Support Plans in place for children with known concerning behaviours</li> </ul>	<b>Medium</b>
Groups of children entering the toilets and engaging in inappropriate sexual behaviours (spin the bottle, truth or dare, I'll show you mine etc)	<ul style="list-style-type: none"> <li>No more than two children allowed in toilets unsupervised at one time</li> <li>Educators positioned within sight of toilet entry</li> <li>Active supervision to ensure groups of children are not entering hidden spaces together, including toilets and cubicles. Educators to recognise when groups are leaving one space and are to communicate with other staff regarding the whereabouts of the group as needed</li> <li>Active listening by educators to ensure children are not making plans to go to hidden spaces to engage in inappropriate games and activities</li> <li>Regular 10-minute bathroom checks during transitions</li> <li>Signage promoting privacy and respectful behaviour</li> <li>Staff trained in protective interrupting and responding to disclosure</li> <li>Explicit teaching of hazard to ensure appropriate behaviours and re-teaching of behaviours if a behaviour error occurs</li> <li>Behaviour Support Plans in place for children with known concerning behaviours, shared with all staff working within the service</li> </ul>	<b>Medium</b>



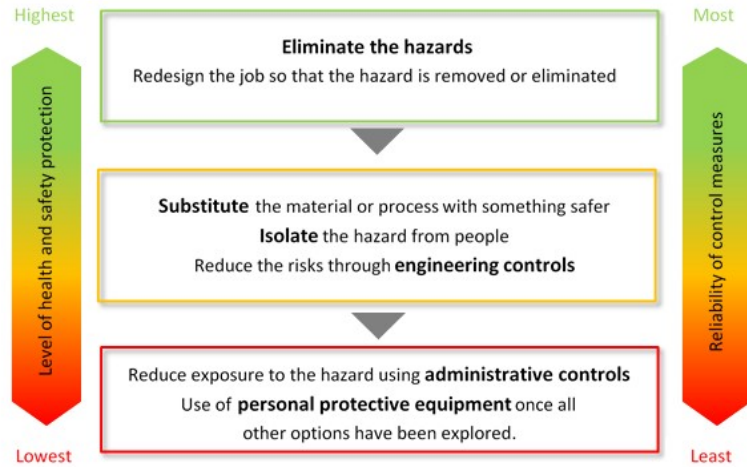
Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
Inadequate educator awareness or response to child-to-child risk indicators and clear breaches of behaviour expectations in toilets	Mandatory ESB-approved child protection training for all staff Incident debriefs and team review after disclosures or concerning behaviours Regular professional learning sessions on child sexual development and safe practices Clear induction for relief staff and new educators on toilet protocols and supervision expectations Guidelines for walkie-talkie usage	Low
Unmonitored transitions between spaces (e.g. moving from indoor to outdoor,	Staff positioned at transition zones Use of transition head counts Clear visual lines between zones Ensuring bathrooms are empty when transitioning from one space to another so that no children are left behind Line of sight supervision of toilets continues until all children are accounted for	Low
Inappropriate play or roleplay games (e.g. “playing families,” “doctors and nurses,” cubbies or kissing games)	Educators trained to identify and redirect inappropriate play Debriefs and re-teaching of safe play rules Observational documentation and parent communication if needed	Low



# Risk management – What you need to do!

**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	<b>Certain:</b> to occur at some stage	Medium	High	High	Extreme	Extreme
	<b>Likely:</b> to occur	Low	High	High	Extreme	Extreme
	<b>Possible:</b> could reasonably occur	Low	Medium	Medium	High	Extreme
	<b>Unlikely:</b> to occur	Low	Low	Medium	High	Extreme
	<b>Rare:</b> not expected to occur	Low	Low	Medium	Medium	High

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

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

