

# Risk Assessment Template

Site name and ID No	East Adelaide School OSHC			
Title, description and location of activity	Before & After School Activities			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due
	Lauren Maio	Director	20/03/2026	20/03/2027

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 attending after school activities during their OSHC booking without obtaining written and signed consent from their parent or caregiver.	<ul style="list-style-type: none"> <li>All parents or caregivers must provide written and signed consent before their child can attend any extra-curricular activity during their OSHC booking.</li> <li>OSHC staff are responsible for ensuring they have received the completed consent form prior to releasing a child to an activity.</li> <li>Without a signed consent form, OSHC staff will not allow the student to attend the activity.</li> <li>The consent form confirms that OSHC transfers duty of care to the activity's supervisor (coach, mentor, or teacher) for the duration of the activity.</li> <li>OSHC staff must always know the location and supervision arrangements of all students in their care.</li> <li>Records of consent forms are maintained securely for reference and compliance.</li> <li>Regular reminders are issued to families and staff about the consent process and the importance of duty of care.</li> </ul>	Medium
Child is Injured or sick while they are at training/class	<ul style="list-style-type: none"> <li>Ensure we have documented consent transferring duty of care to the coach or teacher during extra-curricular activities.</li> <li>OSHC staff clearly inform coaches/teachers of their obligation to promptly notify parents/carers of any injury or illness occurring during the activity.</li> <li>OSHC staff require prompt verbal or written notification from the coach/teacher about any injury or illness involving an OSHC child.</li> <li>OSHC staff maintain a record of all communications received from coaches/teachers regarding incidents affecting OSHC children.</li> <li>OSHC staff follow up with coaches/teachers for confirmation that families have been notified of any significant injury or illness.</li> <li>OSHC staff document any injuries or incidents reported on the child's OSHC profile for internal awareness and safety monitoring.</li> <li>If a child returns from training with a visible injury or feeling unwell, OSHC staff conduct a wellbeing check and, if necessary, provide additional first aid or support.</li> </ul>	Low



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)
	<ul style="list-style-type: none"> <li>Regular briefings and reminders are provided to all coaches/teachers about their reporting and notification responsibilities.</li> </ul>	
<p>A child may sustain an injury while walking back from an extra-curricular activity, abscond from the OSHC service during the return or transition, or not be sighted and accounted for by an OSHC staff member upon return from the activity.</p>	<ul style="list-style-type: none"> <li>The coach/teacher is required to escort the child back to the OSHC service after the activity.</li> <li>Upon arrival, the coach/teacher must directly hand the child over to an OSHC educator—children are not permitted to return unaccompanied.</li> <li>The OSHC educator signs the child back into care, confirming their safe return and resumption of OSHC duty of care.</li> <li>Children remain under the supervision of the coach/teacher until they are formally handed over and signed in by OSHC staff.</li> <li>OSHC staff perform a headcount and check that all expected children are accounted for on return from activities.</li> <li>Any incidents during the return (e.g., injury, absconding, non-arrival) are documented and followed up according to OSHC procedures.</li> <li>OSHC staff communicate consistently with coaches/teachers to reinforce these handover and supervision procedures.</li> </ul>	<p>Low</p>
<p>Sudden Illness: Children may become unwell due to underlying medical conditions or sudden onset of sickness.</p>	<ul style="list-style-type: none"> <li>If a child suddenly becomes sick during sports training, the coach must contact the parent or caregiver immediately to inform them of the situation.</li> <li>If the parent or caregiver collects the child directly from training, they are required to notify the OSHC service so that staff can accurately record the child as absent and account for their whereabouts.</li> <li>The coach is required to inform OSHC staff of any incidents or changes involving the child, including if the child has become unwell or has been collected by a parent or caregiver.</li> </ul>	<p>Low</p>



# 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>

