

Risk Assessment Template

Site name and ID No	East Adelaide School OSHC			
Title, description and location of activity	Risk Assessment For Potential Emergencies.			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due
	Lauren Maio	Director	19/05/2025	19/05/2026

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)
Medical emergency or incidents (for example, child with anaphylactic or asthma attack)	<ul style="list-style-type: none"> Have up-to-date individual medical plans for at-risk children. Store plans and emergency contacts in an accessible location. Ensure all staff are trained in first aid, anaphylaxis, and asthma management. Keep prescribed emergency medication (e.g., EpiPen, inhaler) labelled and accessible. Conduct regular emergency procedure drills. Communicate medical risks and medication locations to all staff. Enforce 'no food sharing' rules. Minimise exposure to known allergens/triggers in the environment. Supervise eating and activities, especially for at-risk children. Maintain records of staff training, medical plans, and any incidents. 	Low
Aggressive person or intruder- We should be seeing this for OSHC services	<ul style="list-style-type: none"> Keep all entry and exit points secure at all times. Ensure visitors sign in and out, and monitor access to OSHC areas. Train staff in recognising and responding to aggressive behaviour and intruder incidents. Establish clear emergency response procedures (e.g., lockdown, evacuation). Display emergency contact numbers and procedures in visible locations. Maintain communication tools (e.g., mobile phone, intercom) for quick access. Supervise children closely, especially near entry/exit points. Report and document any concerning behaviours or incidents. Review and practise emergency drills regularly with both staff and children. Review risk controls and update procedures as needed after incidents. 	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)
Grassfire	<ul style="list-style-type: none"> • Monitor official bushfire alerts and weather warnings regularly. • Develop and maintain an up-to-date bushfire emergency plan. • Ensure all staff are trained in the bushfire response plan. • Identify and maintain clear evacuation routes and assembly points. • Practise bushfire emergency and evacuation drills with staff and children. • Keep emergency contact numbers and procedures displayed and accessible. • Maintain defensible space around the OSHC—clear leaves, grass, and flammable debris. • Store fire-fighting equipment (e.g., hoses, extinguishers) in accessible, working order. • Keep all exits unobstructed for emergency evacuation. • Maintain a list of children and staff present each day for roll call in emergencies. • Notify families about OSHC bushfire risk and procedures. • On high-risk days, review the decision to open or relocate the service as per advice from authorities. 	Low
Bomb or Substance Threats	<ul style="list-style-type: none"> • Develop and maintain a bomb/substance threat emergency response plan. • Train all staff in recognising and responding to threats. • Keep emergency contact numbers and procedures displayed and easily accessible. • Ensure all entry/exit points can be secured quickly. • Practise lockdown, evacuation, and emergency communication drills with staff and children. • Maintain communication tools (e.g., mobile phones) for quick alerts to emergency services and families. • Instruct staff not to touch or move suspicious items or substances. • Keep visitor management procedures up to date (e.g., sign-in records). • Have a current list of all children, staff, and visitors present for roll call and accountability. • Review and update procedures regularly, especially after drills or actual incidents. 	
building fires	<ul style="list-style-type: none"> • Regularly test and maintain smoke alarms and fire detection systems. • Ensure fire extinguishers and fire blankets are accessible and checked regularly. • Train all staff in fire emergency procedures and extinguisher use. • Keep all fire exits and evacuation routes unobstructed and clearly marked. • Develop and display a fire evacuation plan in visible areas. • Conduct regular fire evacuation drills with staff and children. • Store flammable materials safely, away from heat sources. • Inspect and maintain electrical equipment to prevent faults. • Clearly display emergency contact numbers. • Keep accurate attendance records for use during evacuation. 	



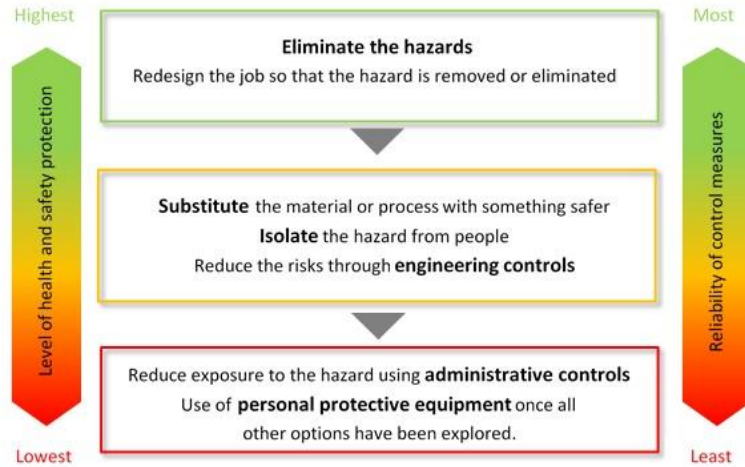
Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
poor air quality (fire within the area)	<ul style="list-style-type: none"> • Monitor air quality alerts from official sources regularly. • Limit outdoor activities when air quality is poor. • Keep windows and doors closed to minimise indoor air contamination. • Use air conditioners or air purifiers where available. • Move children and staff to indoor spaces with filtered air. • Ensure children with respiratory conditions have up-to-date management plans and medication available. • Notify families about air quality risks and related changes to routines. • Record and review incidents related to poor air quality exposure. • Train staff to recognise symptoms of exposure and respond appropriately. • Review and update procedures following poor air quality events. 	
Flood or extreme weather	<ul style="list-style-type: none"> • Monitor weather alerts from official sources regularly. • Develop and maintain an emergency plan for floods and extreme weather. • Train all staff in emergency procedures and evacuation routes. • Identify and keep clear safe shelter areas within the OSHC. • Keep emergency contact numbers and plans accessible at all times. • Ensure up-to-date attendance records for quick roll call during emergencies. • Store important documents and medical supplies in waterproof containers. • Move children and staff to elevated or safe locations if needed. • Notify families about changes, closures, or relocations due to weather risks. • Review and update procedures after any event or drill. 	



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	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

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

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

