

# Risk Assessment Template

Site name and ID No	East Adelaide School OSHC			
Title, description and location of activity	Safe Arrival & Departure of Children			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due
	Lauren Maio	Director	20/05/2026	20/05/2026

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)
Safe Arrival & Departure of Children	<ul style="list-style-type: none"> <li>Children are signed in and out by a parent or authorised guardian.</li> <li>Parents are required to bring the child into the service</li> <li>Staff check identification if an unfamiliar person collects a child; the person must be on the approved pick-up list. If not, parents are contacted and required to confirm by email.</li> <li>Children are only released to people listed on the approved pick-up list.</li> <li>Arrival and departure times are documented, including the name of the person who collected the child.</li> <li>Staff supervise designated entry and exit points during arrival and departure times.</li> <li>Clearly marked boundaries and signage direct families to safe entry and exit areas.</li> <li>Staff regularly remind families about the sign-in and sign-out process.</li> <li>Any incidents or concerns during arrival or departure are recorded and reported to management.</li> <li>Gate and door security measures (e.g., locks, access codes) are maintained to prevent unauthorised entry or exit.</li> <li>Staff maintain appropriate child-to-staff ratios during transition times to ensure all children are accounted for.</li> </ul>	Low
OSHC Departure to School (BSC)	<ul style="list-style-type: none"> <li>Educators escort Reception to Year 2 students directly to their classrooms.</li> <li>All students remain in OSHC until 8:47am, when school staff and educators supervise their transition.</li> <li>Students proceed directly to their classrooms without stopping elsewhere on the school grounds.</li> <li>Staff conduct regular headcounts before students leave OSHC to ensure all children are present.</li> <li>Attendance records are checked before children depart OSHC to confirm who should be at school.</li> <li>Staff communicate clearly with school teachers to confirm handover and arrival times.</li> <li>External gates and doors are securely closed after students leave to prevent unauthorised access.</li> <li>Educators monitor school grounds during departure to identify any issues or ensure children's safe arrival.</li> <li>Any incidents or concerns during transition are immediately reported and documented.</li> <li>Families are regularly informed of departure procedures and reminded to discuss with their children the</li> </ul>	Low

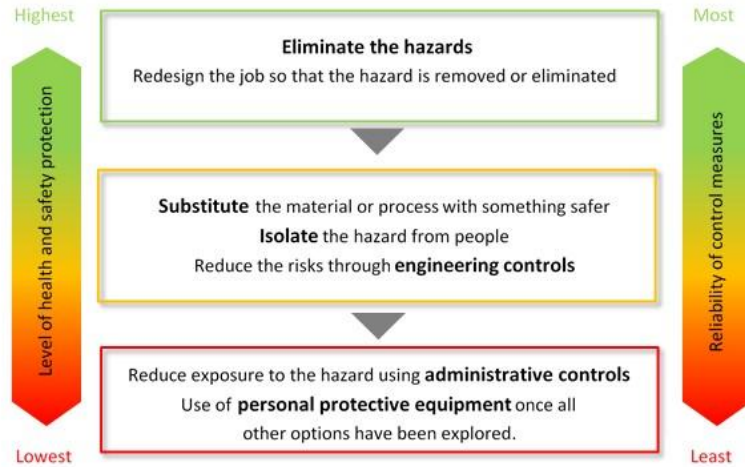
Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
	<i>importance of staying with educators until safely handed over.</i>	
School to OSHC collect and sign in	<ul style="list-style-type: none"> <li>• Reception to Year 2 students are collected directly from their classrooms by educators and signed in to OSHC.</li> <li>• Educators conduct a headcount once all students have returned to OSHC to ensure everyone is accounted for.</li> <li>• Year 3 and up students make their own way to OSHC, sign in with OSHC educator, and are required to collect and wear a visibility vest.</li> <li>• Staff monitor arrival and supervise movement from classrooms to OSHC for all students.</li> <li>• We have a 10-minute sign-in process to ensure all children are registered promptly on arrival.</li> <li>• 30-minute headcounts are conducted throughout the session to maintain accurate attendance records.</li> <li>• If a child has not arrived at OSHC during the sign-in process, educators check the school office to confirm the child's location. The family is then contacted if the child cannot be found.</li> <li>• Educators keep detailed sign-in logs, noting the time and names of children as they arrive.</li> <li>• Staff check the approved attendance list before collecting or signing in children. If a child is not booked in but believes they should be, we contact the parent or caregiver to confirm their attendance arrangements.</li> <li>• Clear communication is maintained between school staff and OSHC educators regarding student transitions.</li> <li>• Any discrepancies or concerns (e.g., missing or late students) are immediately reported to management and parents as needed.</li> <li>• Entry and exit points between the school and OSHC are supervised to ensure children's safety.</li> <li>• Families are regularly informed about collection and sign-in procedures to ensure clarity and consistency.</li> </ul>	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>

