

# Risk Assessment Template

Site name and ID No	East Adelaide School OSHC			
Title, description and location of activity	Supervision			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due
	Lauren Maio	Director	20/05/2025	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)
Child leaving the environment without educator supervision The child may be at risk of wandering off, or being exposed to potential hazards, such as unsafe equipment or chemicals.	<ul style="list-style-type: none"> <li>Doors and gates are kept closed and secured at all times.</li> <li>Educator-to-child ratios are maintained to ensure adequate supervision.</li> <li>Headcounts are conducted every 30 minutes, and whenever children transition between areas.</li> <li>Educators avoid turning their backs to children and stay attentive at all times.</li> <li>Educators position themselves to have clear views of all indoor and outdoor areas.</li> <li>Educators supervise entry and exit points and are always in view of spaces where children move to and from.</li> <li>We use physical barriers and clear signage to define boundaries children must not cross.</li> <li>Children are regularly reminded about staying within supervised areas.</li> <li>Staff receive training in active supervision and emergency response procedures.</li> <li>Any incidents or attempts to leave unsupervised are immediately recorded and reported to management and families.</li> <li>We communicate regularly with families about supervision practices and environmental safety.</li> </ul>	Medium
Children moving between allocated OSHC areas Missing child. Wandering off Child not arriving to the area.	<ul style="list-style-type: none"> <li>Educators take children to and collect them from different OSHC areas.</li> <li>Children are kept within eyesight of educators at all times when moving between spaces.</li> <li>Staff use walkie-talkies to notify each other when children are transitioning between areas.</li> <li>Educators confirm headcounts before and after moving groups to ensure all children are accounted for.</li> <li>Children are reminded to stay with their educator while transitioning between areas.</li> <li>Entry and exit points between OSHC areas are supervised by staff during transitions.</li> </ul>	Low
Children moving into unsupervised area such as outdoors when the group is inside.	<ul style="list-style-type: none"> <li>Educators supervise and monitor children's movements at all times.</li> <li>Regular headcounts are communicated across the team to ensure all children are accounted for.</li> <li>Educators position themselves to see all doors and entry/exit points.</li> <li>Staff situate themselves strategically outside to supervise the area when it is in use.</li> <li>Entry and exit doors are kept closed and checked regularly.</li> <li>Children are reminded not to go outdoors or to unsupervised areas without an educator.</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)
Blind spots or areas not visible to staff from existing positions.	<ul style="list-style-type: none"> <li>• Educators regularly check and monitor any blind spots or hidden areas.</li> <li>• Staff position themselves strategically to maximise visibility across all spaces.</li> <li>• Children are directed to stay within clear, visible boundaries.</li> <li>• Educators move around and do frequent walk-throughs of all areas to reduce unmonitored spaces.</li> <li>• Staff communicate via walkie-talkies or similar devices to alert each other if a child is out of sight.</li> <li>• Supervision plans are reviewed and adjusted to address any new blind spots.</li> </ul>	Low
Delayed response to incidents or emergencies due to inadequate supervision.	<ul style="list-style-type: none"> <li>• Maintain appropriate educator-to-child ratios at all times to ensure adequate supervision.</li> <li>• Position staff in areas where they can actively monitor and observe all children.</li> <li>• Provide regular training for staff in emergency response and incident management.</li> <li>• Use walkie-talkies or similar communication devices for immediate alerts and coordinated action.</li> <li>• Conduct frequent headcounts and attendance checks to quickly identify any missing children.</li> <li>• Practise and reinforce clear emergency procedures with both staff and children.</li> <li>• Review and adjust supervision plans regularly to address any potential gaps in coverage.</li> <li>• Secure and monitor entry and exit points to prevent unsupervised departures.</li> <li>• Record and review all incidents to improve response and supervision practices.</li> <li>• Encourage staff to promptly report any concerns or unusual behaviour.</li> </ul>	Medium



# 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>

