

# Risk Assessment

## OSHC building

|                                             |                                                                                                                                                                                                                                      |          |                    |            |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------|------------|
| Site name and ID No                         | East Adelaide school OSHC                                                                                                                                                                                                            |          |                    |            |
| Title, description and location of activity | Daily operation of OSHC building including general play, transitions to outdoor areas, kitchen access, toilet use, and staff-only zones (office). Primary access and egress via Third Avenue and outdoor area south of the wet area. |          |                    |            |
| Risk Assessment done by:                    | Name                                                                                                                                                                                                                                 | Position | Date of Assessment | Review Due |
|                                             | Lauren Maio                                                                                                                                                                                                                          | Director | 21/07/26           | 21/07/2027 |
|                                             |                                                                                                                                                                                                                                      |          |                    |            |

| Hazard identification<br>(What is the issue of concern?)                           | Risk Controls<br>(What are you doing to eliminate or reduce the risk?)                                                                                                                                                                                                                                                                         | Risk (With all controls in place) |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Unsupervised access to Third Avenue via main OSHC exit                             | <ul style="list-style-type: none"> <li>Gate to Third Avenue must remain closed at all times during OSHC hours</li> <li>Headcounts and sign-in/out process strictly enforced</li> <li>Staff positioned during transitions or free play</li> <li>Active supervision</li> <li>All exits checked at regular intervals</li> </ul>                   | Low                               |
| Unmonitored access to the outdoor space south of the wet area                      | <ul style="list-style-type: none"> <li>Area included in daily supervision zoning map</li> <li>Yard duty staff assigned to ratio with active supervision</li> <li>Entry/exit visibility maintained from OSHC room</li> <li>Obstructions removed from pathway to improve sightlines</li> </ul>                                                   | Low                               |
| Kitchen access when not in use                                                     | <ul style="list-style-type: none"> <li>Physical gate/barrier remains in place when kitchen is unsupervised</li> <li>Children only permitted in kitchen area under active supervision</li> <li>Signage indicating "Staff Use Only" when closed on barrier</li> <li>All appliances turned off and checked before closing kitchen zone</li> </ul> | Low                               |
| Toilets – potential risk of concerning sexualised behaviour or unsupervised access | <ul style="list-style-type: none"> <li>Refer to separate Risk Assessment: Sexualised Behaviour for detailed controls</li> <li>Regular checks and staff stationed near entry</li> <li>No more than 3 children permitted at a time without supervision awareness</li> </ul>                                                                      | Moderate                          |
| Office – unauthorised access to sensitive materials, medication or equipment       | <ul style="list-style-type: none"> <li>Keep staff office door closed and locked when unoccupied</li> <li>All store rooms door are closed and locked</li> <li>Only authorised staff to enter</li> <li>Emergency and confidential records stored securely</li> <li>Signage indicating restricted area</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> | <b>Do not undertake the activity</b> <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>    | <b>Reduce the risk as far as reasonably practicable</b> <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>  | <b>Activity may be undertaken</b> <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>     | <b>Activity may be undertaken safely</b> <ul style="list-style-type: none"> <li>Monitor the activity and controls to ensure the risk remains low</li> </ul>                                                                                                                                                                                                                     |

