

Risk Assessment Template

Wet Areas- Management of Risk

Site name and ID No	East Adelaide School OSHC Inc			
Title, description and location of activity	Supervised use of Wet Area Spaces during OSHC hours. Activities may include art and craft, painting, Lego Downstairs Dawson (across from room 15 and room 12)			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due (3 years)
	Lauren Maio	Director	22/07/2026	22/07/2027

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)
Slipping over on wet floors	• staff to check area before students begin activities • High-risk stack removed or repositioned as needed • Stage area off-limits unless supervised directly by staff	Low
Absconding or unauthorised permission to leave space	• Main exit remains monitored • Daily zoning of wet areas • Headcounts conducted when moving to or from this area • Active supervision	Low
Movement to toilets or other zones	• Children must seek staff permission before leaving for the toilet • Toilets and approved areas only accessible via clear pathways and supervision • Active supervision positioned to monitor all movement points • Walkie talkies used to check-in across spaces as required	Low
Transition process	• Transition process (including staff understanding roles and responsibilities) • head counts before, during, and after transitions to ensure all children are accounted for. • High-visibility vests or identifiers for staff and/or students for easy identification during transitions, especially in busy areas. • Checks of all transition areas prior to movement to ensure they are safe and clear. • Designated walking routes that are free from hazards and clearly communicated to all children.	Low
Unsafe behaviour	• Staff managing behaviour • Clear rules and expectations are communicated to all students before the session begins. • Regular safety checks of activity areas and equipment.	Low



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

Extreme	Do not undertake the activity - 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	Reduce the risk as far as reasonably practicable - 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	Activity may be undertaken - 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	Activity may be undertaken safely Monitor the activity and controls to ensure the risk remains low

