

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Geelong School Holiday Program – Great Ocean Road Mini Golf
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESPONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	Educators remind children about road safety before leaving bus. 2 x Headcounts prior to boarding / as boarding the bus. 2 x Headcounts on the bus before departing. 2 x Headcounts when exiting the bus. Educators ensure children exit carefully and do not rush or push.	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes.	All staff on excursion	

			Staff breaks are planned and do not break ratio		
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at Great Ocean Road mini golf	Children may injure themselves playing mini golf	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at Great Ocean Road mini golf. Ensure children have opportunities to take breaks.	All staff on excursion Great Ocean Road mini golf staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc Windy or rainy weather	Possible (M)	Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours Educators pick a shady place to eat snacks and lunch. Educators ensure children take	All staff on excursion	

			regular breaks in the shade and drink plenty of water. Educators ensure there is access to undercover areas in case of windy or rainy weather		
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Mosquitos	Increased mosquitos	Possible (M)	Due to weather conditions there are an increased amount of mosquitos. Children will be asked to apply aero guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).	All staff	
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs	All staff	

			<p>Coordinator to arrange with McHarry's an emergency replacement bus.</p> <p>Coordinator and program staff to manage safety and wellbeing of children.</p>		
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PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Follow Riversdale Rd and Marnock Rd to Shannon Ave/C136

Head west towards Riversdale Rd

Turn left onto Riversdale Rd

Turn right onto Marnock Rd

Turn left to stay on Marnock Rd

Drive from M1, Anglesea Rd/C134 and Great Ocean Rd/B100 to Aireys Inlet

Turn left at the 1st cross street onto Shannon Ave/C136

At the roundabout, take the 4th exit onto Barrabool Rd/C136

Slight left to merge onto M1 towards Colac/Great Ocean Rd

Use the left 2 lanes to take the exit towards C134/Torquay/Anglesea/Great Ocean Rd

At the roundabout, take the 2nd exit onto Anglesea Rd/C134

At the roundabout, take the 2nd exit and stay on Anglesea Rd/C134

At the roundabout, take the 2nd exit and stay on Anglesea Rd/C134

At the roundabout, take the 2nd exit onto Great Ocean Rd/B100

At the roundabout, take the 1st exit and stay on Great Ocean Rd/B100

Drive to your destination

Turn right

Destination will be on the left

Great Ocean Road Mini Golf

Head north-east on Great Ocean Rd/B100

At the roundabout, take the 1st exit onto Anglesea Rd/C134

At the roundabout, take the 2nd exit and stay on Anglesea Rd/C134

At the roundabout, take the 2nd exit and stay on Anglesea Rd/C134

At the roundabout, take the 2nd exit onto Anglesea Rd/B130/C134

Use any lane to merge onto M1 via the slip road to Geelong City Ctr/Melbourne

Take the C136 exit towards Ceres/Highton

Turn right onto Barrabool Rd/C136

At the roundabout, take the 1st exit onto Shannon Ave/C136

Turn right onto Marnock Rd

Take Riversdale Rd to your destination

Turn right to stay on Marnock Rd

Turn left onto Riversdale Rd

Turn right, Destination will be on the right

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

			Consequence					
			Public Safety/OHS/Safeguarding Children	Insignificant Injuries or ailments not requiring medical treatment.	Minor Minor injury, First Aid Treatment Case or short term medical intervention or support	Moderate Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Major Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Catastrophic Death or multiple life threatening injuries; permanent disability or breach of SCYP.
				1	2	3	4	5
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors and Y Youth School Holiday Program – Kingpin Crown
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	<p>Educators remind children about road safety before leaving bus.</p> <p>2 x Headcounts prior to boarding / as boarding the bus.</p> <p>2 x Headcounts on the bus before departing.</p> <p>2 x Headcounts when exiting the bus.</p> <p>Educators ensure children exit carefully and do not rush or push.</p>	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	<p>Children always have designated staff member in ratio to supervise them.</p> <p>Headcounts every 30 minutes.</p> <p>Staff breaks are planned and do not break ratio</p>	All staff on excursion	

Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at Crown King Pin	Children may injure themselves while using the bowling lanes	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at King Pin Crown. Ensure children have opportunities to take breaks.	All staff on excursion King Pin Crown staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours Educators pick a shady spot to eat snacks and lunch. Educators ensure children take regular breaks in the shade and drink plenty of water.	All staff on excursion	

COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Get on M1 in Highton from C136

9 min (6.5 km)

Head west towards Riversdale Rd, Turn left onto Riversdale Rd, Turn right onto Marnock Rd, Turn left to stay on Marnock Rd

Turn left at the 1st cross street onto Shannon Ave/C136

At the roundabout, take the 4th exit onto Barrabool Rd/C136

Turn right to merge onto M1 towards Melbourne

Follow M1 to Docklands Hwy/Montague St/State Route 20/State Route 30 in Docklands. Take exit W2-W3 from M1
Merge onto M1

Use the left 2 lanes to take exit W2-W3 for Montague St/State Route 30/State Route 55 towards City

Take Normanby Rd to Whiteman St in Southbank

Use any lane to turn right onto Docklands Hwy/Montague St/State Route 20/State Route 30

Turn left onto Normanby Rd, Continue onto Whiteman St

Kingpin Crown

8 Whiteman St, Southbank VIC 3006

KING PIN CROWN TO YMCA NEWTOWN

Head north-east on Whiteman St, Continue onto Power St, Turn right to merge onto M1, Follow M1 to Hamilton Hwy/B140 in Fyansford. Take the B140 exit from M1, Merge onto M1, Keep right to stay on M1, follow signs for Miller Rd/Geelong, Take the B140 exit

Continue on Hamilton Hwy/B140. Take Shannon Ave/C136 to Gregory Ave in Newtown, Turn left onto Hamilton Hwy/B140

At the roundabout, take the 3rd exit onto Deviation Rd/Hamilton Hwy/B140, Continue to follow Hamilton Hwy/B140

Turn right onto Shannon Ave/C136, Turn left onto W Fyans St/C112, Turn right onto Gregory Ave, Continue straight to stay on Gregory Ave

Destination will be on the right

YMCA Newtown Stadium

25-33 Riversdale Rd, Newtown VIC 3220

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

Consequence

		Public Safety/OHS/Safeguarding Children	Insignificant	Minor	Moderate	Major	Catastrophic	
			Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
Probability:			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in	E	Rare	L	L	M	M	H

exceptional circumstances								
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ENSURE ALL EDUCATORS PARTICIPATING IN THIS ACTIVITY UNDERSTAND THE RISKS ASSOCIATED WITH THIS ACTIVITY AND ENSURE THE CONTROL MEASURES ARE IN PLACE.

Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Geelong School Holiday Program - Scienceworks
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	<p>Educators remind children about road safety before leaving bus.</p> <p>2 x Headcounts prior to boarding / as boarding the bus.</p> <p>2 x Headcounts on the bus before departing.</p> <p>2 x Headcounts when exiting the bus.</p> <p>Educators ensure children exit carefully and do not rush or push.</p>	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	<p>Children always have designated staff member in ratio to supervise them.</p> <p>Headcounts every 30 minutes.</p>	All staff on excursion	

			Staff breaks are planned and do not break ratio		
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at excursion venue	Children may injure themselves	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at excursion venue. Ensure children have opportunities to take breaks.	All staff on excursion Excursion staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours Educators pick a shady spot to eat snacks and lunch. Educators ensure children take	All staff on excursion	

			regular breaks in the shade and drink plenty of water.		
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Mosquitos	Increased mosquitos	Possible (M)	Due to weather conditions there are an increased amount of mosquitos. Children will be asked to apply aero guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).	All staff	
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Get on M1 in Highton from C136

Follow M1 to Melbourne Rd/Williamstown Rd/State Route 37 in Yarraville. Take the exit from M1

Follow Melbourne Rd/State Route 37 and Hudsons Rd to your destination in Spotswood

Scienceworks (Museums Victoria)

2 Booker St, Spotswood VIC 3015

Get on M1 in Altona North from Hudsons Rd

Follow M1 to Barrabool Rd/C136 in Geelong. Take the C136 exit from M1

Continue on C136 to your destination in Newtown

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

		Consequence						
			Insignificant	Minor	Moderate	Major	Catastrophic	
		Public Safety/OHS/Safeguarding Children	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Geelong School Holiday Program - Surfcoast Park Hop
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESPONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	Educators remind children about road safety before leaving bus. 2 x Headcounts prior to boarding / as boarding the bus. 2 x Headcounts on the bus before departing. 2 x Headcounts when exiting the bus. Educators ensure children exit carefully and do not rush or push.	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes.	All staff on excursion	

			Staff breaks are planned and do not break ratio		
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at excursion venue	Children may injure themselves	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at excursion venue. Ensure children have opportunities to take breaks.	All staff on excursion Excursion staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours Educators pick a shady spot to eat snacks and lunch. Educators ensure children take	All staff on excursion	

			regular breaks in the shade and drink plenty of water.		
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Mosquitos	Increased mosquitos	Possible (M)	Due to weather conditions there are an increased amount of mosquitos. Children will be asked to apply aero guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).	All staff	
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Take Gregory Ave to W Fyans St/C112

Take Surf Coast Hwy/B100 to Darian Rd in Torquay

Continue on Darian Rd to your destination

Torquay Play Park

Elephant Walk Reserve, Torquay VIC 3228

Head north-west towards The Esplanade

Turn right onto The Esplanade

Turn right

Turn right

Destination will be on the left

Whites Beach Playground

220 The Esplanade, Torquay VIC 3228

Continue to The Esplanade

Take Horseshoe Bend Rd to Quay Blvd

Follow Quay Blvd to Merrijig Dr

Drive to Merrijig Dr

Banyul-Warri Playground

Torquay VIC 3228

Take Merrijig Dr to Surf Coast Hwy/B100

Continue on Surf Coast Hwy/B100 to Newtown

Continue on Gregory Ave to your destination

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

Consequence					
	Insignificant	Minor	Moderate	Major	Catastrophic
Public Safety/OHS/Safeguarding Children	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term	Death or multiple life threatening injuries; permanent disability or breach of SCYP.

					external reporting required. Impact of health and safety of child or young person.	rehabilitation, external reporting of harm enacted on a child or young person.		
Probability:				1	2	3	4	5
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H

ENSURE ALL EDUCATORS PARTICIPATING IN THIS ACTIVITY UNDERSTAND THE RISKS ASSOCIATED WITH THIS ACTIVITY AND ENSURE THE CONTROL MEASURES ARE IN PLACE.

Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors and Y Youth School Holiday Program – Oz Ten Pin Bowling
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
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Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes. Staff breaks are planned and do not break ratio	All staff on excursion	

Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA vests	All staff on excursion	
Activities at Bowling	Children may injure themselves while using the bowling lanes	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at Oz Tenpin. Ensure children have opportunities to take breaks.	All staff on excursion Oz Tenpin staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc Cold weather, wind, rain	Possible (M)	Educators ensure children wear appropriate clothing and weather protection e.g. hat, sunscreen, long sleeves, rain jacket. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours. Educators pick a protected spot to eat snacks and lunch. Educators ensure children take regular breaks and drink plenty of water.	All staff on excursion	

COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
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Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Follow Riversdale Rd and Marnock Rd to Shannon Ave/C136 2 min (900 m)

Follow Shannon Ave/C136 and Roberts Rd to Digby Ave in Belmont 2 min (1.7 km)

Continue on Digby Ave to Reynolds Rd 1 min (650 m)

At the roundabout, continue straight to stay on Reynolds Rd 2 min (1.1 km)

Turn right

Destination will be on the right 35 sec (77 m)

Oz Tenpin Geelong

19 Reynolds Rd, Belmont VIC 3216

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'
 SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

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High or Extreme risks must be

			Consequence					
			Insignificant	Minor	Moderate	Major	Catastrophic	
			Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme

Public Safety/OHS/Safeguarding Children

Might occur at some time in the future	C	Possible	L	Medium	M	High	E	
Could occur but doubtful	D	Unlikely	Low	M	M	H	H	
May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H	

ENSURE ALL EDUCATORS PARTICIPATING IN THIS ACTIVITY UNDERSTAND THE RISKS ASSOCIATED WITH THIS ACTIVITY AND ENSURE THE CONTROL MEASURES ARE IN PLACE.

Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors or Y Youth School Holiday Program – Geelong Ninjas
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	Educators remind children about road safety before leaving bus. 2 x Headcounts prior to boarding / as boarding the bus. 2 x Headcounts on the bus before departing. 2 x Headcounts when exiting the bus. Educators ensure children exit carefully and do not rush or push.	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes.	All staff on excursion	

			Staff breaks are planned and do not break ratio		
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at Geelong Ninjas	Children may injure themselves	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at excursion venue. Ensure children have opportunities to take breaks.	All staff on excursion Geelong Ninjas staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours Educators pick a shady spot to eat snacks and lunch. Educators ensure children take	All staff on excursion	

			regular breaks in the shade and drink plenty of water.		
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Mosquitos	Increased mosquitos	Possible (M)	Due to weather conditions there are an increased amount of mosquitos. Children will be asked to apply aero guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).	All staff	
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

PROPOSED ROUTE:

YMCA TO GEELONG NINJAS (GBOT)

Y YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Take Gregory Ave to W Fyans St/C112 2 min (400 m)

Head west towards Riversdale Rd 36 m

Turn right onto Riversdale Rd 120 m

Slight left onto Gregory Ave 250 m

Follow W Fyans St/C112 and Barwon Terrace to Hede St in South Geelong 6 min (3.4 km)

Turn right onto W Fyans St/C112 1.3 km

Turn right onto Moorabool St 230 m

Turn left onto Barwon Terrace 1.9 km

Continue on Hede St. Drive to Raptor PI 52 sec (400 m)

Turn right onto Hede St 350 m

Turn right onto Raptor PI Destination will be on the right 67 m

Geelong Ninjas

49/51 Raptor PI, South Geelong VIC 3220

GEELONG NINJAS TO YMCA GEELONG

Geelong Ninjas 49/51 Raptor PI, South Geelong VIC 3220

Take Hede St to Barwon Terrace 56 sec (400 m)

Head south on Raptor PI towards Hede St 67 m

Turn left onto Hede St 350 m

Turn left onto Barwon Terrace 2 min (1.6 km)

Turn right onto Yarra St 33 sec (240 m)

Turn left onto Fyans St/C112 4 min (1.5 km)

Continue on Gregory Ave to your destination 1 min (400 m)

Turn left onto Gregory Ave 250 m

Slight right onto Riversdale Rd 120 m

Turn left

Destination will be on the right 36 m

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 322

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

			Consequence					
				Insignificant	Minor	Moderate	Major	Catastrophic
			Public Safety/OHS/Safeguarding Children	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.
				1	2	3	4	5
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors School Holiday Program – Gymnastics activities at North Geelong
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes. Staff breaks are planned and do not break ratio	School holiday program educators	
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits and ensure toilets are used appropriately.	School holiday program educators	

Gymnastics activities	Children may injure themselves	Possible (M)	<p>Educators have access to first aid kits and are trained in First Aid and CPR.</p> <p>Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by gymnastics coaches. Flips are not allowed (appropriate coaching is not possible in time constraint) and educators remind children of this. Children are taught safe landing shape. Children use gym equipment one at a time.</p> <p>Activities follow gymnastics programs and circuits are set up based on appropriate age/skill level of children.</p> <p>Ensure children have opportunities to take breaks.</p>	<p>School holiday program educators</p> <p>Gymnastics coaches</p>	
Weather	Warm weather increases risk of heat stroke, etc	Possible (M)	<p>Educators ensure gym is appropriately air conditioned. Responsible person to decide if gymnasium is too hot to be used by children and alter activities accordingly.</p> <p>Educators ensure children take regular breaks and drink plenty of water.</p>	<p>School holiday program educators</p> <p>Responsible person</p>	
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	School holiday program educators	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	School holiday program educators	

Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children with asthma will be asked to have frequent rest breaks.	School holiday program educators	
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YMCA Newtown Geelong to YMCA North Geelong Gymnastics

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Follow Riversdale Rd and Marnock Rd to Shannon Ave/C136

Follow C136 to Victoria St in North Geelong

Follow Victoria St to Baxter Rd

YMCA North Geelong - Gymnastics Centre

Level 1, 110 Victoria Street, Baxter Rd, North Geelong VIC 3215

YMCA North Geelong - Gymnastics Centre

Enter off, Level 1, 110 Victoria Street, Baxter Rd, North Geelong VIC 3215

YMCA North Geelong to YMCA Newtown Geelong

Head north on Baxter Rd towards Victoria St

Turn left onto Victoria St

Turn left onto Thompson Rd/C136

Turn left onto Marnock Rd

Turn right to stay on Marnock Rd

Turn left onto Riversdale Rd

Turn right

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Public Safety/OHS/Safeguarding Children		Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.
	Probability:	1	2	3	4	5

Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H

ENSURE ALL EDUCATORS PARTICIPATING IN THIS ACTIVITY UNDERSTAND THE RISKS ASSOCIATED WITH THIS ACTIVITY AND ENSURE THE CONTROL MEASURES ARE IN PLACE.

Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors & Y Youth School Holiday Program – Lake Dewar
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS Officer & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	<p>Educators remind children about road safety before leaving bus.</p> <p>2 x Headcounts prior to boarding / as boarding the bus.</p> <p>2 x Headcounts on the bus before departing.</p> <p>2 x Headcounts when exiting the bus.</p> <p>Educators ensure children exit carefully and do not rush or push.</p>	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	<p>Children always have designated staff member in ratio to supervise them.</p> <p>Headcounts every 30 minutes.</p>	All staff on excursion	

			Staff breaks are planned and do not break ratio		
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at Lake Dewar	Children may injure themselves	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at excursion venue. Ensure children have opportunities to take breaks.	All staff on excursion Staff at Lake Dewar	
Water activities	Drowning	Rare (H)	All staff attending the excursion are trained with First Aid/CPR. Venue staff have proper qualifications to ensure correct instructions are given to children and educators and proper medical attention provided where necessary.	All staff on excursion Staff at Lake Dewar	

			YMCA staff to monitor children at all times inside and outside of water areas. Staff to be in water with children and on land		
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	<p>Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves.</p> <p>Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours.</p> <p>Educators pick a shady spot to eat snacks and lunch. Educators ensure children take regular breaks in the shade and drink plenty of water.</p>	All staff on excursion	
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	<p>Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions.</p> <p>Children will be asked to have frequent rest breaks.</p>	Responsible person / all staff	
Mosquitos	Increased mosquitos	Likely	Due to weather conditions there are an increased amount of mosquitos.	All staff	

			<p>Children will be asked to apply aero guard when outdoors.</p> <p>If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).</p>		
Transport	Bus Break Down	Rare (L)	<p>Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus.</p> <p>Coordinator and program staff to manage safety and wellbeing of children.</p>	All staff	

PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Follow Riversdale Rd and Marnock Rd to Shannon Ave/C136

Turn left onto Riversdale Rd

Turn right onto Marnock Rd

Take M1 and C704 to Davis Rd in Balliang East

Turn left at the 1st cross street onto Shannon Ave/C136

At the roundabout, take the 4th exit onto Barrabool Rd/C136

Turn right to merge onto M1 towards Melbourne

Take the C704 exit towards Bacchus Marsh

Turn left onto Bacchus Marsh Rd/C704

At the roundabout, take the 2nd exit and stay on Bacchus Marsh Rd/C704

At the roundabout, take the 2nd exit and stay on Bacchus Marsh Rd/C704 Continue to follow C704

Take Bacchus Marsh-Balliang Rd to Bacchus Marsh Rd/C802 in Bacchus Marsh

Turn left onto Davis Rd

Turn right onto Bacchus Marsh-Balliang Rd

At the roundabout, continue straight onto O'Leary Wy Go through 2 roundabouts

At the roundabout, continue straight onto Halletts Way

Go through 2 roundabouts

Take National Highway M8 to Garrards Ln in Myrniong. Take the exit for C318 from National Highway M8

At the roundabout, take the 1st exit onto Bacchus Marsh Rd/C802 Go through 1 roundabout

Take the National Hwy M8 ramp to Ballarat

Merge onto National Highway M8

Take the C318 exit towards Greendale/Pykes Crk/Blackwood/Trentham

Exit onto Garrards Ln

Continue on Garrards Ln to your destination

Merge onto Garrards Ln

Restricted-usage road

Destination will be on the left

Lake Dewar Discovery Camp

339 Garrards Ln, Myrniong VIC 3341

Take Garrards Ln to Greendale-Myrniong Rd/C318

Head east, Restricted-usage road

Turn left Restricted-usage road

Turn right onto Garrards Ln

Take National Highway M8, C704 and M1 to Marnock Rd in Newtown

Continue onto Greendale-Myrniong Rd/C318

Turn right onto Old Western Hwy

Turn right onto the National Hwy M8 ramp to Melbourne

Merge onto National Highway M8

Take the C802 exit towards Bacchus Marsh

Turn right onto Bacchus Marsh Rd/C802

At the roundabout, take the 3rd exit onto Grant St/C704

At the roundabout, take the 2nd exit onto Geelong-Bacchus Marsh Rd/C704

At the roundabout, take the 2nd exit and stay on Geelong-Bacchus Marsh Rd/C704

At the roundabout, take the 2nd exit and stay on Geelong-Bacchus Marsh Rd/C70 Continue to follow C704

At the roundabout, take the 2nd exit onto Bacchus Marsh Rd/C704

Turn right to merge onto M1 towards Colac/Great Ocean Rd

Take the C136 exit towards Belmont

Turn left onto Barrabool Rd/C136

At the roundabout, take the 1st exit onto Shannon Ave/C136

Take Riversdale Rd to your destination

Turn left onto Riversdale Rd

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify

Consequence

		Public Safety/OHS/Safeguarding Children	Insignificant	Minor	Moderate	Major	Catastrophic	
			Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
Probability:			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in	E	Rare	L	L	M	M	H

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors or Y Youth School Holiday Program - Village cinemas
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESPONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	Educators remind children about road safety before leaving bus. 2 x Headcounts prior to boarding / as boarding the bus. 2 x Headcounts on the bus before departing. 2 x Headcounts when exiting the bus. Educators ensure children exit carefully and do not rush or push.	All staff on excursion	
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes.	All staff on excursion	

			Staff breaks are planned and do not break ratio		
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Public place	Children may become lost walking around	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA lanyards	All staff on excursion	
Activities at excursion venue	Children may injure themselves	Possible (M)	Educators bring first aid backpacks. Educators supervise children at all times and ensure they use equipment safely. Educators support children to follow safety instructions given by staff at excursion venue. Ensure children have opportunities to take breaks.	All staff on excursion Excursion staff	
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours Educators pick a shady spot to eat snacks and lunch. Educators ensure children take	All staff on excursion	

			regular breaks in the shade and drink plenty of water.		
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Mosquitos	Increased mosquitos	Possible (M)	Due to weather conditions there are an increased amount of mosquitos. Children will be asked to apply aero guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).	All staff	
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

PROPOSED ROUTE:

YMCA Geelong Inc.

25-33 Riversdale Rd, Newtown VIC 3220

Take Gregory Ave to W Fyans St/C112 2 min (400 m)

Take Latrobe Terrace/Princes Hwy/A10 to Yarra St in Geelong 6 min (2.7 km)

Turn left onto Yarra St 2 min (500 m)

Turn left onto Ryrie St/C123 35 sec (100 m)

Village Cinemas Geelong

194-200 Ryrie St, Geelong VIC 3220

Head west on Ryrie St/C123 towards Moorabool St 2 min (600 m)

Take Little Ryrie St to Latrobe Terrace/Princes Hwy/A10 44 sec (250 m)

Continue on Latrobe Terrace/Princes Hwy/A10 to Newtown 4 min (2.3 km)

Continue on Gregory Ave to your destination 1 min (400 m)

YMCA Geelong Inc.

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'YMCA MASTER RISK CONTROL PLAN'

SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

		Consequence						
			Insignificant	Minor	Moderate	Major	Catastrophic	
		Public Safety/OHS/Safeguarding Children	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Geelong School Holiday Program – Adventure Park
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS Officer & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (M)	Educators remind children about road safety before leaving bus. 2 x Headcounts prior to boarding / as boarding the bus. 2 x Headcounts on the bus before departing. 2 x Headcounts when exiting the bus. Educators ensure children exit carefully and do not rush or push.	All staff on excursion	
Public place	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes. Staff breaks are planned and do not break ratio	All staff on excursion	

Toileting	Children may be unsafe in the toilets	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits. Staff always check inside public toilets prior to children entering.	All staff on excursion	
Staff	Educators may behave inappropriately	Unlikely (L)	Ensure all staff receive adequate training.	All staff on excursion	
Public place	Children may become lost walking around Adventure Park	Possible (H)	Children always have designated staff member in ratio to supervise them. Frequent head counts. Staff breaks are planned and do not break ratio. Children wear YMCA vests	All staff on excursion	
Activities at the excursion	Children may injure themselves	Possible (M)	Educators bring first aid backpacks and are supported by lifeguards and first aid officers on duty at Adventure Park. Educators supervise children at all times and ensure children have opportunities to take breaks. Children reminded to be careful when moving between activities.	All staff on excursion Lifeguards at Adventure Park	
Adventure Park	Children drowning	Rare (M)	Educators supervise children and are supported by lifeguards on duty at Adventure Park.	All staff on excursion	

			<p>Staff ratio of 1:5.</p> <p>Families communicate with educators about their child's swimming abilities and any concerns.</p> <p>Water activities are chosen carefully by educators.</p>	Lifeguards at Adventure Park	
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	<p>Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves.</p> <p>Educators provide spare hats and sunscreen for children.</p> <p>Educators pick a shady spot to eat snacks and lunch.</p> <p>Educators ensure children take regular breaks in the shade and drink plenty of water.</p>	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	

Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions. Children will be asked to have frequent rest breaks.	Responsible person / all staff	
Mosquitos	Increased mosquitos	Likely	Due to weather conditions there are an increased amount of mosquitos. Children will be asked to apply aro guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).	All staff	

ROUTE – Transported by ADBA Bus Services

YMCA Newtown Stadium – Depart 9:15am
 Head north on Gregory Ave towards Riversdale Rd

 Follow C112 and Bellarine Hwy/B110 to Wallington
 Drive to your destination
 Adventure Park Geelong, Victoria – Arrive 10am

Depart Adventure Park at 3:00pm

 Arrive at Newtown Stadium 3:30pm (Taking the above route).

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SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

			Consequence					
			Insignificant	Minor	Moderate	Major	Catastrophic	
			Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
			1	2	3	4	5	
Likelihood	Probability:							
	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E

Public Safety/OHS/Safeguarding Children

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors or Y Youth April School Holiday Program - Bus rides
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESPONSIBLE (for implementing controls)	Re-assess Risk
Boarding and exiting bus	Traffic	Possible (L)	Educators remind children about road safety before leaving bus. 2 x Headcounts prior to boarding / as boarding the bus. 2 x Headcounts on the bus before departing. 2 x Headcounts when exiting the bus. Educators ensure children exit carefully and do not rush or push.	All staff on excursion	
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom.	All staff on excursion	

			<p>Staff positioned outside of toilets to monitor who enters and exits.</p> <p>Staff always check inside public toilets prior to children entering.</p>		
Weather	Warm weather increases risk of sunburn, heat stroke, etc	Possible (M)	<p>Educators ensure children wear appropriate sun protection e.g. hat, sunscreen, long sleeves. Educators provide spare hats and sunscreen for children. Sunscreen reapplied every 2 hours</p> <p>Educators pick a shady spot to eat snacks and lunch. Educators ensure children take regular breaks in the shade and drink plenty of water.</p>	All staff on excursion	
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	All staff on excursion	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	All staff on excursion	
Asthma / Storm Asthma	Increased risks of asthma due to the weather conditions.	Possible (M)	<p>Responsible persons will check Vic Weather app to check weather conditions in order to alter the program to cater for the weather conditions.</p> <p>Children will be asked to have frequent rest breaks.</p>	Responsible person / all staff	
Mosquitos	Increased mosquitos	Possible (M)	Due to weather conditions there are an increased amount of mosquitos.	All staff	

			Children will be asked to apply aero guard when outdoors. If areas have a higher amount of mosquitos, educators will evaluate the risks and alter the program to cater for these risks (i.e: Indoor activities).		
Transport	Bus Break Down	Rare (L)	Staff to contact centre and inform Community Programs Coordinator. Community Programs Coordinator to arrange with McHarry's an emergency replacement bus. Coordinator and program staff to manage safety and wellbeing of children.	All staff	

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SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

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L – Low risk – manage by routine procedures

High or Extreme risks must be

Consequence					
	Insignificant	Minor	Moderate	Major	Catastrophic
Public Safety/OHS/ Safeguarding Children	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on	Death or multiple life threatening injuries; permanent disability or breach of SCYP.

					child or young person.	a child or young person.		
Probability:			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H

ENSURE ALL EDUCATORS PARTICIPATING IN THIS ACTIVITY UNDERSTAND THE RISKS ASSOCIATED WITH THIS ACTIVITY AND ENSURE THE CONTROL MEASURES ARE IN PLACE.

Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors or Y Youth School Holiday Program – Chill zones
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes. Staff breaks are planned and do not break ratio	School holiday program educators	
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits.	School holiday program educators	
Activities in chill zone	Children may injure themselves	Possible (M)	Educators have access to first aid kits and are trained in first aid and CPR.	School holiday program educators	

			<p>Educators supervise children at all times and ensure they use equipment safely.</p> <p>Educators support children to follow safety instructions given by incursion staff.</p>	Incursion staff	
Weather	Warm weather increases risk of heat stroke, etc	Possible (M)	Educators ensure children take regular breaks in the shade/air-conditioned space and drink plenty of water.	School holiday program educators	
COVID-19 Safety Measures	Increase risk of spreading COVID-19 if current guidelines are not followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	School holiday program educators	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	School holiday program educators	
Children using space inappropriately	Children hurt themselves or others when being unsafe in chill zone	Possible (L)	SHP staff supervise children while using bean bags. Remind children bean bags are for relaxing on (not throwing, jumping on, laying under). Staff monitor bean bags for rips or holes and remove immediately from area if damaged	School holiday program educators	

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SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

E – Extreme risk – detailed Action Plan required

H - High risk – needs Senior Management Reporting and oversight

M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

			Consequence					
			Public Safety/OHS/ Safeguarding Children	Insignificant Injuries or ailments not requiring medical treatment.	Minor Minor injury, First Aid Treatment Case or short term medical intervention or support	Moderate Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Major Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Catastrophic Death or multiple life threatening injuries; permanent disability or breach of SCYP.
				1	2	3	4	5
Likelihood	Probability:							
	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H	

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Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors and Y Youth School Holiday Program - Craft zone
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESPONSIBLE (for implementing controls)	Re-assess Risk
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Headcounts every 30 minutes. Staff breaks are planned and do not break ratio	School holiday program educators	
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned outside of toilets to monitor who enters and exits.	School holiday program educators	
Craft activities	Children may injure themselves	Possible (M)	Educators have access to first aid kits and are trained in first aid and CPR.	School holiday program educators	

			<p>Educators supervise children at all times and ensure they use craft equipment safely.</p> <p>Educators support children to follow safety instructions given.</p>		
Weather	Warm weather increases risk of heat stroke, etc	Possible (M)	Educators ensure children take regular breaks in the shade/air-conditioned space and drink plenty of water.	School holiday program educators	
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	School holiday program educators	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	School holiday program educators	
Craft supplies are potential hazard	Children may trip on craft supplies or ingest them	Possible (L)	<p>SHP staff ensure craft zone is kept tidy and floors are cleaned. Children are reminded to clean up after they finish.</p> <p>When using paint, glue, etc. children wear protective clothing such as an art smock, gloves and wash hands afterwards</p>	School holiday program educators	
Craft equipment may be used inappropriately	Children may be unsafe using scissors	Possible (L)	SHP staff supervise children closely when using scissors. Children are reminded of safety instructions (close scissors after using, don't run with scissors)	School holiday program educators	

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SECTION 2 – Risk Matrix to be used with YMCA Hazard Identification, Assessment and Control Report

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M – Medium risk – specify Management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be

			Consequence					
			Public Safety/OHS/ Safeguarding Children	Insignificant Injuries or ailments not requiring medical treatment.	Minor Minor injury, First Aid Treatment Case or short term medical intervention or support	Moderate Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Major Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Catastrophic Death or multiple life threatening injuries; permanent disability or breach of SCYP.
				1	2	3	4	5
Likelihood	Probability:							
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	Might occur at some time in the future	C	Possible	L	Medium	M	High	E
	Could occur but doubtful	D	Unlikely	Low	M	M	H	H
May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H	

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Staff member name	Date signed	Signature

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Juniors or Y Youth School Holiday Program - Basketball courts
DATE:	2023
PERSON COMPLETING REPORT:	Katelyn Hancock & Lily Dawson
IN CONSULTATION WITH:	OHS staff & School Holiday Program Staff

SECTION 1 – Risk Assessment

Reasons for RISK/ Risk Description	POTENTIAL HAZARDS & CONSEQUENCE	Inherent Risk Rating	CONTROL MEASURES (include reference to legislation, codes and standards)	PERSON RESONSIBLE (for implementing controls)	Re-assess Risk
Child safety	Children being taken by a stranger	Unlikely (H)	Children always have designated staff member in ratio to supervise them. Regular headcounts. Staff breaks are planned and do not break ratio	School holiday program educators	
Toileting	Children may be unsafe in the toilets. Strangers	Possible (M)	Children always take a partner with them to bathroom. Staff positioned in each zone to monitor who enters and exits.	School holiday program educators	
Games and free play on basketball courts	Children may injure themselves	Possible (M)	Educators have access to first aid kits and are trained in first aid and CPR.	School holiday program educators	

			<p>Educators supervise children at all times and ensure they use equipment safely.</p> <p>Educators aware of potential hazards and support children to follow safety instructions.</p>		
Weather	Warm weather increases risk of heat stroke, etc	Possible (M)	Educators ensure children take regular breaks in the shade/air-conditioned space and drink plenty of water.	School holiday program educators	
COVID-19 Safety Measures	Current guidelines are being followed closely by children and staff	Possible (M)	SHP staff are to ensure that all children and staff are following the current COVID-19 Government Guidelines.	School holiday program educators	
COVID-19 Safety Measures	Hand Hygiene & Social Distancing	Possible (M)	SHP staff are to ensure children and staff are using hand sanitizer and practicing proper hand hygiene frequently and social distancing where possible.	School holiday program educators	
Emergency evacuation procedures	Required to leave building due to emergency e.g. fire	Possible (L)	SHP staff are trained to manage evacuation and know where the evacuation points and backpacks are. Children complete an emergency evacuation drill each term. Staff support children to remain calm	School holiday program educators	
Managing different zones	Children may trip over equipment	Possible (L)	SHP staff remind children what activities are appropriate in each zone. Signs are displayed to remind children which court balls can be used.	School holiday program educators	
Rules for games	Children may get upset about game rules	Possible (L)	SHP staff support children to discuss rules of a game before playing. Children are involved in deciding what the rules are. Staff use Y values to remind children to play fairly and be kind.	School holiday program educators	

			Handbook of printed court game rules available if needed		
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M – Medium risk – specify Management responsibility

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High or **Extreme** risks must be

Probability:

			Consequence					
			Insignificant	Minor	Moderate	Major	Catastrophic	
			Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention or support	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation or external reporting required. Impact of health and safety of child or young person.	Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation, external reporting of harm enacted on a child or young person.	Death or multiple life threatening injuries; permanent disability or breach of SCYP.	
			1	2	3	4	5	
Likelihood	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E
	Will probably occur	B	Likely	M	M	H	H	Extreme
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	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H

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Staff member name	Date signed	Signature