

YMCA BRANCH:	YMCA Geelong School Holiday Program
PROGRAM/AREA:	Y Geelong School Holiday Program – Ice skating
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:

Get on M1 in Highton from C136

Continue on M1 to West Melbourne. Take exit 3 from M2

Continue on Docklands Hwy/Footscray Rd/State Route 32.

Drive to Pearl River Rd in Docklands

O'Brien Icehouse

Ground/105 Pearl River Rd, Docklands VIC 3008

Get on M2 from Docklands Hwy/Footscray Rd/State Route 32

Continue to Port Melbourne. Take exit 1W from M2

Continue on M1 to Geelong. Take the exit for C136 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 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 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 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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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

Probability:

			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
	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.
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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	

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 - 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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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.
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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 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	

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	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