# IncludED@OSHC

*Guidance, training and resources to support the inclusion of children with complex disability in OSHC*

## General OSHC service risk management plan

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| --- | --- |
| **Date completed:** | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |
| **Completed by:** |  |
| **Approved by:** |  |
| **Date reviewed:** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identified risk/hazard | Description of risk / hazard | Risk assessment level (as per the risk matrix) | Control plan: strategies taken to manage or reduce the risk | Response plan: actions to take if identified risk occurs |
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## Individual child risk management plan

The plan below will help you identify, plan for and manage risks specific to an individual child with disability at your OSHC service. Identified risks may be specific to the child’s disability, individual care needs or behaviour patterns.

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| --- | --- |
| **Date completed:** | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |
| **Completed by:** |  |
| **Approved by:** |  |
| **Date reviewed:** | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- |
| Identified risk/hazard | Description of risk / hazard | Risk assessment level (as per the risk matrix) | Control plan: strategies taken to manage or reduce the risk | Response plan: actions to take if identified risk occurs |
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## Excursion risk management plan

The plan below will help you identify, plan for and manage risks specific to an OSHC excursion. Identified risks may include location hazards, excursion activities risks or transportation risks.

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| **Date of excursion:** |  |
| **Excursion coordinator:** |  |
| **Staff attending and staff-to-child ratio:** |  |
| **Excursion activities:** |  |
| **Transport plan:** |  |
| **Have you made a checklist of all documentation, medical items or equipment to be brought on the excursion?** |  |
| **Plan completed by:** |  |
| **Plan approved by:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identified risk/hazard | Description of risk / hazard | Risk assessment level (as per the risk matrix) | Control plan: strategies taken to manage or reduce the risk | Response plan: actions to take if identified risk occurs |
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## For reference: risk matrix

