

The Kids Castle Hazard Identification, Risk Assessment & Control Plan
To be used in conjunction with the TKC Master Risk Control Plan

The Kids Castle
PROGRAM/AREA: Indoor Activities
DATE: 23rd April 2023
PERSON COMPLETING REPORT: Roy Faulkner DIRECTOR
IN CONSULTATION WITH: Anna So COORDINATOR, Viv Wickham EDUCATOR

SECTION 1 – Risk Assessment

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)
<u>Program Considerations</u>			
1. Children using craft supplies such as scissors	Risk of impact of injury with scissors	1E	<ul style="list-style-type: none"> • Appropriate child safety scissors used • Staff supervision and interaction • Children to sit down at tables whilst using scissors
2. Children using craft supplies such as hot glue guns	Burns, scalds	2C	<ul style="list-style-type: none"> • Ensure children know rules • Ensure children sit down at table whilst using hot glue gun • Ensure active supervision and interaction maintained by staff member
3. Children being in close proximity to craft supplies such as iron	Burns, scalds	2C	<ul style="list-style-type: none"> • Staff member to assist child as much as possible • Designated area set aside just to use iron • Iron always switched off and stored appropriately when not in use
4. Appropriate lighting within room	Children and staff able to see clearly and work on projects	1E	<ul style="list-style-type: none"> • Ensure all windows are free of hazards and not obscured • Ensure all internal lights are operating and maintained on a regular basis • Use of blinds when necessary to block out extra light
5. Science Experiments	Burns and Scalds	2C	<ul style="list-style-type: none"> • Ensure rules are strictly implied and enforced by staff

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)
	Inhalation of gases, ingestion Eye irritations Allergies, anaphylaxis		<ul style="list-style-type: none"> • Ensure instructions of experiments are clearly explained and understood by all staff • Ensure children are at a distance when using educators are using matches, lighters or other hot objects • Ensure educators and children are wearing protective gear e.g: gloves, masks, eye goggles as necessary
6. Sensory / messy play activities	Slippery surfaces slips, trips and falls	2B	<ul style="list-style-type: none"> • Discuss with children rules and boundaries • Educators will role model expected behaviours with the children • Educators will ensure close supervision and interaction with children whilst at activity • Ensure there is appropriate signage indicating the slippery surface • Ensure children are dressed appropriately, e.g. wearing of aprons, closed shoes • Ensure the surface is wiped regularly
7. WIRES (Wildlife animal specimens)	Children may be allergic to the animal fur, and/or animal skin (Asthma/Anaphylactic) Emotional sensitivity and well-being of children Fears and phobias	2C	<ul style="list-style-type: none"> • Discuss with children what the objects will be before showing to children • Educators to be aware of which children have allergies to certain animal fur/skin, etc and communicate this with the WIRES staff • Educators to be aware of which children have fears/phobias and show sensitivity to these children accordingly. • Educators to hold animal specimen and encourage children to look, feel and touch • Educators to ensure correct washing of hands after handling animal specimens and use of sanitizer also.
8. Pottery/Clay activity	Ingestion of Clay Inhalation	2C	<ul style="list-style-type: none"> • Ensure children with skin eczema/dermatitis/skin allergies, or other skin conditions wear gloves whilst using clay

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)
	Absorption through cuts or abrasions Skin irritations, skin dermatitis/eczema		<ul style="list-style-type: none"> • Educators to discuss and role-model with children proper use of clay. • Adequate supervision of children, ensuring that materials are not swallowed or put near children's mouths • Ensure children wash hands and skin thoroughly after use of clay products.
9. Conflicts between children over equipment	Risk of children in conflict with one another	1E	<ul style="list-style-type: none"> • Set clear rules and boundaries • Ensure there is sufficient quantity of equipment and resources • Active staff supervision and interaction

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

**SECTION 2 –
Probability Matrix to be used with TKC Hazard Identification, Assessment and Control Report**

E – Extreme risk – detailed action plan required

H - High risk – needs senior management attention

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				
Public Safety/OHS	Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention.	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required.	Life threatening or multiple serious injuries causing hospitalization; significant impairment requiring long-term rehabilitation.	Death or multiple life threatening injuries; permanent disability.	
Reputation & Image	Resolved by day-to-day management; internal review.	Some local press mention, with Senior Management required to prevent escalation.	Some state media mention, with Senior Management required to resolve.	Intense public and national media scrutiny. Eg: front page headlines, TV, etc; embarrassment for TKC.	Public inquiry or sustained adverse national media coverage; loss of community participation and confidence.	
Business Continuity	Disruption to service capacity for up to half a day	Disruption of services between 1 and 2 days	Disruption of services up to 5 days	Disruption of services up to 1 week	Disruption of services for greater than 1 week	
Environment	Minor effects on biological or physical environment	Moderate, short-term effects, but not affecting ecosystem functions	Serious, medium-term effects.	Serious medium to long-term effects, with some impairment of ecosystem functions	Very serious long-term effects, with significant impairment of ecosystem functions.	
Legal/ Contract Management	Minor complaint, incident or contract issue resolved by Management.	Isolated threat of legal action or threat of loss of contract, resolved by management.	Significant incident with threat of legal action, loss of contract with moderate financial loss & impact to reputation.	Civil law suit laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.	Major law suit and/or criminal charges with prosecution/fines;	
Financial	Financial loss up to \$100K; minor cost overrun.	Financial loss between 100 & 250K; cost overrun <5%.	Financial loss between 250 & 500K; cost overrun >5% but <8%.	Financial loss between 500K & 1M; cost overrun >8% but <10%.	Financial loss >1M; cost overrun >10%.	

Insignificant	Minor	Moderate	Major	Catastrophic
1	2	3	4	5

		Probability:						
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

