



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

THE KIDS CASTLE
MASTER RISK ASSESSMENT
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)	WHO IS RESPONSIBLE	BY WHEN
Supervision of children	Children bumping into each other or other equipment causing injury	1E	<ul style="list-style-type: none"> Staff trained in First Aid Play equipment, tables and chairs spaced apart allowing adequate space for movement Pathways are kept clear and unobstructed Play equipment and toys are kept within specific areas Remove sharp edges or cover with appropriate padding 	Roy/Anna/Viv	Ongoing
Supervision of Children Cont	Emergency arises in facility	1E	<ul style="list-style-type: none"> Ensure all staff are trained in emergency evacuation procedures and communication ie. calling 000 Ensure an evacuation procedure is displayed in appropriate visible location Ensure regular drills as per Department of Human Services requirements 	Roy/Anna/Viv	Ongoing

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)	WHO IS RESPONSIBLE	BY WHEN
	Potential for disease transmission to staff ie during nappy changing		<ul style="list-style-type: none"> Gloves are used and disposed of appropriately Appropriate cleaning fluid available to wipe equipment and spills Staff must wash hands before handling food or eating. 	Roy/Anna/Viv	Ongoing
Session commencing & finishing	Child escaping through open entry door.	D2	<ul style="list-style-type: none"> Implement system to ensure that staff member/s monitors the entry door. Only allow children out with authorized parent/guardian. 	Roy/Anna/Viv	Ongoing
Outdoor Activities	Injuries to the children using play equipment and sandpit.	C2	<ul style="list-style-type: none"> Regular maintenance performed on equipment to ensure no sharp edges or protrusions. Maintain accurate records on equipment history. Respect manufacturers predicted lifespan for equipment. Childcare staff supervising use of equipment. Sandpit raked and sifted to ensure no sharp objects. Cover fitted on sandpit to prevent water and foreign objects entering sand. 	Roy/Anna/Viv	Ongoing
	Injuries to the children from falls.	C2	<ul style="list-style-type: none"> Appropriate amount & type of soft fall material maintained. Ensure no sharp objects on ground. Padding surrounding poles 	Roy/Anna/Viv	Ongoing
	Hot weather and sun damage.	C2	<ul style="list-style-type: none"> Appropriate shading to prevent overheating of play equipment and sun protection. Sunsmart guidelines implemented. Sunscreen to be applied to child by parent/guardian before attending session. 	Roy/Anna/Viv and Casuals	Ongoing

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)	WHO IS RESPONSIBLE	BY WHEN
Cleaning equipment	Fumes from cleaning products.	D2	<ul style="list-style-type: none"> Apply chemical handling hazard identification, risk assessment and control process. Personal Protective Equipment (PPE) where required, with employee training in use. Provision of adequate ventilation. 	Roy/Anna/Viv	Ongoing
	Inappropriate use of cleaning equipment.	D2	<ul style="list-style-type: none"> Employee induction & training in safe cleaning techniques and equipment use. 	Roy/Anna/Viv	Ongoing
Lifting and moving equipment and children	Back injury from unsafe lifting.	D2	<ul style="list-style-type: none"> Apply manual handling hazard identification, risk assessment and control process. Use appropriate lifting techniques. Employee induction & training. 	Roy/Anna/Viv	Ongoing
	Injury from dropping equipment on limbs.	D2	<ul style="list-style-type: none"> Ensure appropriate footwear. Use lifting aids and trolleys. Require two or more people to lift. Employee induction & training. 	Roy/Anna/Viv	Ongoing
Operation of Electrical appliances	Contact with electricity.	D3	<ul style="list-style-type: none"> Childproof all electrical hazards. Minimize use of power boards or extension cords. Residual current devices in all circuits. Residual current devices tested regularly. Electrical leads kept clear of reach of children, and elevated in activity areas to prevent trip hazard. All electric leads are kept insulated. 	Roy/Anna/Viv	Ongoing
	Faulty leads/appliances.	D3	<ul style="list-style-type: none"> Regular checking of electrical equipment via hazard checklist. Tools and equipment inspected and tagged. 	Roy/Anna/Viv	Ongoing

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				
	Insignificant	Minor	Moderate	Major	Catastrophic
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. E.g.: 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; loss of multiple contracts.
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%.

		Probability:						
		A	B	1	2	3	4	5
Likelihood	Is expected to occur in most circumstances	Almost Certain		M	H	H	E	E
	Will probably occur	Likely		M	M	H	H	Extreme
	Might occur at some time in the future	Possible		L	Medium	M	High	E
	Could occur but doubtful	Unlikely		Low	M	M	H	H

	May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H
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