



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

**THE KIDS CASTLE**

**OUTDOOR RISK ASSESSMENT**

**DATE: APRIL 2020**

**PERSON COMPLETING REPORT: Roy Faulkner, DIRECTOR**

**IN CONSULTATION WITH: Anna So, Viv Wickham, Jake Crew**

**SECTION 1 - Risk Assessment**

<b>TASK / ACTIVITY</b>	<b>POTENTIAL HAZARDS &amp; CONSEQUENCE</b>	<b>PROBABILITY (Refer Probability Matrix)</b>	<b>CONTROL MEASURES (include reference to legislation, codes and standards)</b>	<b>WHO IS RESPONSIBLE?</b>	<b>BY WHEN</b>
Supervision of children	Children bumping into each other or other equipment causing injury	1E	<ul style="list-style-type: none"> <li>Staff trained in First Aid</li> <li>Play equipment, tables and chairs spaced apart allowing adequate space for movement</li> <li>Pathways are kept clear and unobstructed</li> <li>Play equipment and toys are kept within specific areas</li> <li>Remove sharp edges or cover with appropriate padding</li> </ul>	Roy/Anna/Viv/Jake	On-going
Supervision of Children Cont..	Emergency arises in facility	1E	<ul style="list-style-type: none"> <li>Ensure all staff are trained in emergency evacuation procedures and communication i.e. calling triple zero .. 000</li> <li>Ensure an evacuation procedure is displayed in appropriate visible location</li> </ul>	Roy/Anna/Viv/Jake	On-going

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (Include reference to legislation, codes and standards)	WHO IS RESPONSIBLE?	BY WHEN
			<ul style="list-style-type: none"> <li>Ensure regular drills as per Department of Human Services requirements</li> </ul>		
	Potential for disease transmission to staff i.e. during fouled clothing change		<ul style="list-style-type: none"> <li>Gloves are used and disposed of appropriately</li> <li>Appropriate cleaning fluid available to wipe equipment and spills</li> <li>Staff must wash hands before handling food or eating.</li> </ul>		On-going
Session commencing & finishing	Child escaping through open entry door and gate	D2	<ul style="list-style-type: none"> <li>Implement system to ensure that staff member/s monitors the entry door.</li> <li>Only allow children out with authorized parent/guardian.</li> </ul>	Roy/Anna/Viv/Jake	On-going
Outdoor Activities	Injuries to the children using play equipment and sandpit.	C2	<ul style="list-style-type: none"> <li>Regular maintenance performed on equipment to ensure no sharp edges or protrusions.</li> <li>Maintain accurate records on equipment history.</li> <li>Respect manufacturers predicted lifespan for equipment.</li> <li>Educators supervising use of equipment.</li> <li>Sandpit raked and sifted to ensure no sharp objects before use</li> <li>Cover fitted on sandpit to prevent water and foreign objects entering sand.</li> </ul>	Roy/Anna/Viv/Jake	On-going
	Injuries to the children from falls.	C2	<ul style="list-style-type: none"> <li>Appropriate amount &amp; type of soft fall material maintained.</li> <li>Ensure no sharp objects on ground.</li> <li>Padding surrounding poles</li> </ul>	Roy/Anna/Viv/Jake	On-going

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (Include reference to legislation, codes and standards)	WHO IS RESPONSIBLE?	BY WHEN
	Hot weather and sun damage.	C2	<ul style="list-style-type: none"> <li>• Appropriate shading to prevent overheating of play equipment and sun protection.</li> <li>• SunSmart guidelines implemented.</li> <li>• Sunscreen to be applied to child by parent/guardian before attending session.</li> </ul>	Roy/Anna/Viv/Jake and Casuals	On-going
Cleaning equipment	Fumes from cleaning products.	D2	<ul style="list-style-type: none"> <li>• Apply chemical handling hazard identification, risk assessment and control process.</li> <li>• Personal Protective Equipment (PPE) where required, with employee training in use.</li> <li>• Provision of adequate ventilation.</li> </ul>	Roy/Anna/Viv/Jake	On-going
	Inappropriate use of cleaning equipment.	D2	<ul style="list-style-type: none"> <li>• Employee induction &amp; training in safe cleaning techniques and equipment use.</li> </ul>	Roy/Anna/Viv/Jake	On-going
Lifting and moving equipment and children	Back injury from unsafe lifting.	D2	<ul style="list-style-type: none"> <li>• Apply manual handling hazard identification, risk assessment and control process.</li> <li>• Use appropriate lifting techniques.</li> <li>• Employee induction &amp; training.</li> </ul>	Roy/Anna/Viv/Jake	On-going
	Injury from dropping equipment on limbs.	D2	<ul style="list-style-type: none"> <li>• Ensure appropriate footwear.</li> <li>• Use lifting aids and trolleys.</li> <li>• Require two or more people to lift.</li> <li>• Employee induction &amp; training.</li> </ul>	Roy/Anna/Viv/Jake	On-going
Operation of Electrical appliances	Contact with electricity.	D3	<ul style="list-style-type: none"> <li>• Childproof all electrical hazards.</li> <li>• Minimize use of power boards or extension cords.</li> <li>• Residual current devices in all circuits.</li> <li>• Residual current devices tested regularly.</li> </ul>	Roy/Anna/Viv/Jake	On-going

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (Include reference to legislation, codes and standards)	WHO IS RESPONSIBLE?	BY WHEN
			<ul style="list-style-type: none"> <li>Electrical leads kept clear of reach of children and elevated in activity areas to prevent trip hazard.</li> <li>All electric leads are kept insulated.</li> <li>Regular checking of electrical equipment via hazard checklist.</li> <li>Tools and equipment inspected and tagged.</li> </ul>	Roy/Anna/Viv/Jake	On-going
	Faulty leads/appliances.	D3			

**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

	Consequence					
<b>Public Safety/OHS</b>	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.	
<b>Reputation &amp; Image</b>	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.	
<b>Business Continuity</b>	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	
<b>Environment</b>	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.	

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.

Legal/ Contract Management	Financial	Likelihood													
		Insignificant	Minor	Moderate	Major	Catastrophic									
Minor complaint, incident or contract issue resolved by Management.	Financial loss up to \$100K; minor cost overrun.	1	2	3	4	5	Is expected to occur in most circumstances	A	Almost Certain	M	H	H	E	E	
							Will probably occur	B	Likely	M	M	H	H	E	E
							Might occur at some time in the future	C	Possible	L	Medium	M	H	H	Extreme
							Could occur but doubtful	D	Unlikely	LOW	M	H	H	H	
							May occur but only in exceptional circumstances	E	Rare	L	L	M	M	H	
Isolated threat of legal action or threat of loss of contract, resolved by management.	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%.	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.								