



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

<b>THE KIDS CASTLE</b>
<b>SENIOR CAMPUS RISK ASSESSMENT</b>
<b>DATE: APRIL 2020</b>
<b>PERSON COMPLETING REPORT: Roy Faulkner, DIRECTOR</b>
<b>IN CONSULTATION WITH: Anna So, Viv Wickham, Jake Crew</b>

**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
Crossing the road		1E	<ul style="list-style-type: none"> <li>Two staff members required to walk children across the Pelican Crossing.</li> <li>One staff member stops mid-point on the crossing while the second staff member leads the children across.</li> </ul>		

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 Cont..	Emergency arises in facility	1E	<ul style="list-style-type: none"> <li>Walk not run and children always cross in front of the stationary staff member, who then follows the children ensuring that all have crossed safely.</li> <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> <li>Ensure regular drills as per Department of Human Services requirements</li> </ul>	Roy/Anna/Viv/Jake	On-going
	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	C2	<ul style="list-style-type: none"> <li>Equipment safety checked before session.</li> <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> </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
	Injuries to the children from falls.	C2	<ul style="list-style-type: none"> <li>Educators supervising use of equipment.</li> <li>Appropriate amount &amp; type of soft fall material maintained.</li> <li>Ensure no sharp objects on ground.</li> <li>Padding surrounding poles</li> <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	On-going
	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

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			
	Public Safety/OHS	Reputation & Image	Minor injury, First Aid Treatment, Case or short-term medical intervention.	Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required.
	Injuries or ailments not requiring medical treatment.	Resolved by day-to-day management; internal review.	Some local press mention, with Senior Management.	Some state media mention, with Senior Management, required to resolve.
			Life threatening or multiple serious injuries causing hospitalization; significant impairment, requiring long-term rehabilitation.	Intense public and national media scrutiny. E.g.: front
			Death or multiple life-threatening injuries; permanent disability.	Public inquiry or sustained adverse national media

- 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

**Likelihood**

<b>Probability:</b>
A Is expected to occur in most circumstances
B Will probably occur
C Might occur at some time in the future
D Could occur but doubtful
E May occur but only in exceptional circumstances

<b>A</b>	<b>Almost Certain</b>	M	H	H	E	E
<b>B</b>	<b>Likely</b>	M	M	H	H	<b>Extreme</b>
<b>C</b>	<b>Possible</b>	L	<b>Medium</b>	M	<b>High</b>	E
<b>D</b>	<b>Unlikely</b>	<b>LOW</b>	M	M	H	H
<b>E</b>	<b>Rare</b>	L	L	M	M	H

<b>Business Continuity</b>	Disruption to service capacity for up to half a day	required to prevent escalation.	Disruption of services between 1 and 2 days	Disruption of services up to 5 days	page headlines, TV, etc. embarrassment for TKO.	coverage; loss of community participation and confidence
<b>Environment</b>	Minor effects on biological or physical environment	Moderate, short-term effects, but not affecting ecosystem functions	Isolated threat of legal action or threat of loss of contract, resolved by management.	Serious, medium-term effects.	Serious medium to long-term effects, with some impairment of ecosystem functions	Disruption of service for greater than 1 yr. Significant
<b>Legal/Contract Management</b>	Minor complaint, incident or contract issue resolved by Management.	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%	Civil law suit, laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.	Very serious long-term effects, with significant impairment of ecosystem functions.
<b>Financial</b>	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%	Major law suit and/or criminal prosecution/fines; loss of multiple contracts.
	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>	
	1	2	3	4	5	