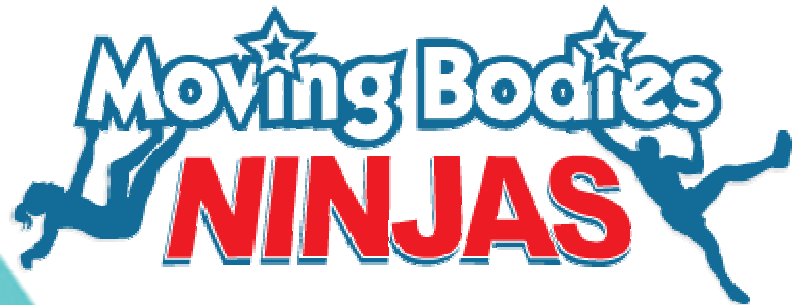




**Moving Bodies Pty Ltd
Risk Assessment and
Management Pro-Forma**



Moving Bodies Pty Ltd - Risk Assessment and Management Pro-Forma



MOVING BODIES HEAD OFFICE

Owner/Director: Rebecca Ross
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Website: www.movingbodies.com.au

Location: Moving Bodies Centre

Address: Unit 6 / 2 Marina Close, Mt Kuring-gai NSW 2080

Phone: 9457 7732

Program: Moving Bodies Ninjas

Staff: Moving Bodies Instructors (Screened: Working with Children Check No. 7467)

Public Liability and Professional Indemnity: JLT Sport Insurance (Policy Number: SUA/001767)

World Wide Sports Insurance (Policy Number: PMEL99/0064334)


Workers Compensation: CGU Workers Compensation (Policy Number: WGB060166854122)

Staff Training

- ❖ Qualified supervisor to run in-house training session with every staff member
- ❖ Training staff to work directly under the supervision of Supervisors until deemed competent
- ❖ Continued observation and feedback to training staff provided by Supervisors

Emergency Action Plan:

- ❖ Qualified first aid staff member to assess the situation
- ❖ Assess safety of everyone involved and signs/symptoms injured participant
- ❖ Notify parent / emergency contact person if necessary
- ❖ Implement Moving Bodies Medical action plan
- ❖ Moving Bodies Instructors to complete a Moving Bodies Accident Report Form

Areas	Identification	Existing Controls	Who	When
People Factors				
<p>Possible risk of injury to child/children in the session as a result of 'people factors'</p> 	<p>Risk associated with:</p> <ol style="list-style-type: none"> 1. Children not knowing safety rules or responding incorrectly 2. Children misunderstanding the skills or activities 3. Skills being too difficult for the skill level of the child/children 4. Poor behaviour 5. Excessive heat and/or lack of fluid intake 6. Special needs of child/children 7. Children on medication 8. Muscular/soft tissue injury 9. Injury due to collision of children 	<ol style="list-style-type: none"> 1. Staff revise all safety rules at the start of the session and reinforce periodically throughout session. 2. Staff will give demonstration of skills along with explanations including safety points. 3. There will be varying degrees of skills and activities. Alternative skills may be offered to allow differentiation. 4. Follow Moving Bodies discipline policy. 5. If it is hot, children will be given regular drink breaks. 6. Moving Bodies staff to be notified of any special considerations of the children. Adapting of skills and activities where appropriate. 7. Be aware of medical conditions that require medication – see 6. above. All asthma/anaphylaxis medicals bought with children to session 8. Warm up and stretch is performed at the start of every session 9. Safety instructions regarding use of space and equipment and number of children to use each piece of equipment at any one time are introduced and reinforced. 	<ol style="list-style-type: none"> 1. Moving Bodies Instructors 2. Moving Bodies 3. Moving Bodies 4. Moving Bodies Instructor 5. Moving Bodies Instructor 6. Moving Bodies Instructor and career if applicable 7. Moving Bodies Instructor 8. Moving Bodies Instructor 9. Moving Bodies Instructors 	<ol style="list-style-type: none"> 1. Prior to the session starting and during the session as required 2. Each session 3. Each session 4. Act promptly 5. Each session during and after or as necessary 6. Moving Bodies – at the commencement of session and throughout the session 7. Moving Bodies – at the commencement of session and throughout the session 8. Start of each session 9. Moving Bodies – at the commencement of session and throughout the session

Areas	Identification	Existing Controls	Who	When
Equipment				
Possible risk of injury to child/children in the session as a result of equipment factors	1. Injury due to faulty Moving Bodies Ninja equipment	1. Equipment checked prior to and continually during the session	1. Moving Bodies	1. Discontinue use of faulty equipment
	2. Injury due to rubbish or unclean area	2. Equipment checked prior to every session and all rubbish to be removed immediately.	2. Moving Bodies	2. Discontinue use of space until clean
	3. Injury due to inadequate / damaged matting	3. Sufficient matting is placed around equipment. Velcro is used to connect all large floor mats. Instructors continually checking that mats stay where required.	3. Moving Bodies Instructors	3. Each session
	4. Injury due to corrosion of anchor points and metal posts	4. Competent person to check condition of anchor points and look for small damage details such as hair line fractures	4. Moving Bodies	4. Each month
	5. Injury due to insufficient spotted/supervised activities with staff	5. Each session will be pre-booked with specific numbers for each session. Staff organised accordingly to ensure sufficient supervision.	5. Moving Bodies Instructors	5. Each session
	6. Injury due to attempting skills beyond their ability	6. Skills and activities are demonstrated by Instructors. Children will be recommended areas to use based on their ability.	6. Moving Bodies instructor	6. Each session
	7. Injury due to falling from a height	7. Equipment assessed for height risk and extra thick matting provided where needed.	7. Moving Bodies instructor	7. Each session

