



TKC Hazard Identification, Risk Assessment & Control Plan

To be used in conjunction with the TKC Master Risk Control Plan

THE KIDS CASTLE	CONTACT NO: 9417 7183	MOB: 0403952975
PROGRAM/AREA: KAYAKING	LOCATION: PROKAYAKS, NARRABEEN LAKE	WATER HAZARD: YES
DATE: 24th Jan 2024	NUMBER OF CHILDREN: 45	STAFF: 9 RATIO: 1:5
PERSON COMPLETING REPORT: Roy Faulkner, DIRECTOR		
IN CONSULTATION WITH:		
BRIEF BACKGROUND: We've used Prokayaks before, and it was brilliant		
HISTORY OF PREVIOUS INCIDENTS: Site visit carried out on Jan 11th 2024		

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
<p>1: Travel on bus We are travelling by private bus. Seatbelts are provided.</p> <p>We will be travelling to the venue via Warringah Road and the Wakehurst Parkway.</p>	<p>Traffic/Bus – Accident Injury to child/staff while riding bus Injury to child/staff while getting on and off the bus</p>	4D	<ul style="list-style-type: none"> walk when on public transport Hold onto handles where available. Remain seated whilst vehicle's in motion. Staff First Aid trained First Aid Kits available Educate children before leaving Centre about appropriate behaviour Children advised to take extra care when boarding/d disembarking bus. 	Excursion Coordinator	On day of excursion

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"> Do not exceed the maximum allowance for people on the bus 		
2: General	Grazes, cuts and bruises due to slips and falls	2B	<ul style="list-style-type: none"> Running only in appropriate areas designated by Staff Staff First Aid trained First Aid Kits available Educate children before arriving at excursion about appropriate behaviour Staff are educated about the facilities they will be visiting at Staff meeting's prior to the Holidays ensure that maximum supervision is achieved. Follow BE Sharp/SCAN Supervision Techniques. 		
3.General	Lost Child	3D	<ul style="list-style-type: none"> Children wear stickers with centre phone number and in the future KTC excursion t-shirts Staff do regular head counts to ensure all children are accounted for. Staff spread themselves out amongst children to ensure that maximum supervision is achieved. Follow BE Sharp/SCAN Supervision Techniques. 		

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)	WHO IS RESPONSIBLE	BY WHEN
4. General	Participant welfare issues such as: toilet facilities, shade, clean water, disabled access	1D	<ul style="list-style-type: none"> • Familiarise children with site • Toilets available • Disabled access available • Staff accompany children to bathrooms – at least two children • Check bathrooms before children enter to ensure they are clean and have sufficient toilet paper • Staff not to leave the children alone with members of the public in bathroom 		
5. Sun Protection	Sunburn, sun stroke, heat stroke	3D	<ul style="list-style-type: none"> • All children and staff to apply sunscreen before leaving the centre • All children and staff to wear appropriate clothing • All staff and children to regularly apply sunscreen throughout the day • Spend as much time in the shade as possible i.e. lunch time, whilst waiting for activities etc. 		
6. Dehydration	Children/staff become dehydrated through lack of water and prolonged heat, sun exposure	2D	<ul style="list-style-type: none"> • Ensure all children have a drink bottle or access to drinking water • Encourage regular water intake by stopping activities for a drink 		
7. Food and Diet	Food Allergies	1D	<ul style="list-style-type: none"> • No food to be purchased by children or KTC Staff. • No sharing of food with children or staff. 		

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)	WHO IS RESPONSIBLE	BY WHEN
8. Toilets	Potential to lose children	1D	<ul style="list-style-type: none"> •KTC staff to check toilets for hazards and remove them. • Children always to visit toilets in groups accompanied by a KTC staff member. 		
VENUE SPECIFIC PROKAYAKS, NARRABEEN LAKE	Slippery floors, trip hazards entering the premises	3C	<ul style="list-style-type: none"> •Staff to educate children about the potential hazards before arriving at the venue • Children to be grouped with staff spread out amongst the children to monitor safe entry of the venue • Senior First Aid Training. • Appropriate first aid equipment available. 		
2. Venue open to the public – large crowds	Lost or missing child	4E	<ul style="list-style-type: none"> •Ensure the children are aware of other members of the public • All Children are wearing YMCA excursion T-shirt with centre name and contact details clearly marked on clothing. Children to wear appropriate footwear •Appropriate ratios are enforced. • Roll call, head counts, buddy systems, checklists to be conducted regularly • Adequate supervision at all times including during activity 		

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY (Refer Probability Matrix)	CONTROL MEASURES (include reference to legislation, codes and standards)	WHO IS RESPONSIBLE	BY WHEN
3.LAKE	DROWNING	4C	<ul style="list-style-type: none"> • Staff to check life vests and ensure that they are in good repair. Children are to wear a life vest at all times • Staff to check life vests and ensure they are being worn correctly. •Staff to be in the water with the children 		
4. LAKE - CANOES 5. LAKE/CANOE	INJURY FROM OAR STRIKE Bumping head, breaking limb From falling out of canoe	3E 3E	<ul style="list-style-type: none"> • Children to be shown how to carry the oar • Staff to be vigilant and explain that the oar is not to be swung around. • First aiders to be in team + two fully stocked first aid kits • Staff to help children, especially the younger ones in and out of the canoe. 		
6. LAKESIDE 7. LAKESIDE	Children who get scared or do not want to participate Fall/Injury/struck by passing cyclist	2C 3C	<ul style="list-style-type: none"> •Staff member to stay with children in the grassy area. Ensure that there is enough equipment to keep them entertained. •Children educated before the activity about staying on the grassy area and not playing on the footpath • Children to be accompanied by a staff member when getting ready to get into the canoe 		

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"> • Staff spread out amongst the group and monitor and supervise children throughout the activity 		

**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. 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%.
					Insignificant	Minor	Moderate	Major	Catastrophic
		Probability:			1	2	3	4	5
L i k e l i h o o d	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	