

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

THE KIDS CASTLE
PROGRAM/AREA: OUTDOOR
DATE: 5TH MARCH 2024
PERSON COMPLETING REPORT: Anna So
IN CONSULTATION WITH: Director and Educators
HISTORY OF PREVIOUS INCIDENTS: NONE

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
------------------------	--	---	---	---------------------------	----------------

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

<p>Outdoor Play Equipment (Monkey bars, climbing frames, slides, rubber poles)</p> <p>Playground (Wooden bridge, statues, climbing poles, robes, wooden sitting area)</p>	<p>Children fall from play equipment.</p> <p>Children bumping into each other or other equipment.</p> <p>Children trip over.</p> <p>Children pick up splinters when playing on/put hands on wooden equipment.</p> <p>Insect/tick bits.</p>	<p>4B</p>	<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. · Risk assessment must be completed prior to each session start. · Hazard must be eliminated or area to be closed and reported to the responsible person on duty and informed the team prior to session start. · Active Supervision. At least two educators supervise the play equipment area when it's open. · Educators are trained in first aid and at least one nominated first aider on site. 	<p>School & Nominated supervisor Coordinator</p> <p>Responsible person on duty & Educators</p>	<p>All the time</p> <p>Prior to each session start</p>
---	--	-----------	--	--	--

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

			<ul style="list-style-type: none">· Appropriate amount & type of soft fall material maintained.· Remind children to use the play equipment appropriately.· No sitting on top/ high (yellow) bars or top of the wooden bridge/wooden poles/statues.· When children are using the monkey bars - No skipping bars, one child at a time and they move toward one direction.· Pathways are kept clear and unobstructed· Remove sharp edges or cover with appropriate padding· Children to play around the wooden statues and do not climb on them· Educators making sure the wooden logs are in the appropriate area and allowing adequate space for movement		
--	--	--	---	--	--

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

<p>Games/activities at the targets area (in front of the children's toilets)</p>	<p>Children bumping into each other or other equipment</p> <p>Children trip over</p> <p>Children climb on targets</p> <p>Windows above the targets</p> <p>Children go out of bounce areas between the sheds</p>	<p>2C</p>	<ul style="list-style-type: none"> · No climbing on the targets · Appropriate setting up of the games and allowing adequate space for movement 	<p>Educators</p>	<p>All time</p>
<p>Games/activities on the oval</p>	<p>Children bumping into each other or other equipment</p> <p>Children trip over</p>	<p>2B</p>	<ul style="list-style-type: none"> · Appropriate setting up of the games and allowing adequate space for movement. · Use cones to divide the area when there are more than one group games on the oval. · Active supervising children when playing on the oval and remind them to slow down. 	<p>Educators</p>	<p>All time</p>

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

<p>Games/activities on handball courts</p>	<p>Children bumping into each other or other equipment</p> <p>Children trip over</p> <p>Handballs roll under the classroom/building</p> <p>Handball roll out of bounce</p>	<p>2B</p>	<ul style="list-style-type: none"> · Appropriate setting up of the games and allowing adequate space for movement. · Active supervising children when playing on the handball court and reminding them to slow down. 	<p>Educators</p>	<p>All time</p>
<p>Games/activities under COLA</p>	<p>Children bumping into each other or other equipment</p> <p>Children trip over</p> <p>Lights under the COLA</p> <p>Powerpoints</p> <p>Close to school gates</p>	<p>3C</p>	<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. · Play equipment, tables and chairs spaced 	<p>Educators</p>	<p>All time</p>

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

			apart allowing adequate space for movement		
Activities at sandpit and surrounding areas	<p>Children bumping into each other</p> <p>Children trip over and fall onto rocks around the sandpit</p> <p>Sandpit located at the far corner of the school ground and relatively close to the fence</p>	4H	<ul style="list-style-type: none"> · Appropriate amount & type of sand maintained · Raked and sifted the sand pit regularly. Ensure the sandpit is clean and clear from sharp objects prior to opening. · Remove sandpit cover and store it away from the sandpit while it's in use. · All sand toys must be put away from the sandpit and stored in the sports shed when the sandpit is closed. · Cover the sandpit when the facility is not in use to prevent water and foreign objects entering sand. 	Educators	All time

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

<p>General Outdoor activities</p>	<p>Extreme weather (heat/cold/windy/storm) lead to medical conditions such as sunburn, heat stroke, dehydration, asthma, etc</p>	<p>4B</p>	<ul style="list-style-type: none"> · Appropriate shading to prevent overheating of play equipment and sun protection. · Sunsmart guidelines implemented. · Offer and encourage children to apply sunscreen at arrival in the morning, before going to school (at 9am roll call) and in the afternoon (during afternoon roll call/at afternoon tea time, and at lunch time during vacation care sessions). · Educators and children must wear a hat at the outdoor area · Encourage children to wear appropriate clothing (wear a jacket when it's cold and take off jacket when it's hot) · Remind children to drink water and take breaks during hot days. · Ensure educators on duty aware of children with medical condition 	<p>Educators</p>	<p>All time</p>
-----------------------------------	--	-----------	--	------------------	-----------------

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

			<ul style="list-style-type: none"> and knowing the children. Ensure educators have the knowledge of the triggers and symptoms of medical conditions 		
General Outdoor activities	Branches falling off from trees/branches about to fall from trees.	4C	<ul style="list-style-type: none"> Educators check trees conditions as part of routine ground checks. Ensure there is no tree branches that are hanging from tree, especially after stormy days. 	Educators	All time

ALL CONTROL MEASURES LISTED ABOVE MUST NOW BE TRANSFERRED TO THE 'TKC MASTER RISK CONTROL PLAN'

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

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
manage
ment
attentio
n

**M –
Mediu
m risk**
–

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 hospitalisation or multiple medical treatment cases; short-term rehabilitation required.	Life threatening or multiple serious injuries causing hospitalisation; significant impairment requiring long-term rehabilitation.	Death or multiple life threatening injuries; permanent disability.

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

specify
manage
ment
respons
ibility

L –
Low
risk –
manage
by
routine
procedu
res

High or
Extrem
e risks
must be
reporte
d to
Senior
Manage
ment
and
require
detailed
treatme
nt plans
to

--	--	--	--	--	--

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

reduce the risk to **Low** or **Medium**.

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 lawsuit 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	Financial loss between 250 & 500K; cost overrun	Financial loss between 500K & 1M; cost overrun >8% but <10%.	Financial loss >1M; cost overrun >10%.

THE KIDS' CASTLE OUTDOOR RISK ASSESSMENT

				overrun <5%.	>5% but <8%.			
			Insignifi cant	Minor	Moderat e	Major	Catastrophic	
			1	2	3	4	5	
Likeliho od	Probabili ty:	A	Almost Certain	M	H	H	E	E
	Is expected to occur in most circumstances	B	Likely	M	M	H	H	Extreme
	Will probably occur	C	Possible	L	Medi um	M	High	E
	Might occur at some time in the future	D	Unlikely	Low	M	M	H	H
	Could occur but doubtful	E	Rare	L	L	M	M	H
	May occur but only in exceptional circumstances							