



Fit 'n' Fun Academy  
 Units 2-3/14-18 Preston Street,  
 Jamisontown, NSW 2570  
 Ph: 0408820929  
 Email: info@fitnfunacademy.com.au  
 www.fitnfunacademy.com.au

## Kylie O Fit 'n' Fun Academy

### Risk Assessment – Vacation Care Gymnastics Programs

<b>Vacation Care Sight</b>	<b>At Centre</b>	<b>Person Conducting Assessment</b>	<b>Kylie Otrupcek</b>	<b>Date</b>	<b>15/08/2022</b>
<b>Program / Area</b>	Gymnastics	<b>In Consultation with</b>	<b>Kerrie Girard</b>		
<b>Review of history of incident/injury, hazard records</b>	Nil	<b>Legislation Requirements</b> <i>(eg, Act, Code of Practice, Australian Standards....)</i>	<b>NSW WHS Act and Regulation 2011; HB246-2004 Guidelines for Managing Risk in Sport and Recreation</b>		

<b>Declaration</b>	<b>Accountable Manager Name</b>	<b>Signature</b>	<b>Date</b>
I have reviewed and endorsed this risk assessment.			

<b>Ref</b>	<b>Task / Activity</b>	<b>Hazards / Risks</b>	<b>Current Controls in Place</b>	<b>Risk Score</b> <i>(Refer Risk Matrix)</i>	<b>Proposed Additional Controls (PAC)</b>	<b>Residual Risk Score</b> <i>(Refer Risk Matrix)</i>	<b>PAC Approval</b> ✓ or ✗	<b>Action Owner</b>
01	Packing up after an activity	Manual handling causing back, shoulder and arm pains	Two persons lift	High (3B)	<ul style="list-style-type: none"> <li>Purchase a trolley and lifting aids</li> <li>Manual handling training and use proper manual handling techniques</li> </ul>	Medium (3C)	✓  ✗	J.B
01	Child protection	Children exposed to the risk of being exposed to child protection issues	<ul style="list-style-type: none"> <li>All staff complete a Working with Children Check</li> <li>Management on site</li> </ul>	4E Medium	Ensure there is always two adults at any time in the hall with children.			
02	Accessing the area being used.	Trip hazards – falling down stairs, colliding with other people, tripping over, inadequate lighting	<ul style="list-style-type: none"> <li>Adequate lighting in rooms and stairway</li> <li>IMS conducted regularly</li> </ul>	3C Medium		3C Medium		



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			<ul style="list-style-type: none"> <li>Hazard and incident reporting</li> </ul>					
03	Hall	<p>Poor layout – different programs in each other way, resulting in collision between participants</p> <p>Trip hazards – moving around equipment, different floor levels</p>	<ul style="list-style-type: none"> <li>No other classes on.</li> <li>Instructors/coaches coordinate program</li> <li>Housekeeping ensure trip hazards are managed</li> <li>Gymnastics matting.</li> </ul>	2C Medium	Verbally tell students and teachers these risks.	2C Medium		
04	Setting up room	<p>Manual Handling – lifting and carrying equipment into position</p> <p>Equipment placed in front of emergency equipment and/or exit</p>	<ul style="list-style-type: none"> <li>Some equipment is a two person lift</li> <li>Instructors aware equipment is not to be placed in front of emergency exits</li> </ul>	3C Medium	<p>Ensure all staff have completed the online manual handling training (is part of the new induction program)</p> <p>Develop a SWMS for setting up room</p> <p>Talk to instructors to ensure nothing is placed in front of doors</p>	3D Medium		
05	Participation in program	Personal medical condition unknown	<ul style="list-style-type: none"> <li>First aiders</li> <li>First aid equipment</li> <li>Emergency contact numbers</li> <li>Vacation Care staff on site</li> </ul>	4E Medium	Liaise with Lisa about any students with medical conditions	4E Medium		



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			<ul style="list-style-type: none"> <li>School Registration forms</li> </ul>					
06	Participation in program – use of equipment	Falling off equipment resulting in personal injury  Manual handling strains & sprains – twisting, lift, jumping, squatting (general gymnastics movements)	<ul style="list-style-type: none"> <li>Gymnastic matting</li> <li>Gymnastic flooring</li> <li>Foam pits</li> <li>Qualified Gymnastics instructors take classes and supervise activity</li> <li>First aiders</li> <li>First aid equipment</li> </ul>	4C High	Provide programs and instruct students how to use equipment safely.	4C High		
07	Participation in program - supervision	No supervision  Instructors not qualified  Resulting in injury	<ul style="list-style-type: none"> <li>No authorised entry, customer service monitor access</li> <li>Qualified instructors are affiliated to Gymnastic Australia and Gymnastics NSW</li> </ul>	3E Medium	Ask teachers to help supervise students.	3E Medium		
08	Equipment in general	Poor maintenance  Damaged equipment  Resulting in injury	<ul style="list-style-type: none"> <li>Daily checklist to check condition of equipment</li> <li>Hazard reporting, placed on maintenance list</li> </ul>	3D Medium	Nil	3D Medium		



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**E – Extreme risk** – must be reported to Senior Management and immediate action must be taken.

**H - High risk** – needs senior management attention and action

**M – Medium risk** - site management attention and action

**L – Low risk** – manage by routine procedures

				Consequence					
				Public Safety/OHS	Reputation & Image	Business Continuity	Environment	Legal/ Contract Management	Financial
				Incident causing no harm	Resolved by day-to-day management; internal review.	Disruption to service capacity for up to half a day	Minor effects on biological or physical environment	Minor complaint, incident or contract issue resolved by Management.	Financial loss up to \$100K; minor cost overrun.
				Minor injury, First Aid Treatment Case or short term medical intervention.	Some local press mention, with Senior Management required to prevent escalation.	Disruption of services between 1 and 2 days	Moderate, short-term effects, but not affecting ecosystem functions	Isolated threat of legal action or threat of loss of contract, resolved by management.	Financial loss between 100 & 250K; cost overrun <5%.
				Serious injury causing hospitalization or multiple medical treatment cases; short-term rehabilitation required.	Some state media mention, with Senior Management required to resolve.	Disruption of services up to 5 days	Serious, medium-term effects.	Significant incident with threat of legal action, loss of contract with moderate financial loss & impact to reputation.	Financial loss between 250 & 500K; cost overrun >5% but <8%.
				Life threatening or multiple serious injuries causing hospitalization; significant impairment requiring long-term rehabilitation.	Intense public and national media scrutiny. Eg: front page headlines, TV, etc; embarrassment for YMCA.	Disruption of services up to 1 week	Serious medium to long-term effects, with some impairment of ecosystem functions	Civil law suit laid and/or serious breach of regulation; loss of significant contract & future tenders potentially affected.	Financial loss between 500K & 1M; cost overrun >8% but <10%.
				Death or multiple life threatening injuries; permanent disability.	Public inquiry or sustained adverse national media coverage; loss of community participation and confidence.	Disruption of services for greater than 1 week	Very serious long-term effects, with significant impairment of ecosystem functions.	Major law suit and/or criminal charges with prosecution/fines; loss of multiple contracts. Govt mandates YMCA not to be preferred supplier.	Financial loss >1M; cost overrun >10%.
				Insignificant	Minor	Moderate	Major	Catastrophic	
				1	2	3	4	5	
Likelihood	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	