

The Kids Castle Hazard Identification, this assessment is used in conjunction with the general service risk assessment

The Kids Castle
PROGRAM/AREA: Indoor Activities
DATE May 21 ST , 2026
PERSON COMPLETING REPORT: Amy-Jo Woodward
IN CONSULTATION WITH:

SECTION 1 – Risk Assessment- Craft Experiences

TASK / ACTIVITY	POTENTIAL HAZARDS & CONSEQUENCE	PROBABILITY	CONTROL MEASURES	WHO IS RESPONSIBLE	BY WHEN
Indoor Creative Experiences	Use of Hama beads and small craft materials creating choking hazards or unsafe use of small parts	H	Activities supervised at all times. Hama beads accessible only to age-appropriate children. Children reminded materials are not to be placed in mouth, ears or nose. Floor checked after activity for loose beads.	Responsible Person & Educators	Ongoing during session
Indoor Creative Experiences	Diamond art materials and gems creating choking or slipping hazards	M	Children supervised during activity. Materials distributed in small quantities. Loose gems cleaned immediately. Activity restricted to suitable age groups.	Responsible Person & Educators	Ongoing during session
Indoor Creative Experiences	Use of scissors, craft tools or sharp materials	M	Age-appropriate scissors and tools provided. Educators supervise closely and model safe handling procedures. Unsafe behaviour addressed immediately.	Responsible Person & Educators	Ongoing during session
Indoor Creative Experiences	Use of glue, paint and craft materials causing	M	Non-toxic materials used wherever possible. Children monitored for allergies	Responsible Person & Educators	Ongoing during session

	skin irritation or ingestion		or sensitivities. Handwashing encouraged after activities.		
Indoor Creative Experiences	Hot irons used for Hama bead creations causing burns	H	Irons operated by educators only and kept inaccessible to children. Heated equipment placed on safe surfaces and unplugged immediately after use.	Responsible Person & Educators	Ongoing during session
Indoor Creative Experiences	Craft clutter and loose materials causing trips, slips and falls	M	Tables and walkways kept clear during activities. Children encouraged to clean workspaces regularly. Educators monitor floor hazards throughout session.	Responsible Person & Educators	Ongoing during session
Indoor Creative Experiences	Shared use of craft tools and resources increasing spread of infectious illness	M	High-touch materials cleaned regularly. Hand hygiene encouraged before and after activities. Unwell children managed in line with service policies.	Responsible Person & Educators	Ongoing during session
Indoor Creative Experiences	Emotional frustration or conflict during creative activities	M	Educators provide emotional support and encourage positive peer interactions. Calm choices and alternative activities available where required.	Responsible Person & Educators	Ongoing during session

Craft Experiences

Cooking Experiences	Burns from hot appliances, boiling water or heated food	H	Cooking experiences actively always supervised. Children provided with age-appropriate tasks only. Hot appliances, boiling water and heated items handled by educators or with direct educator assistance.	Responsible Person & Educators	Ongoing during session
Cooking Experiences	Cuts from knives, peelers or cooking utensils	M	Age-appropriate utensils used. Safety expectations discussed before cooking experiences commence. Educators supervise closely and support correct handling techniques.	Responsible Person & Educators	Ongoing during session
Cooking Experiences	Exposure to allergens or cross contamination	H	Allergy management plans reviewed prior to cooking experiences. Ingredients checked carefully. Cross contamination minimised through cleaning and separate utensils where required.	Responsible Person & Educators	Ongoing during session
Cooking Experiences	Unsafe food handling practices causing illness	M	Handwashing completed before food preparation. Food stored and prepared safely in line with food safety procedures. Surfaces and utensils cleaned and sanitised before and after use.	Responsible Person & Educators	Ongoing during session
Cooking Experiences	Choking hazards from food preparation or consumption	M	Children supervised while eating and preparing food. Age-appropriate foods and cooking activities provided. First aid trained staff available at all times.	Responsible Person & Educators	Ongoing during session
Cooking Experiences	Slips, trips and falls from spills or cluttered cooking areas	M	Spills cleaned immediately. Walkways and cooking areas kept clear. Children encouraged to maintain tidy workspaces throughout activity.	Responsible Person & Educators	Ongoing during session
Cooking Experiences	Emotional frustration, conflict or dysregulation	M	Educators provide emotional support, encourage teamwork and allocate tasks	Responsible Person & Educators	Ongoing during session

	during group cooking activities		appropriately to children's age and abilities. Alternative activities available where required.		
Cooking Experiences	Incorrect use of electrical appliances	H	Electrical appliances used under direct educator supervision only. Faulty equipment removed immediately. Appliances unplugged and stored safely after use.	Responsible Person & Educators	Ongoing during session

**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												
		Insignificant	Minor	Moderate	Major	Catastrophic								
		1	2	3	4	5								
Likelihood	Probability:													
	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						
		Public Safety/OHS	Reputation & Image	Business Continuity	Environment	Legal/ Contract Management	Financial							
		Injuries or ailments not requiring medical treatment.	Minor injury, First Aid Treatment Case or short term medical intervention.	Some local press mention, with Senior Management required to prevent escalation.	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	Death or multiple life threatening injuries; permanent disability.	Public inquiry or sustained adverse national media coverage; loss of community participation and confidence.	Very serious long-term effects, with significant impairment of ecosystem functions.	Major law suit and/or criminal charges with prosecution/fines;	Financial loss >1M; cost overrun >10%.
		Resolved by day-to-day management; internal review.	Moderate, short-term effects, but not affecting ecosystem functions	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%.	Financial loss between 500K & 1M; cost overrun >8% but <10%.						

RISK ASSESSMENT CREATED: 21ST MAY 2026

REVIEW DATE: 21ST MAY 2027