

Stuffers Incursion Risk Assessment

Environment: Vacation Care / OSHC Program (Manual Hand-Stuffing Only — No Electrical Machinery / No Battery Modules)

Facility / Service Name: _____

The Kids Castle

Assessor Name / Role: **Amy-Jo Woodward - Director**

Date of Incursion: **1/9.26**

Standard Ratio: 1:15 Educator to Child Framework

Activity / Hazard Source	Potential Consequences / Risks	Inherent Risk	Preventative & Operational Controls (WHS Hierarchy)	Residual Risk
Choking & Small Parts Fabric hearts, tokens, tags, plastic zips, and securing clips used to seal plush items.	Foreign object ingestion leading to airway obstruction, choking, or internal damage. Particular vulnerability for younger children/siblings during pickup windows.	MEDIUM	• Restrict activity zone to school-aged children enrolled in vacation care. • Set up a separate 'no-entry' collection perimeter for families picking up toddlers. • Constant direct educator scanning during the insertion of hearts/tokens. • Final enclosure zip and physical locking of zip heads executed or verified 1-on-1 by an educator.	LOW
Respiratory / Airborne Dust Polyester fluff/polyfill handled, torn, or fluffed during stuffing.	Inhalation of fine fibers causing sneezing, coughing, or triggering acute asthma flare-ups/respiratory irritation in sensitive children.	MEDIUM	• Prior to the event, cross-check medical logs and position children with known asthma/respiratory action plans near open ventilation/upwind. • Keep reliever medication (e.g., Ventolin) instantly accessible. • Portion stuffing out into localized deep plastic tubs or tubs to prevent airborne scattering; ban throwing, shaking, or aggressive separation of fluff.	LOW
Slips, Trips & Falls Polyester fluff spills onto the floor; loose outer packaging.	Polyester fibers significantly reduce friction on smooth surfaces (vinyl, polished wood), creating severe slipping hazards for children running or walking.	HIGH	• Implement a strict 15-minute rolling sweep schedule led by a designated educator using large brooms. • Group stuffing stations closely together over targeted zones to localize debris. • Establish clear walkways away from the immediate fluffing zones. • Promptly bag and remove bulk plastic shipping liners.	LOW
Minor Abrasions / Sharps Cardboard display borders, plastic packaging, tags, fasteners.	Minor skin scratches from stiff cardboard edges, or pinpricks from retail-style plastic fastening tags attaching labels.	LOW	• Educators to pre-cut all plastic external tags and safely discard them before distributing items to children. • Provide children with dedicated safe plastic tools or blunt opening methods for bundles if required.	LOW
Behavioral Risks High excitement levels, competing for materials, hoarding fluff.	Arguments, physical push-backs, emotional distress, or throwing materials causing secondary eye irritation.	LOW	• Structure the incursion into sequential, orderly steps (e.g., choose skin, collect pre-portioned tub of fluff, sit down in assigned spot). • Maintain standard OSHC 1:15 active supervising placement around tables to handle allocation equitably.	LOW

Post-Assessment Service Sign-Off & Verification