THE KIDS CASTLE
PROGRAM/AREA: GENERAL RISK ASSESSMENT
DATE: 20TH May 2026
PERSON COMPLETING REPORT: AMY-JO WOODWARD, DIRECTOR
IN CONSULTATION WITH: Anna So
BRIEF BACKGROUND: <Master Risk Assessment Plan>
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
Supervision of Children	***Blind spots in indoor or outdoor areas*** ***&*** ***Inadequate educator positioning***		Supervision zones allocated and communicated to staff before session.		Ongoing during session
			Staff maintain radio communication to communicate blind spots and areas of concern		Ongoing during session
			RP (Responsible person) & educators to radio for assistance and position changes		Ongoing during session
	Poor transition supervision (school ↔ OSHC)		Transition of children policy in place for service Any transition of children (bathroom, Classroom etc.) communicated via radio as to make all staff aware		Ongoing during session

	Inconsistent head counts Child left behind during transitions		Staff conduct headcount during afternoon tea and at 5pm any unaccounted children are confirmed by phone call or text to parents		Ongoing during session
	Unclear staff communication Confusion during emergencies or incidents		Staff maintain consistent radio communication via walkie talkie		Ongoing during session
	Insufficient staffing ratios Inability to supervise all areas effectively		1:15 ratio always maintained where this cannot be safely maintained areas will be closed to condense supervision areas		Ongoing during session
	New/casual staff unfamiliar with routines Supervision gaps or inconsistent practices		New staff will shadow staff until confidence and familiarity established		Ongoing during session
	Children with additional needs not adequately supported		Where required additional educator assigned to maintain supervision and inclusion for children with additional needs		Ongoing during session
	Wet weather causing overcrowding indoors		Additional spaces utilised within school (*Additional Classroom, Library, Cola)* to maintain supervision and safety and ensure large group aren't sequestered in one area		Ongoing during session
	Open gates/doors Children accessing unsafe areas or leaving premises		During session school gates closed and exits supervised by staff members		Ongoing during session

Indoor and outdoor debris, loose materials	Potential for trips, slips, falls, cuts, collisions or injury to children, educators and visitors		Indoor and outdoor environments are inspected before and after session commencement and		

and environmental hazards including sticks, rocks, leaf litter, rubbish and damaged equipment."			actively supervised to identify and minimise hazards. Unsafe debris or damaged equipment is removed, isolated or reported immediately in line with service safety procedures.		
Indoor Environment	Trips, slips and falls from clutter, loose flooring or unsafe surfaces	M	Indoor areas inspected daily and throughout the session. Walkways kept clear of clutter and loose items. Wet floors cleaned immediately and signage displayed where required. Damaged flooring reported and isolated until repaired.	Responsible Person & Educators	Ongoing during session
Indoor Environment	Damaged furniture or unsafe equipment	M	Furniture and equipment checked regularly for damage or wear. Unsafe items immediately removed, isolated or tagged out of use. Maintenance requests reported promptly.	Responsible Person & Educators	Ongoing during session
Indoor Environment	Electrical hazards including cords or power outlets	H	Electrical cords secured and kept out of children's reach. Safety covers used on power outlets where appropriate. Faulty electrical items removed immediately and reported. Test and tag procedures maintained.	Responsible Person & Educators	Ongoing during session
Indoor Environment	Unsafe storage of hazardous materials	H	Chemicals, cleaning products and hazardous materials stored in locked cupboards inaccessible to children. Staff follow safe handling procedures and safety signage displayed where required.	Responsible Person & Educators	Ongoing during session
Outdoor Environment	Debris including sticks, rocks, branches and leaf litter	M	Indoor and outdoor areas routinely inspected prior to use and monitored throughout the session. Hazardous debris removed immediately. Children reminded of	Responsible Person & Educators	Ongoing during session

			safe play expectations regarding natural materials.		
Outdoor Environment	Broken playground equipment or unsafe play surfaces	H	Daily playground inspections completed prior to use. Unsafe equipment isolated immediately until repaired or replaced. Soft fall surfaces maintained and monitored regularly.	Responsible Person & Educators	Ongoing during session
Outdoor Environment	Unsafe use of outdoor equipment	M	Educators actively supervise outdoor play and support safe use of equipment. Clear safety expectations discussed regularly with children. Equipment matched to children's age and developmental abilities.	Responsible Person & Educators	Ongoing during session
Outdoor Environment	Exposure to sun, heat or severe weather conditions	H	Sun safety procedures implemented including hats, sunscreen, shaded play and hydration breaks. Weather conditions monitored regularly and outdoor play modified or ceased during unsafe conditions.	Responsible Person & Educators	Ongoing during session
Outdoor Environment	Water hazards including pooling water or water play	H	Water play activities actively supervised at all times. Pooling water removed where possible. Children reminded of water safety expectations and unsafe areas restricted if necessary.	Responsible Person & Educators	Ongoing during session
Outdoor Environment	Insects, snakes or hazardous plants	M	Outdoor environments checked regularly for hazardous plants, insects or animal activity. Pest management procedures followed. Children redirected away from unsafe areas and incidents reported immediately.	Responsible Person & Educators	Ongoing during session
Food & Allergies	Exposure to allergens or cross contamination	H	Allergy management plans accessible and followed. Staff trained in anaphylaxis management.	Responsible Person & Educators	Ongoing during session

			Food preparation areas cleaned thoroughly and cross contamination minimised through safe food handling procedures.		
Food & Allergies	Choking hazards during meal or snack times				
Food & Allergies	Unsafe food handeling or storage practices	M	Food stored safely and checked for appropriate temperatures. Hand hygiene and food preparation procedures followed consistently. Kitchen and food preparation areas cleaned and sanitised regularly.	Responsible Person & Educators	Ongoing during session
Behaviour & Emotional Wellbeing	Emotional distress or dysregulation	M	Educators provide emotional support and maintain predictable routines. Calm spaces available for children requiring emotional regulation. Families communicated with where required.	Responsible Person & Educators	Ongoing during session
Behaviour & Emotional Wellbeing	Rough or unsafe physical play	M	Educators actively supervise physical play and reinforce behaviour expectations. Unsafe play redirected immediately and children supported to engage safely with peers.	Responsible Person & Educators	Ongoing during session
Medical & Health	Incorrect administration of medication	H	Medication administered only by authorised staff in accordance with service procedures. Medication records completed accurately and double-check procedures followed prior to administration.	Responsible Person & Educators	Ongoing during session
Medical & Health	Asthma, anaphylaxis or medical emergencies	H	Medical management plans readily accessible. Emergency medication stored appropriately and easily accessible. Staff trained in asthma, anaphylaxis and first aid procedures.	Responsible Person & Educators	Ongoing during session

Medical & Health	Spread of infectious illnesses	M	Hand hygiene procedures embedded into daily practice. High-touch surfaces cleaned and sanitised regularly. Unwell children excluded in line with service policies and health guidelines.	Responsible Person & Educators	Ongoing during session
Hygiene & Infection Control	Poor hand hygiene practices	M	Handwashing routines encouraged before meals, after toileting and after outdoor play. Visual reminders displayed and educators model correct handwashing procedures.	Responsible Person & Educators	Ongoing during session
Hygiene & Infection Control	Exposure to bodily fluids or contaminated surfaces	M	PPE available and used appropriately. Bodily fluid spill procedures followed immediately. Contaminated surfaces cleaned and sanitised promptly in accordance with hygiene procedures.	Responsible Person & Educators	Ongoing during session
Emergency Management	Inadequate emergency evacuation or lockdown procedures	H	Emergency drills conducted regularly and documented. Emergency procedures displayed throughout the service. Staff and children regularly reminded of emergency expectations and roles.	Responsible Person & Educators	Ongoing during session
Emergency Management	Missing child during emergency situations	H	Head counts conducted immediately during emergencies and transitions. Emergency rolls and contact details readily accessible. Missing child procedures followed immediately if required.	Responsible Person & Educators	Ongoing during session
Equipment & Maintenance	Broken toys, resources or damaged equipment	M	Toys and resources checked regularly for damage or wear. Unsafe items removed immediately and repaired or disposed of as required.	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				
			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
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

DOCUMENT CREATED: 20TH MAY 2026
REVIEW DATE: 20TH MAY 2027