



Passive Area, Area B/Area C Risk Assessment

Please use this risk assessment to help determine any risks and hazards that may be evident in an activity or area within a service.

Service: Greystanes Activity Centre

Date of Excursion: Ongoing throughout 2021

Excursion Destination: Passive Area, Area B & C – Our Lady Queen of Peace Primary School

Proposed activities: Play in Passive Area, Area B & C with equipment and group games and then walk back to service.

Method of transport: Walking on foot

Duration of Excursion: 1 hour

Proposed Route of excursion: Meet in Area C and then walk through school and through gate access that leads to the Church Car Park and then into the OOSH grounds.

Name of Excursion Coordinator: Michael Tucker **Number of Children attending excursion:** max 89 children **Number of Educators:** 6 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details): 1 educator: 15 children.

Water Hazard: No Water hazards on this excursion **Specialised skills needed:** N/A

Excursion Checklist: - First aid Kit

- List of children and adults attending the excursion.
- Medical information for children with medical conditions
- Contact information for children and adults
- Mobile phone/Ipad
- Walkie Talkies

Identify the activity: Playing within school grounds	Location: OLQP Primary School Grounds	Who May Be At Risk: <ul style="list-style-type: none"> • Children • Staff members • School teachers
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			Risk Rating			
Tasks	Hazards	Risks	Likelihood	Impact	Risk Rating	Existing Control Measures
Every afternoon we collect the children from Area C once school is finished. The children make their way to us to carry out roll call.	– The children do not make it to the pickup point.	– Children moving to the wrong area and not to Area C for Roll Call, as they may move off with	Possible	Insignificant	Low	<ul style="list-style-type: none"> – Once Roll Call is complete, the Educator marking the roll, must go to School Office to find out if child was attended School. – Educator to contact parent/guardian to obtain confirmation that child is absent. – Ensure that child is accounted for before leaving Area C.

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		other groups of children to other pick-up points.				
Play a wide variety of activities at Passive Area, Area B and C as these are large areas which are connected to each other.	– Balls and other equipment flying around.	– Bumps, broken bones, concussion.	Possible	Moderate	High	<ul style="list-style-type: none"> – Games are monitored so as not to have too many ball games at the same time. Educators will move games/activities as required to ensure that they do not interfere with each other. – Educators position themselves in certain areas within Passive Area, Area B & C to best be able to supervise the children.
	– Cracks in concrete, pot holes, broken steps, torn AstroTurf.	– Bumps, broken bones, cuts, concussion.	Unlikely	Minor/Moderate	Medium	<ul style="list-style-type: none"> – Safety checks are carried out by Educators before we play in the areas. Educators check for any signs of danger and if possible, remove or fix the issue. Safety checks are record in the Centre’s SIM book. – Children are informed of areas which are out of bounds to reduce the risk of injury. – The Maintenance Log is filled in and the appropriate people are informed.
	– Area B and C has many poles which hold up the shade sales, basketball rings, etc.	– Bumps, broken bones, concussion.	Possible	Minor/Moderate	High	<ul style="list-style-type: none"> – The school have wrapped some poles in soft padding which reduces the risk or a child hurting themselves if they accidentally run in to a pole.
	– There is a raised wall surrounding Area C which is	– Bumps, broken bones, cuts, concussion.	Possible	Moderate/Major	High	<ul style="list-style-type: none"> – Children are constantly reminded of out of bounds areas and if needed they are moved to the other area to play in.

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	around 1m high and not fenced.					
	– Many children running.	– Bumps, broken bones, cuts, concussion.	Possible	Minor/Moderate	Medium	<ul style="list-style-type: none"> – Passive Area, Area B & C are large enough to accommodate a number of physical activities. – Children are reminded of the rules of each game. – Educators will move games/activities as required to ensure that they do not interfere with each other.
	– Snakes, Spiders other dangerous insects/animals	– Being bitten and possibly poisoned.	Unlikely	Minor/Moderate	Medium	<ul style="list-style-type: none"> – Educator to complete Safety Checklist before children are allowed to play. – If any insects/animals found Educators to make a decision as to whether it is safe to allow children to play in the area or to not allow the children in the area at all. – If not safe, do not allow children to play in that area and the Maintenance Log is filled in and the appropriate people are informed.
Children leaving the Area unsupervised	– Going to toilet without notify an Educator	– Injuries along the way or in the toilets.	Unlikely	Minor	Low	<ul style="list-style-type: none"> – Children are reminded they are not to leave the Areas without an Educator. – Educator to take more than 1 child to toilets at a time. – Educator to notify the other Educators how many children they are taking and they are to take their Walkie Talkie.
		– Child Protection concerns				<ul style="list-style-type: none"> – Educator to take children to toilets. – Educator to do a head count before going to toilets and before leaving the toilets to join the rest of the children. – Educator to check toilets before children enter.

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Leaving Passive Area, Area B & C to return to OOSH Room	<ul style="list-style-type: none"> – Children have already been picked up or have left the area without notifying an Educator 	<ul style="list-style-type: none"> – Leaving children behind 	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> – Educators to do a Head Count of all children together and compare that number with the number of children still signed in on QK Enrol. – If the two Head Counts do not correlate then a verbal Roll Call must be done, using QK Enrol (as a child may have been picked up but not signed out). – If all children have been signed out correctly then an Educator must do a search of the School Grounds for the missing child/ren.
Car park	<ul style="list-style-type: none"> – Cars driving through car park as group is walking through 	<ul style="list-style-type: none"> – Children/ Educators being struck by a moving vehicle 	Possible	Moderate	High	<ul style="list-style-type: none"> – Children are to walk in 2 lines. – 1 Educator is to walk at the front, one at the back of the lines and the other Educators are to space themselves along the line. Educators are to walk on the side of the lines that are closest to the vehicles. – Educators are to be constantly reminding the children to stay in their lines and stay together. – When walking near the fence of the OOSH the children are to walk as close as possible to the fence as this area is the Drop Off Area for the High School and OOSH. – The Educator at the front of the line is to walk into the gate first and the Educator at the end of the line is to walk in last, ensuring all children have entered the gate.
						<ul style="list-style-type: none"> – For all Existing Control Measures – The areas are connected to each other making it easy for educators to see children moving between the two areas. Educator’s all have and use walkie talkies to inform each other when

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						<p>children are moving between areas and if they need assistance.</p> <p>– The First Aid Kit and an emergency bag containing all children’s medications, plans and emergency contact details are taken to Passive Area B & C on each occasion.</p>
Completed by:				Approved by:		
Signature:		Date:		Signature:		Date:

To add rows highlight an entire row, right click and select either “Insert row below” or “Insert row above”

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