

**Handball Quad (previously known as 3-6
 Quad Area) : Risk Assessment**
 Toongabbie West Activity Centre

Toongabbie West Activity Centre- Risk assessment – Handball Quad Area

Service Name	Toongabbie West Activity Centre
Excursion details	During period of construction in the school, the children may be required to play in this area
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Ongoing 2025 until construction has ceased within school grounds
Proposed activities. List all activities that will take place during the excursion.	All types of outdoor activities – <ul style="list-style-type: none"> • Handball • Skipping ropes • Soccer skills • Group games • Free play All types of quiet games/activities in undercover area – <ul style="list-style-type: none"> • Planned crafts/activities • Group games • Free play
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	Leaving from OOSH room to Handball Quad area Leaving the Handball are to the OOSH Room
Estimated departure and arrival times and duration of the excursion.	Will vary from day to day depending on construction within school grounds From 7am to 5.30pm (approximate times)

<p>E.g., from the service to each destination and returning to the service.</p>	
<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>	<p>From OOSH Room to Handball Quad Area –</p> <ul style="list-style-type: none"> - Walk out of OOSH room and turn left. - Walk along verandah and turn right. - Walk to end of verandah and walk down stairs (next to library) onto path that leads directly up the Handball Quad Area <p>From Handball Quad Area to OOSH Room –</p> <ul style="list-style-type: none"> - Walk along path that leads directly back to verandah steps (next to library) - Walk up steps and along verandah. - Turn left, near office door and walk along verandah to OOSH Room.
<p>Means of transport</p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>Walking</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes / No</p> <p>Comment: If seatbelts are fitted, they will be used</p>
<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<p>As per Roster</p>
<p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</p> <p>E.g. for children’s individual needs.</p>	<p>Up to 2 Educators at a time, depending on number of children using the area</p>
<p>The number of children involved in the excursion.</p>	<p>Up to 30</p>

<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	<p>1:15</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p> <p>Children will be able to leave from the OOSH Room to go to the Handball Quad Area –</p> <ul style="list-style-type: none"> - Child/ren will inform an Educator they want to play in the Handball Quad Area. - Educator will use walkie talkie/mobile phones to inform Educator in Handball Quad area that child/ren that will be coming up. - Once the children have arrived at the Handball Quad Area the Educator at the area will use the walkie talkie/mobile phones to advise the other Educator that they have arrived. - If they do not arrive within a suitable timeframe (that it would take them to walk from OOSH Room to Handball Quad Area) the Educator will let other Educator in room know and an Educator will look for them. - When children are leaving the Handball Quad Area to go back to the OOSH Room, the same process will occur with the use of walkie talkies. <p>If all children are required to play in the Handball Quad Area due to construction –</p> <ul style="list-style-type: none"> - All Educators will leave the OOSH Room with the children. - They will do a Head Count and check it against number of children signed in for the session against the CCS approved software program. - Before leaving the Handball Quad Area, Educators will do a Head Count against number of children signed in for the session. - Upon returning to OOSH Room, as children enter the OOSH Room, Educators will do another Head Count against number of children signed in for the session. 	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</p> <p>Not Applicable – as no transport is provided by bus.</p>	

Excursion checklist – items to be readily available during the excursion

(Please tick)

First aid kit

Mobile phone / other means of communicating with the service & emergency services

Other items, please list

– Ipad (for Dojo)

Risk Rating Key

!! Very High


! High Risk



Medium Risk

***** Low Risk


Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.		
Ensuring the environment is safe	Educators not following safety procedures	* Low Risk	- Safety checklist must be completed prior to children playing on quad area.	Educators	Before children access areas
		* Low Risk	- Food scraps and rubbish is to be picked up from the quad to minimise falling over loose items.	Educators	Before children access areas
		* Low Risk	- Hazards – Eliminated, sectioned off or totally avoided. Maintenance Log in (SIM) and ACI Hazard Report to be completed and forwarded to School Principal and or Manager if required.	Educators Responsible Person	Before children access areas
		* Low Risk	- Emergency trolley is to be taken to the quad containing the emergency contact list, first aid kit as well as a 4G capable iPad in case of emergency.	Educators	at the time of using each area
		* Low Risk	- A current first aid trained staff member must be on site.	Manager	Setting of Rosters


Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.		
		* Low Risk	<ul style="list-style-type: none"> - Educators are to follow WH&S lifting technique when setting up areas or moving equipment. 	Educators	At all times
	Children and staff – sunstroke, sunburn or dehydration	* Low Risk	<ul style="list-style-type: none"> - Educators will decide if the weather is too dangerous for children to be out in. - Educators are to check the SunSmart App regularly. Sunscreen is to be reapplied every 2 hours if UV is still high. - Educators and children are to wear hats and sunscreen if the UV is 3 and over. - Activities will be run in cooler parts of the day as much as possible or shaded areas will be used. - Children and educators must wear enclosed shoes. - Water bottles to be taken to area – staff and children. - Children encouraged to have regular drink breaks. 	Educators	Ongoing
Educators informing children of out of bounds areas	Children playing in out of bounds areas	# Medium Risk	<ul style="list-style-type: none"> - Before allowing children to play, Educator to show children out of bounds area (as this may change from day to day/week to week) - As children arrive at the area throughout the session, Educators are to remind children of out of bounds areas. - Children are not to sit on railings in quad area. 	Educators	Ongoing

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
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		<p># Medium Risk</p>			

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
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Use of stairs/verandah Block C	Falling down stairs	# Medium Risk	<p>- Educators to remind children all of Block C is out of bounds</p>  <p>Out of Bound Areas – Block C</p> 	Educators	Ongoing

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	Not being properly supervised	* Low Risk	<ul style="list-style-type: none"> - Educators are to ensure they are constantly moving around and monitoring children. - Educators are to be aware of children playing near Block C and ask them to move away 	Educators	Ongoing
Use of different equipment	Improper use of equipment – people becoming injured	* Low Risk	<ul style="list-style-type: none"> - Quad area is to be sectioned off for different activities eg, hand ball only to be played on handball courts while second half of quad area can be used for soccer drills. <div data-bbox="712 651 1830 1412" data-label="Image"> </div> <ul style="list-style-type: none"> - No hard balls to be used – only soft balls and hand balls. 	Educators	Ongoing

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			<p>Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.</p>		
		<p>* Low Risk</p>	<ul style="list-style-type: none"> - Skipping ropes are not to be tied between railing as they pose a tripping and or strangulation hazard. - Toys/equipment/activities are to be set up in Block D verandah in undercover section. - Children are to wear closed in shoes at all times. 		
<p>Educators running games/activities</p>	<p>Children accessing out of bounds areas, falling off verandah/steps</p>	<p>* Low Risk</p>	<ul style="list-style-type: none"> - Safety rules of playing in the quad are regularly discussed with the children during group time. - Children are reminded of out of bounds areas. - Verandahs and undercover area is for sitting games/activities – no running permitted.  <ul style="list-style-type: none"> - Children are not to play on stairs. - Children are not to walk along verandah railings (inside or outside of railings) 	<p>Educators</p>	<p>Ongoing</p>

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			<p>Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.</p>		
<p>Children going to toilets</p>	<p>Stranger in toilet.</p> <p>Children injured while in toilet</p>	<p># Medium Risk</p>	 <ul style="list-style-type: none"> - Child/ren to inform Educator when going to the toilet. Educators to remind child/ren of this. - Educators are to remind children to call out before they go into toilets, in case workmen are in there. If workmen are in toilets they are not to enter and come straight back to Educator. - Children must go to the toilets in groups of at least 2 or more. - Children reminded of the Be Safe & Be Responsible rules when walking to and using the toilet. - Educator to monitor when child/ren returns back. Educator to have an idea of how long children have been in the toilet and if been a while, then enter the toilet to ensure children are safe or not hurt. - If the child has been a while, then an Educator is to go to the toilets and firstly call out if the child requires assistance. If no response from the child the Educator should then go into the toilets and knock on the door. If child requires assistance, the Educator should then Walkie Talkie/use mobile 	<p>Educators</p>	<p>Ongoing</p>

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			Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.		
			phone to others that they will need to assist child and ask for another Educator to help them with the child. If child is O.K, then Educator is to leave the toilet but still monitor.		
Completed by: Natasha Foenander Signature: _____			Approved By: Liz Sakeson Signature: _____		
Date: 23/12/24			Date: 23/12/24		