



LED Hula Hoop Incursion - Risk Assessment

Toongabbie West Activity Centre

Risk Rating Key

Very Low/ Low/ **Moderate** / High / Very High

Activity: LED Hula Hoop Incursion **Date:** Tuesday 29th September 2026 **Time:** 1.30pm – 3:00pm **Location:** School Hall
Provider: Fun Incursion

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
LED Hula Hoop Incursion	Intruder entering through hall doors	High	- Follow relevant EPM guidelines. - Staff to take walkie talkies and mobile phones to hall. - Appropriate educator-to-child ratios maintained at all times, including emergencies. - Staff member stationed near open doors. - Safety checklist completed prior to entering hall. - Educators to remain aware of community members onsite at school. - Walkie talkies for each staff member will be used/taken - TWAC & PHAC - Authorised mobile phones to be taken and used as required	All Educators	During hall use
	Children leaving hall premises	High	- Head counts conducted before entering hall, throughout activity and before leaving. - Educators to use walkie talkies for communication. - Children requiring toilet access to be accompanied back to OOSH designated toilets. - Evacuation bag containing emergency contacts and first aid taken to hall. - Staff stationed near exits/doors. Educators to follow PAT – Position, Awareness and Teamwork. - If children transition between hall and OOSH building, educators communicate via walkie talkie and visually confirm transfers where possible.	All Educators	During hall use
	Children sustaining injuries	Medium	- First Aid Kit checked and included in emergency bag.	All Educators	Before and during hall use



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	including cuts, bumps, bruises or sprains		- Educators discuss hall safety expectations and appropriate behaviour prior to activity. - Children reminded of "Be Safe, Be Responsible & Be Respectful" expectations. - No running unless involved in supervised activity. - No climbing on stage, equipment or stacked chairs. - Educator-led activities encouraged to minimise unsafe movement in room.		
	Injury from hula hoops striking children	Medium	- Children instructed on safe spacing and safe use of hula hoops prior to activity. - Adequate space maintained between participants. - Educators and provider actively supervise all movement activities - Any unsafe behaviour addressed immediately.	Educators & Provider	During activity
	Trips, slips or falls from hoops or movement	Medium	- Hall floor checked for hazards prior to activity. - Equipment and bags stored away from activity space. - Children encouraged to walk when not participating. - Spills cleaned immediately. - Appropriate footwear required.	All Educators	Before and during activity
	Appliance malfunction or electrical issues	High	- Safety checklist completed before use of hall. - Power points checked and safety plugs inserted where required. - Equipment pushed against walls and inaccessible to children. - Electrical appliances placed away from walkways. - Cords taped down if creating trip hazard. -	All Educators	Before using hall
	LED/electrical equipment overheating or malfunctioning	Medium	- Provider responsible for ensuring all LED hula hoop equipment is tested, safe and in good working order. - Children instructed not to tamper with batteries or electrical components. - Damaged equipment removed immediately.	Provider & Educators	Before and during activity



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	Hall overcrowding	Low	- Responsible Person to assess number of children prior to activity and determine suitability of hall space. If overcrowded, additional educator-led activities to be facilitated and undercover outdoor space utilised or main room if appropriate.	Responsible Person	Before using hall
	Medical emergency (asthma, allergy, injury)	High	- Medical management plans and medication accessible at all times. - Educators aware of children with medical conditions. - Staff with current first aid, CPR, asthma and anaphylaxis training present. - Emergency contacts available in evacuation bag.	All Educators	Before and during activity
	Spread of germs through shared equipment	Medium	- Children encouraged to sanitise hands before and after activity. - Children discouraged from touching face during activity.	Educators & children	Before and after activity
	Emotional distress or overstimulation	Low	- Participation encouraged but voluntary. - Quiet spaces available if children require a break. - Educators provide reassurance and support where needed. - Children provided with de-escalation strategies or time away from activity if required	Educators	During activity
	Emergency evacuation from hall	High	- Educators familiar with evacuation and lockdown procedures. - Walkie talkies and emergency contacts available. - Roll marked and head counts conducted during emergency procedures.	All Educators	During hall use
Completed by: Alanah Rye			Approved By: Liz Sakeson		
Signature: A.R		Date: 20/8/26	Signature: E.S		Date: 27/8/26

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