



## LED Hula Hoop Incursion - Risk Assessment

### Lapstone Activity Centre

#### Risk Rating Key

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

**Activity:** LED Hula Hoop Incursion **Date:** Monday 20th July 2026 **Time:** 10:00am – 12:00pm **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	<ul style="list-style-type: none"> <li>- Follow relevant EPM guidelines.</li> <li>- Staff to take walkie talkies and mobile phones to hall.</li> <li>- Appropriate educator-to-child ratios maintained at all times, including emergencies.</li> <li>- Staff member stationed near open doors.</li> <li>- Safety checklist completed prior to entering hall.</li> <li>- Educators to remain aware of community members onsite at school.</li> </ul>	All Educators	During hall use
	Children leaving hall premises	High	<ul style="list-style-type: none"> <li>- Head counts conducted before entering hall, throughout activity and before leaving.</li> <li>- Educators to use walkie talkies for communication.</li> <li>- Children requiring toilet access to be accompanied back to OOSH building.</li> <li>- Evacuation bag containing emergency contacts and first aid taken to hall.</li> <li>- Staff stationed near exits/doors. Educators to follow PAT – Position, Awareness and Teamwork.</li> <li>- If children transition between hall and OOSH building, educators communicate via walkie talkie and visually confirm transfers where possible.</li> </ul>	All Educators	During hall use
	Children sustaining injuries including cuts, bumps, bruises or sprains	Medium	<ul style="list-style-type: none"> <li>- First Aid Kit checked and included in emergency bag.</li> <li>- Educators discuss hall safety expectations and appropriate behaviour prior to activity.</li> <li>- Children reminded of “Be Safe, Be Responsible &amp; Be Respectful” expectations.</li> </ul>	All Educators	Before and during hall use



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			<ul style="list-style-type: none"> <li>- No running unless involved in supervised activity.</li> <li>- No climbing on stage, equipment or stacked chairs.</li> <li>- Quiet seated activities encouraged on stage area if used.</li> <li>- Educator-led activities encouraged to minimise unsafe movement.</li> </ul>		
	Injury from hula hoops striking children	Medium	<ul style="list-style-type: none"> <li>- Children instructed on safe spacing and safe use of hula hoops prior to activity.</li> <li>- Adequate space maintained between participants.</li> <li>- Educators and provider actively supervise all movement activities</li> <li>- Any unsafe behaviour addressed immediately.</li> </ul>	Educators & Provider	During activity
	Trips, slips or falls from hoops or movement	Medium	<ul style="list-style-type: none"> <li>- Hall floor checked for hazards prior to activity.</li> <li>- Equipment and bags stored away from activity space.</li> <li>- Children encouraged to walk when not participating. Spills cleaned immediately.</li> <li>- Appropriate footwear required.</li> </ul>	All Educators	Before and during activity
	Appliance malfunction or electrical issues	High	<ul style="list-style-type: none"> <li>- Safety checklist completed before use of hall.</li> <li>- Power points checked and safety plugs inserted where required.</li> <li>- Stacked chairs checked for safety.</li> <li>- Equipment pushed against walls and inaccessible to children.</li> <li>- Electrical appliances placed away from walkways.</li> <li>- Cords taped down if creating trip hazard.</li> <li>- Electrical cords checked before use and not used if damaged or frayed.</li> </ul>	All Educators	Before using hall
	LED/electrical equipment overheating or malfunctioning	Medium	<ul style="list-style-type: none"> <li>- Provider responsible for ensuring all LED hula hoop equipment is tested, safe and in good working order.</li> <li>- Children instructed not to tamper with batteries or electrical components.</li> <li>- Damaged equipment removed immediately.</li> </ul>	Provider & Educators	Before and during activity
	Hall overcrowding	Low	<ul style="list-style-type: none"> <li>- Responsible Person to assess number of children prior to activity and determine suitability of hall space. If overcrowded, additional</li> </ul>	Responsible Person	Before using hall



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			educator-led activities to be facilitated and undercover outdoor space utilised if appropriate.		
	Medical emergency (asthma, allergy, injury)	High	<ul style="list-style-type: none"> <li>- Medical management plans and medication accessible at all times.</li> <li>- Educators aware of children with medical conditions.</li> <li>- Staff with current first aid, CPR, asthma and anaphylaxis training present. Emergency contacts available in evacuation bag.</li> </ul>	All Educators	Before and during activity
	Spread of germs through shared equipment	Medium	<ul style="list-style-type: none"> <li>- Children encouraged to sanitise hands before and after activity.</li> <li>- Shared hula hoops cleaned after use in line with service hygiene procedures.</li> <li>- Children discouraged from touching face during activity.</li> </ul>	Educators & Provider	Before and after activity
	Emotional distress or overstimulation	Low	<ul style="list-style-type: none"> <li>- Participation encouraged but voluntary.</li> <li>- Quiet spaces available if children require a break.</li> <li>- Educators provide reassurance and support where needed.</li> </ul>	Educators	During activity
	Emergency evacuation from hall	High	<ul style="list-style-type: none"> <li>- Educators familiar with school evacuation and lockdown procedures.</li> <li>- Walkie talkies and emergency contacts available.</li> <li>- Roll marked and head counts conducted during emergency procedures.</li> </ul>	All Educators	During hall use
	Intruder entering through hall doors	High	<ul style="list-style-type: none"> <li>- Follow relevant EPM guidelines.</li> <li>- Staff to take walkie talkies and mobile phones to hall.</li> <li>- Appropriate educator-to-child ratios maintained at all times, including emergencies.</li> <li>- Staff member stationed near open doors.</li> <li>- Safety checklist completed prior to entering hall.</li> <li>- Educators to remain aware of community members onsite at school.</li> </ul>	All Educators	During hall use

**Completed by:** Leesa Mantzos

**Approved By:** Jessie McCulloch

**Signature:**

**Date:** 26.6.26

**Signature:**

**Date:** 27/05/2026



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### Risk Matrix

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequences	Major	Moderate	High	High	Very High	Very High
	Significant	Moderate	Moderate	High	High	Very High
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

