Limitless Gaming - Risk Assessment

Lapstone Activity Centre

Risk Rating Key

Very Low/ Low/ Moderate / High / Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Working with Children / Child Protection	Children exposed to visiting Limitless Games staff. Risk of inappropriate interactions, inadequate boundaries or child protection concerns.	Moderate / High	WWCC details for all visiting Limitless Games staff to be provided to the service prior to the incursion. WWCC validity/verification to be completed and documented by the service prior to attendance. Any required police/background checks and child safety training to be confirmed by the provider. Limitless Games staff are never to be alone with children. Centre educators maintain active supervision at all times. Children access centre educators for toileting, medical needs, emotional support or other assistance. Any child protection concern is immediately reported to the Responsible Person/Nominated Supervisor and managed in accordance with service child protection and reportable conduct procedures.	Centre Management / Responsible Person / Limitless Games	Prior to incursion & at all times
Paramount Consideration – Child Safety	Activity or provider requirements taking priority over children's safety, wellbeing or individual needs.	High	The safety, wellbeing and best interests of children take priority over completion of the activity. Centre educators have authority to stop, modify or cancel any activity where a safety, wellbeing or child protection concern arises. Children are not required to participate. Individual children's needs, abilities, medical requirements and emotional wellbeing are considered before and during participation.	Centre Staff / Limitless Games	At all times
Visitor / Vendor Management	Unauthorised access, inability to identify visiting staff or visiting staff remaining onsite without	Low / Moderate	All Limitless Games staff must report to the service on arrival. Visiting staff must sign in before entering the activity area and sign out when leaving the service. Visitor records are maintained in accordance with service procedures. Visiting staff are required to follow service rules, emergency procedures, child protection requirements and reasonable directions from the Responsible Person.	Limitless Games / Centre Staff	Arrival / Departure

Limitless Gaming - Risk Assessment

Lapstone Activity Centre

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	appropriate supervision.				
Digital Devices / Photography	Unauthorised photography, video recording, communication or collection of children's personal information.	Moderate / High	Limitless Games staff are not permitted to photograph, video or record children unless prior written authorisation has been obtained in accordance with service policy and family permissions. Personal mobile phones and digital devices are not to be used to photograph or record children. Devices required for the delivery of the activity must be used only for the approved purpose. No children's names, images or personal information are to be stored, shared or uploaded without appropriate authorisation. Centre staff monitor compliance.	Limitless Games / Centre Staff	At all times
Staff Expectations / Roles	Confusion regarding responsibilities between visiting staff and centre educators.	Low	Limitless Games staff facilitate and explain the activities. Centre educators remain responsible for supervision, behaviour guidance, child safety, first aid, medical needs and service procedures. Centre educators are expected to remain actively involved and maintain required ratios. Visiting staff must follow directions from centre staff.	Limitless Games / Centre Staff	At all times
Playing Area	Unknown hazards, unsuitable playing area, uneven ground, cracked surfaces, debris, obstacles or environmental hazards.	Low / Moderate	Centre staff identify suitable activity areas prior to commencement. Limitless Games staff complete a visual inspection on arrival and during setup. Hazards are removed where possible or isolated using cones/barriers. Unsafe areas are not used. Alternate areas such as the hall/COLA may be used if required. Activity layout is modified to suit the available space.	Centre Staff / Limitless Games	Prior to activity & throughout
Weather / Environmental Conditions	Wet weather, extreme heat, storms, excessive sun exposure or unsuitable	Moderate	Weather conditions assessed before and during the activity. Activities moved indoors where appropriate. Activities may be modified, delayed or cancelled if conditions are unsafe. Children have access to drinking water, shade and appropriate sun protection. Centre heat and severe weather procedures apply.	Centre Staff / Limitless Games	Before & during activity

Limitless Gaming - Risk Assessment

Lapstone Activity Centre

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	outdoor conditions.				
Child Movement	Running, jumping, bumping, collisions or unsafe movement causing injury to self or others.	Moderate	Clear safety instructions provided before activities. Activity boundaries established. Children reminded to move safely between activities. Educators actively supervise movement. Unsafe movement is immediately addressed. Activity is stopped if required and safety expectations are reinforced.	Limitless Games / Centre Staff	At all times
Child Behaviour / Regulation	Child becomes overwhelmed, dysregulated, distressed or unable to manage the activity.	Moderate	Children are spoken to positively and respectfully. Children may take a break from participation and access a centre educator. Centre staff use known behaviour guidance and regulation strategies. Alternative or quieter activities are offered where appropriate. Children are not forced to participate.	Centre Staff / Limitless Games	At all times
Participation / Inclusion	Child does not wish to participate, feels excluded or is unable to participate due to individual needs or ability.	Low	Children are given the opportunity to observe before participating. Children may take on a helper/support role. Activities are modified to support inclusion and individual abilities. Smaller groups, altered goals or adapted equipment may be used. Educators encourage cooperation and respectful inclusion. Children have the right to decline participation.	Centre Staff / Limitless Games	At all times
Equipment	Broken, faulty or unsuitable equipment causing injury.	Low / Moderate	All equipment inspected by Limitless Games staff prior to use. Faulty or damaged equipment is removed immediately and not used. Equipment is used only for its intended purpose. Children are provided with instructions regarding safe use. Staff monitor equipment throughout the activity.	Limitless Games	Prior to & during activity
Equipment Setup / Pack-up	Manual handling injuries, equipment falling, trip hazards or	Low / Moderate	Limitless Games staff complete setup and pack-up where possible. Children are kept away from equipment during setup and pack-up. Equipment is stored safely and walkways remain clear. Heavy or awkward items are moved using safe manual handling practices.	Limitless Games / Centre Staff	Setup & pack-up

Limitless Gaming - Risk Assessment

Lapstone Activity Centre

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	children accessing equipment during setup/pack-up.				
Injury / First Aid	Child sustains injury during participation.	Low / Moderate	Centre first aid procedures remain in place. First aid trained centre staff are available. First aid kits are accessible. Limitless Games staff immediately notify centre educators of any injury or concern. Centre staff determine appropriate treatment and whether the child should continue participating. Incident/injury documentation is completed in accordance with service procedures.	Centre Staff / Limitless Games	At all times
Medical Conditions / Allergies	Child experiences medical episode, allergic reaction or other health concern during activity.	Moderate	Centre educators remain responsible for children's medical management. Educators are aware of relevant medical management plans, allergies and individual requirements. Medication and medical equipment remain accessible in accordance with service procedures. Limitless Games staff are informed of relevant safety considerations where necessary and appropriate while maintaining confidentiality.	Centre Staff	Prior to & during activity
Sun Safety / Hydration	Sunburn, dehydration, heat exhaustion or heat-related illness.	Moderate	Activity areas selected to maximise shade where possible. Children have access to drinking water. Children follow service sun protection procedures. Breaks are provided as required. Activity intensity is modified during hot conditions. Children are monitored for signs of heat stress or dehydration.	Centre Staff / Limitless Games	At all times
Prior Communication	Provider does not have sufficient information regarding numbers, children's needs, location or service requirements.	Low / Moderate	Confirm incursion details with Limitless Games prior to the event, including approximate child numbers, age groups, activity requirements, location, equipment, arrival time and any specific service requirements. Relevant individual needs are communicated to appropriate staff while maintaining confidentiality. Final briefing completed on arrival.	Centre Staff / Limitless Games	Prior to incursion & arrival
Emergency Procedures	Medical emergency, fire,	Low / Moderate	Limitless Games staff receive a briefing on relevant service emergency procedures on arrival. In an emergency, the activity	Centre Staff / Limitless Games	Arrival & during emergency

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	evacuation, lockdown, severe weather or other emergency.		stops immediately and children remain under the direction and supervision of centre educators. Centre emergency procedures, evacuation plans and emergency contacts take precedence. Visiting staff follow directions from the Responsible Person.		
Emergency Evacuation	Visiting staff unfamiliar with evacuation points or procedures.	Low	Responsible Person briefs visiting staff on evacuation procedures, assembly area and emergency expectations. Visitor sign-in records are checked during emergency evacuation to account for all visiting staff. Limitless Games staff must remain with the group/area allocated by centre staff unless directed otherwise.	Responsible Person / Limitless Games	On arrival / emergency
Child Collection / Movement	Children leaving activity area without educator knowledge or moving into an unauthorised area.	Moderate	Centre educators maintain responsibility for children's movements and supervision. Clear activity boundaries established. Headcounts completed before, during and after transitions. Children do not leave the activity area without centre staff knowledge.	Centre Staff	At all times
Communication / Supervision	Inadequate communication between visiting staff and educators resulting in missed safety information or inadequate supervision.	Low / Moderate	A designated centre staff member acts as the primary contact for Limitless Games. Visiting staff communicate concerns immediately to centre educators. Centre educators remain visible and actively supervise. Staff use clear instructions and agreed communication procedures.	Centre Staff / Limitless Games	At all times
Privacy / Confidentiality	Disclosure of children's personal, medical or family information to visiting staff or	Moderate	Information shared with visiting staff is limited to what is necessary to safely support participation. Confidential information is not discussed in front of other children or families. Visiting staff are expected to maintain confidentiality and comply with service privacy requirements.	Centre Staff / Limitless Games	At all times

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	other participants.				
Child Protection Concern / Disclosure	Child makes a disclosure or a concern regarding the behaviour of a visiting staff member arises.	High	Centre educators follow the service's child protection and reportable conduct procedures. Visiting staff do not investigate or question a child regarding a disclosure. Any concern is immediately communicated to the Responsible Person/Nominated Supervisor. Appropriate records and notifications are completed in accordance with legislative and service requirements.	Centre Staff / Responsible Person	Immediately if required
Unsafe Activity	Activity presents an unforeseen risk or becomes unsafe during participation.	Moderate / High	Any educator or Limitless Games staff member may stop the activity if an immediate safety concern is identified. Risk is reassessed before activity recommences. Activity may be modified, relocated or cancelled. Paramount consideration remains the safety and wellbeing of children.	Centre Staff / Limitless Games	At all times
Departure / Pack-up	Visiting staff leave without signing out or equipment remains in an unsafe location.	Low	Limitless Games staff complete pack-up and remove all equipment. Activity area checked for hazards, equipment or small objects left behind. Visiting staff sign out before leaving the service. Centre staff confirm the area is safe before returning to normal use.	Limitless Games / Centre Staff	At completion
Incident / Risk Review	Incident, near miss or newly identified hazard is not recorded or addressed.	Low / Moderate	All incidents, injuries, hazards and near misses are reported to the Responsible Person and documented in accordance with service procedures. Risk assessment is reviewed following any significant incident, change in activity or identified hazard.	Centre Staff / Responsible Person	During & after incursion

Completed by: Leesa Mantzos	**Approved By:** **Jessie McCulloch**
Signature: **Date:** 20.8.26	**Signature:** **Date:** 21.8.26

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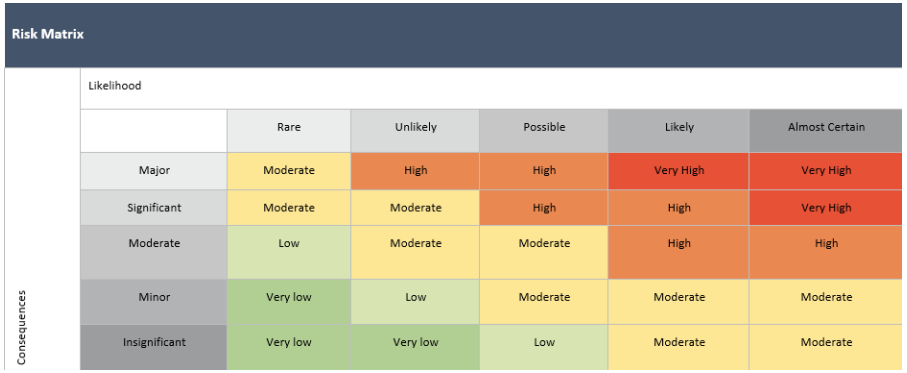

Risk Matrix					
Consequences / Likelihood	Rare	Unlikely	Possible	Likely	Almost Certain
Major	Moderate	High	High	Very High	Very High
Significant	Moderate	Moderate	High	High	Very High
Moderate	Low	Moderate	Moderate	High	High
Minor	Very low	Low	Moderate	Moderate	Moderate
Insignificant	Very low	Very low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

Risk Assessment Communication Record -

Date of Review:	Person/s who completed Review:		Date of Review:	Person/s who completed Review:	
Changes Made: YES / NO			Changes Made: YES / NO		
Notes:			Notes:		
Educator/Staff Name	**I have read and understood this Risk Assessment (tick)**	**Date & Signature**	**Educator/Staff Name**	**I have read and understood this Risk Assessment (tick)**	**Date & Signature**