



## Games 2U : Risk Assessment

Toongabbie West Activity Centre

### Risk Rating Key

**Very High**

**High Risk**

**Medium Risk**

**Low Risk**

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Games 2U van entering premises	Children being hit by van	<b>Medium</b>	✓ Children will be kept inside the building whilst the games bus is entering and exiting the premises and will only be able to leave the building once the bus is set up and ready for use	All Educators	Upon arrival of van
	Extension cord leading from van into building	<b>Low</b>	✓ Cord to be covered over/taped down	Games 2U staff	When setting up the van
Supervision of children during activities	Children absconding during the different activities being run	<b>Low</b>	✓ A safety discussion will be had prior to the incursion where we will talk about appropriate behaviour, following instructions and the consequences if unsafe behaviour occurs, i.e. missing out on some of the activities	Responsible Person	Before activity
			✓ Children will be allocated into smaller groups to move between the different activities and an educator will be allocated to each group to supervise	Responsible Person	Before activity
			✓ An educator will also be floating between the environment to assist each group and to monitor areas that are not in use for the activities	All Educators	During activity

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			✓ A head count will be completed prior to the activity, during and after	All Educators	Before, during and after activity
	Children being left on their own or not correctly supervised – Child Protection issues	<b>Medium</b>	✓ Supervision at all times to ensure that at no time Games 2U staff are left alone with an individual or group of children in our care.	All Educators	At all times
	Children going to bathrooms	<b>Medium</b>	✓ Children must inform Educators when they are going to bathroom.	Children & all Educators	When going to bathroom
			✓ Children must inform Educators when they come back from the bathrooms.	Children & all Educators	When returning from bathroom
			✓ Walkie talkies will be used for communication between Educators if a child is moving from one area to another. Educators will confirm with each other when they have sighted the child in their area.	All Educators	At all times
	Educators not being aware where children are during the activities	<b>Medium</b>	✓ Educators allocated to their groups will have a list of the children within their group so they are able to complete headcounts and keep track of the children	All Educators	At all times
			✓ Walkie talkies will be used for communication between Educators if a child is moving from one area to another. Educators will confirm with each other when they have sighted the child in their area.	All Educators	At all times
<b>Laser Tag</b>	Children colliding, tripping or incidents	<b>Medium</b>	✓ Educator to complete Safety Checklist of area before activity starts, ensuring foreign objects are removed.	An Educator	Before activity begins

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	of lacerations/puncture wounds		✓ Children will be reminded that when running, they need to look out for other children – looking ahead of themselves.	All Educators	At all times
			✓ Children will be reminded how to hold their laser tagger safely.	All Educators	At all times
			✓ A safety discussion will be had prior to the incursion where we will talk about appropriate behaviour, following instructions and the consequences if unsafe behaviour occurs, i.e. missing out on some of the activities	Responsible Person and Games 2U staff	Before activity begins
			✓ Space allocated for set up of inflatable barriers to ensure there is enough space around them for the children to be able to run around without obstruction.	Games 2U staff	Before activity begins
			✓ Educators to be rostered on that have First Aid Training.	Manager	Preparation of Roster
			✓ First Aid Kit to be close to activity.	All Educators	Before activity
Hamster Ball	Surface not suitable for hamster ball	Medium	✓ Prior to commencing the Hamster Ball activity, the Games2u Instructor will conduct a thorough inspection of the designated area to identify and remove any foreign objects (e.g. bottles, sharp debris) that could pose a puncture risk to the equipment. The instructor will also assess the terrain for hazards such as potholes, ditches, and uneven surfaces to minimise the risk of trips or falls. A clear, unobstructed rolling space of approximately 15–25 metres is required to ensure safe operation of the activity.	Games 2U staff	Before activity begins
			✓ Educator to complete Safety Checklist of area before activity starts, ensuring foreign objects are removed.	An Educator	Before activity begins

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Strong winds, wet conditions and sun		✓ Activity will not commence during strong wind conditions due to the risk of the ball deviating from its intended course. Assess wind strength and direction to determine operational safety.	Games 2U staff	Before and during activity
			✓ Wet ground conditions present multiple safety risks, including the potential for debris to adhere to the Hamster Ball and for rain to impair visibility of the surrounding area. In the event of heavy rainfall resulting in significantly reduced visibility, the activity will be suspended or cancelled. If the ground is damp but visibility remains adequate, the Games2u Instructor will assess the surface conditions to determine whether it is safe for participants and staff to walk or run without risk of slipping.	Games 2U staff	Before and during activity
			✓ Children and Educators are required to apply sunscreen as per our Sun Protection Policy.	All Educators	Before and during activity
	Entering/exiting the hamster ball	<b>Low</b>	✓ Educators and Games 2U instructors will remain vigilant for signs of heat stress and dehydration in both participants and themselves.	Games 2U staff & All Educators	During activity
			✓ Rest breaks and access to water will be provided to all children and staff.	Games 2U staff & All Educators	During activity
	Clothing and glasses	<b>Low</b>	✓ The Games2u Instructor will ensure that the entry/exit opening of the Hamster Ball remains positioned at shoulder height during use. This precaution is essential to prevent accidental egress and reduce the risk of participants falling from the ball during loading, unloading, or operation.	Games 2U staff	Before activity
			✓ Instructors will conduct a visual check of each participant's clothing and accessories to ensure	Games 2U staff	Before activity

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			compliance with safety requirements. Loose jewellery, watches, and any items that may catch on the interior surface must be removed. Long hair must be securely tied back. Footwear is not permitted inside the Hamster Ball. Participants will be advised to avoid constrictive clothing and excessively long trousers that may pose a tripping hazard. Instructors will also instruct participants to empty their pockets of any sharp or potentially damaging objects before entering the ball.		
			✓ Participants are advised not to wear glasses while inside the Hamster Ball. In the event of a fall or sudden movement, eyewear may pose a risk of personal injury, including facial impact or eye trauma. Additionally, glasses are susceptible to damage under these conditions, which may result in broken lenses or frames.	Games 2U staff	Before activity
	Children standing/entering the designated course area	<b>Low</b>	✓ A clearly defined course will be established using visible markers and signage to ensure it is easily identifiable to all participants and bystanders. This will help prevent unintended entry onto the course area. Instructors will maintain active supervision of the surrounding environment and reminding the other children about the activity in progress to promote awareness and safety.	Games 2U staff	Before activity
			✓ Educators to be rostered on that have First Aid Training. ✓ First Aid Kit to be close to activity.	Manager  All Educators	Preparation of Roster Before activity

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Games Theatre	Lining up and entering/exiting of theatre	Low	✓ Entry and exit of theatre will be monitored at all times	All Educators	At all times
	Children leaving the theatre on their own	Medium	✓ An Educator will remain with each group of children and ensure they remain in the theatre during their time frame.	All Educators	At all times
			✓ Children must inform Educators when they are going to bathroom.	Children & all Educators	When going to bathroom
			✓ Children must inform Educators when they come back from the bathrooms.	Children & all Educators	When returning from bathroom
			✓ Walkie talkies will be used for communication between Educators if a child is moving from one area to another. Educators will confirm with each other when they have sighted the child in their area.	All Educators	At all times
	Inappropriate games played for specific age group	Low	✓ Games2u staff, in consultation with Educators will be responsible for selecting and delivering games that are age-appropriate for all participants.	All Educators & Games 2 U staff	At all times
Completed by: Natasha Foenander			Approved By: Lachlan Jones		
Signature:			Signature:		
Date: 29/08/25			Date: 29/08/25		



# Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

	IMPACT					
Likelihood		Insignificant	Minor	Moderate	Major	Severe
	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

Likelihood		Impact	
<b>Almost Certain</b>	Is expected to occur in most circumstances	<b>Insignificant</b>	Injuries not requiring first aid
<b>Likely</b>	Will probably occur in most circumstances	<b>Minor</b>	First aid required
<b>Possible</b>	Could Occur at some time	<b>Moderate</b>	Medical treatment required
<b>Unlikely</b>	Not likely to occur in normal circumstances	<b>Major</b>	Hospital admission required
<b>Rare</b>	May occur only in exceptional circumstances	<b>Severe</b>	Death or permanent disability to one or more persons.

## Risk Assessment Communication Record - Games 2U Risk Assessment

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