



Bike & Shooter - Risk Assessment

Toongabbie West Activity Centre

RISK RATING KEYS - **!! Very High** **! High Risk** **# Medium Risk** *** Low Risk**

Ongoing activity in School holidays throughout 2026

Address: At Toongabbie West Activity Centre, 83 Ballandella Road, Toongabbie NSW 2146

Proposed Activities: Children permitted to bring their own wheeled toys (Bikes or Scooters) to the centre to ride in the designated area determined by Educators

Proposed Area: Multipurpose Court at grass area

Number of Children attending - max number of children to ride in designated area: 15

Number of Educators: Minimum 1

Educator to child Ratio, including whether this activity warrants a higher ratio: 1 educator: 15 children.

Checklist: -

- First aid Kit / Emergency Trolley
- Signs and notices
- Walkie Talkies
- Complete Safety Checklists (OWNA)
- Bike Register

Activity	Hazard/Risk	Risk Assessment (use Matrix)	Control Measure	Who	When
Set up of Wheeled Toy Area Cont. from pg. 1	Tripping, falling, slipping onto concrete - Rocks/sticks or other foreign objects in Wheeled toy area	# Medium Risk	Prior to riding: <ul style="list-style-type: none"> ○ Riding area is set up with clear instructions of directions including how to enter and exit the riding area, and the direction of travel when on the track should be clearly displayed. <ul style="list-style-type: none"> ○ Use chalk to mark Entry/Exit ○ Road or Traffic Signs to be used if available ○ Cones to be used ○ All Educators on shift have read and signed this Risk Assessment and are aware of all responsibilities throughout the day. ○ Wheeled toy “Parking Area” to be set up where children can store all wheeled toys safely to avoid trip hazard. <ul style="list-style-type: none"> ○ Bikes are to be stored under covered area between toilets in Block A, when not using (not blocking walkways) ○ All hazards are removed or minimised (e.g. large sticks and rocks removed etc). 	Responsible Person / All Educators Responsible Person / All Educators	1 st thing in the morning during set up for the day throughout the day To be read prior to supervising the activity.
Moving in and out of Riding area	Colliding with other children - Broken bones, fractures, sprains, strains - Cuts, scrapes and bruises	! High Risk	<ul style="list-style-type: none"> ○ No individual who is “on foot” and not riding a wheeled toy will be permitted in the riding area. ○ No riding of wheeled toys is permitted outside the riding area – wheeled toys are to be walked to designated area and parking area and in and out of the service. 	All Educators	Throughout the day while children are riding wheeled toys

Activity	Hazard/Risk	Risk Assessment (use Matrix)	Control Measure	Who	When
Riding Wheeled Toys	Overcrowding due to a high volume of wheeled Toys brought to the service on a particular day <ul style="list-style-type: none"> - Increased risk of collisions with other children 	! High Risk	<ul style="list-style-type: none"> ○ In the morning and throughout the day assess, how many wheeled toys have been brought to the service. ○ Groups created to ensure only max number of children are riding on the track at any designated time. (and the riding track is not overcrowded). ○ Groups can be created via age, ability, or wheeled toy (e.g., only bikes, only skateboards etc) if needed. 	All Educators	Ongoing Throughout the day
Riding Wheeled Toys Cont. from pg. 2	Falling off wheeled toy <ul style="list-style-type: none"> - Broken bones, fractures, sprains, strains - Concussion - Cuts, scrapes and bruises - Tripping, Falling and slipping 	<div style="text-align: center;"> ! High Risk # Medium Risk </div>	<ul style="list-style-type: none"> ○ Ongoing discussions and reminders are had with children regarding the rules for wheeled toys – during roll call/head count ○ Children informed that not following rules and educator directions will result in being unable to ride for the day. ○ Children will be instructed and reminded about safe storage of wheeled toys, safety rules for riding and consequences of not following the directions of educators, including being unable to ride. ○ Children will be required to wear safety helmets and closed in shoes while riding. ○ Children are to be riding in the same direction around the track. ○ Children displaying poor balance on their wheeled Toy will be unable to ride. ○ Children are not to permitted to ride any wheeled toys that are not their own. ○ The riding track remains free of hazards throughout the day. 	All Educators All Educators	Throughout the day while children are riding wheeled toys Throughout the day while children are riding wheeled toys

Activity	Hazard/Risk	Risk Assessment (use Matrix)	Control Measure	Who	When
Riding wheeled Toys		! High Risk	<ul style="list-style-type: none"> ○ Educators are to check the UV before the children play. If the UV is 3 and over educators are to ensure they are all wearing hats and sunscreen. ○ Children are to have on shirts that cover shoulders. ○ Children are provided with water breaks for hydration. ○ Sunscreen is to be applied beforehand with enough time to sink in and reapplied as required every few hours. 	All Educators	Throughout the day while children are riding wheeled toys
Completed by: Liz Sakeson Signature: <i>E. Sakeson</i>			Approved By: Alanah Rye Signature: A.R.		
Date: 8 May 2026			Date: 8 May 2026		