Tools & Equipment Safety
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
Using hand tools	Breaks, strains or fractures from incorrect use or impact	**Moderate**	• Use age-appropriate tools and materials. • Children instructed not to swing, throw or misuse tools. • Ensure children have adequate personal space. • Educators assist children who are not confident or require additional support. • Stop activity immediately if unsafe practice is observed. • First aid kit readily accessible.	All educators / Responsible Person	Throughout activity
Using hammer, nails and other tools	Cuts, punctures or abrasions from sharp tools/materials	Moderate	• Inspect tools before use and remove damaged or unsafe equipment. • Demonstrate safe handling and carrying of tools. • Children must not run while carrying tools. • Tools used only in designated activity area. • Educators maintain active supervision. • Appropriate PPE used where required. • First aid kit readily accessible.	All educators / Responsible Person	Throughout activity
Hammering nails/materials	Nails becoming lodged in fingers/hands	Moderate	• Demonstrate safe positioning of hands and fingers before hammering. • Educators assist children with positioning materials where required. • Use a suitable method to initially position nails rather than holding nails close to the striking area where possible. • Only suitable nails and materials are used. • First aid provided promptly for any puncture injury.	All educators / Responsible Person	Throughout activity
Hammering/material manipulation	Flying nails, fragments, splinters or	Moderate	• Secure materials before hammering. • Maintain appropriate spacing between children. • Safety glasses provided and worn where appropriate. • Educators monitor children's positioning.	All educators / Responsible Person	Throughout activity

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	objects causing eye/face injury		• Children must not stand directly beside or in front of another child who is hammering.		
Using tools/materials	Splinters from wood/materials	Low/Moderate	• Inspect timber and other materials before use. • Remove materials with significant splinters or sharp edges. • Sand rough edges where appropriate. • Children wash hands after activity. • Educators monitor materials throughout the activity.	All educators	Before and throughout activity
Using tools	Choking hazard from small nails, screws, fragments or loose pieces	Moderate	• Small components assessed for suitability based on children's ages and developmental abilities. • Small loose parts not accessible to children who may mouth objects. • Children reminded that tools and materials must never be placed in their mouths. • Educators maintain close supervision. • Small components counted and secured before and after activity. • Area thoroughly checked and cleaned before children leave.	All educators / Responsible Person	Before, throughout and after activity
Using tools and materials	Damage to tables, floors, walls or other surfaces	Low	• Activity conducted on an appropriate, stable and protected work surface. • Protective mats/boards used where required. • Tools not used directly on breakable, fragile or unsuitable surfaces. • Educators check setup before children begin.	Responsible Person / All educators	During setup and throughout activity
Tools/materials	Tools left unattended or accessible to children when not in use	Moderate	• Tools remain under educator supervision at all times. • Tools counted/checked before and after activity. • Tools stored securely when not actively being used. • Children do not access tool storage area. • Activity area packed away immediately after completion.	All educators / Responsible Person	Throughout and immediately after activity
Tools	Inappropriate, damaged or unsuitable tools	Low/Moderate	• Educators inspect all tools before use. • Damaged, broken, rusty or unsuitable tools immediately removed from service.	Responsible Person / All educators	Before activity

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			• Use lightweight, non-electric, age-appropriate tools only unless separately risk assessed. • Consider children's individual abilities and additional needs when selecting tools.		
Screwdriver use	Screwdriver slipping and causing puncture/cut injury	Moderate	• Demonstrate correct grip and use. • Use appropriately sized screwdrivers. • Materials secured before children begin. • Children instructed to keep their free hand away from the area being worked on. • Educators provide assistance where required.	All educators	Throughout activity
Sandpaper use	Skin irritation, abrasions or dust exposure	Low/Moderate	• Use appropriate-grade sandpaper. • Avoid excessive rubbing that may cause skin injury. • Children wash hands after use. • Avoid creating excessive dust. • Ensure activity occurs in a well-ventilated area. • PPE considered where dust is generated.	All educators	Throughout activity
Loose parts / old technology / recycled materials	Chemical burns or exposure from leaking/corroded batteries	**Moderate**	• Educators inspect recycled materials, old technology and loose parts for batteries, leakage or corrosion before setup. • Children must not handle leaking or corroded batteries/materials. • Educators use appropriate PPE when removing unsafe materials where safe to do so. • Unsafe items removed from activity immediately. • Materials with unidentified chemical residue or significant corrosion are not used.	Responsible Person / All educators	Before setup and throughout activity
Activity setup	Trip/slip hazards from tools, materials or equipment	**Low/Moderate**	• Keep tools and materials within designated work area. • Bags, cords and unnecessary equipment removed from walkways. • Maintain clear access and emergency exit pathways. • Clean spills and loose materials immediately. • Complete final area checks before children move to another activity.	All educators	Throughout and after activity

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Activity	Inadequate supervision / unsafe behaviour	**Moderate**	• Maintain required educator-to-child ratios. • Educator must be present and actively supervising while tools are being used. • Educators position themselves to see, hear and respond to all children. • Safety rules discussed before activity. • Unsafe or inappropriate use results in immediate removal from activity. • Children must follow educator instructions at all times.	All educators / Responsible Person	Throughout activity
Activity	Child unable to safely use tools due to age, ability or confidence	Moderate	• Assess individual children's developmental abilities before participation. • Provide additional educator assistance where required. • Offer alternative activities where a child cannot safely participate. • Adjust tools/materials to suit individual needs. • Do not pressure a child to participate if they are unable to safely use equipment.	All educators	Before and throughout activity
Activity completion	Loose nails, sharp fragments or small pieces remaining in activity area	Moderate	• Educators complete thorough cleanup immediately after activity. • Nails, screws and other small components counted and secured. • Sweep/check floor and surrounding surfaces for sharp or loose materials. • Children remain away from activity area until it has been declared safe. • Tools returned to secure storage.	All educators / Responsible Person	Immediately after activity
Emergency response	Injury requiring first aid or emergency response	Moderate	• Staff familiar with Emergency Procedures Manual and relevant service procedures. • First aid kit fully stocked and readily accessible. • Educators maintain required first aid qualifications. • Injuries assessed and first aid provided promptly. • Parents/carers notified in accordance with service procedures. • Incidents/injuries documented and reported as required.	Responsible Person / First Aid Qualified Educator	Immediately if required

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Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			• Emergency services contacted where required.		

Completed by: Leesa Mantzos **Signature:** **Date:** 20.8.26	**Approved By:** **Signature:** **Date:**

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

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Risk Assessment Communication Record -					
Date of Review: 20.8.26	**Person/s who completed Review:** Leesa Mantzos		**Date of Review:**	**Person/s who completed Review:**	
Changes Made: YES / NO			**Changes Made: YES / NO**		
Notes: New format, areas re-worded and new control measures.			**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**

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