



Hall: Risk Assessment
Lapstone Activity Centre

Identified Hazard –

Back Doors may be open

- Children absconding
- A stranger could walk in unnoticed

High number of children, Wet weather slip hazard, Jumping off the stage
Equipment and chairs stored by school falling over the children
Power points exposed and unprotected.
Use of Electrical appliances, trip hazards over cords
Trips, slips, falls during play

Risk Rating Key

!! Very High

! High Risk

Medium Risk

*** Low Risk**

Risk	Control Measure
<p>! Intruder entering through the hall doors</p>	<p><i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i></p> <p>As per our Emergency Procedures Manual (EPM) – Section 3.12 & 3.17 & 3.21 & 3.22 and Flip Chart – Medical Emergency Page, Personal Threat, Suspicious Person Checklist, Missing Person</p> <ul style="list-style-type: none"> • Follow Procedure set out in EPM for any Medical Emergencies, Personal Threat, Lockdown and Missing child • Follow First Aid procedures. <ul style="list-style-type: none"> ➤ Follow relevant EPM guidelines ➤ Staff to take walkie talkies and mobile phone with them ➤ Appropriate educator to child ratio to be maintained at all times, and to allow for emergency situations ➤ Staff member to be stationed near any open doors
<p>! Children leaving premises</p>	<ul style="list-style-type: none"> ➤ Head count to be conducted before use of hall ➤ Educators to use walkie talkies for quick and easy communication ➤ Children who need to use the toilet will be accompanied back to the OOSH building ➤ Evacuation bag will be taken to the hall, which includes all emergency contact details ➤ Head count to be conducted before leaving the hall and returning to the OOSH building ➤ Staff member to be stationed near any open doors that may allow for exiting the hall ➤ Staff to supervise follow PAT- Position, awareness and teamwork

	<ul style="list-style-type: none"> ➤ If the group is split in two (a group at hall and a group at OOSH building) and children would like to return, the use of walkie talkies is essential to communicate children returning/coming over and where possible an educator will visually observe children returning to the location. Educators must let each other know when they have received the children
# Cuts, Concussion, bumps, bruises, Sprains	<ul style="list-style-type: none"> ➤ Check First Aid Kit is located in the emergency bag before leaving for the hall ➤ Before use of hall, Educator to discuss with children the Hall safety rules and that inappropriate behaviour will not be tolerated ➤ Children reminded of the Be Safe, Be Responsible & Be Respectful rules. ➤ Educator to remind children of <ul style="list-style-type: none"> ○ No running in the Hall unless engaged in a supervised group game. ○ No running on the stage or stairs. Children to engage in quiet sitting down activities on the stage. If needed Educators to setup the stage with some mats and sitting down games ○ No hiding or playing behind the curtains. ○ No climbing on equipment or sitting on the stacks of chairs. ➤ Educator led games are highly encouraged during hall time to prevent excessive running
! Electrical fire # Children knocking over appliances ! Putting something in power points ! Electric shock	<ul style="list-style-type: none"> ➤ Safety checklist to be completed prior to the use of the hall ➤ When Safety Checklist is done, <ul style="list-style-type: none"> ○ Check the power points and put the safety plugs in where needed. ○ Check stacked chairs do not pose a risk of falling ○ Other equipment to be pushed up against wall so children do not have access to the equipment ➤ Electrical sockets to have plugs in them (bring some from OOSH if necessary) ➤ Appliances to be placed in an area that children/adults are not going to be constantly walking near it and knock it over. ➤ Electrical Cords must be taped down to the floor if pose a risking of anyone tripping. ➤ Electrical Cords must be checked before use. If frayed or damaged do not use
# Too crowded (High number of Children)	<ul style="list-style-type: none"> ➤ Educator to remind children of <ul style="list-style-type: none"> ○ No running in the Hall unless engaged in a supervised group game. ○ No running on the stage or stairs. Children to engage in quiet sitting down activities on the stage. If needed Educators to setup the stage with some mats and sitting down games as done in the Cola area. ○ No hiding or playing behind the curtains. ○ No climbing on equipment or sitting on the stacks of chairs. ➤ To prevent running engage children in group activities such as Dodgeball, Musical Statues, Marco Polo, Snag Tag etc. Physical running games like dodgeball, survival tag, ship shark shore to be conducted when numbers are 20, otherwise play multiple games like sitting volleyball, museum guard, musical bops, warriors and dragons which involve little or no running.

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| | <ul style="list-style-type: none">➤ If too many children in the hall<ul style="list-style-type: none">○ Notify Responsible Person about the situation and discuss swap over times between the hall and OOSH building○ Walkie Talkies to be used to communicate with Responsible Person, notifying them of head count before the children transition between areas. |
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Completed by: Jessie McCulloch

Approved By: Kim Salmon

Signature:

Date:

Signature:

Date: