



## Risk Assessment

Service Name: Toongabbie East Activity Centre

### Risk Rating Key

!! Very High

! High Risk

# Medium Risk

\* Low Risk

#### Identified Hazard -

Setting up of the area

Risk of Injury

Trip hazards

Weather (Heat or wet weather)

<b>Risk</b>	<b>Control Measure</b>
<p><b>Setting up of the area</b></p> <p>! Risk of injury to an educator or child</p>	<ul style="list-style-type: none"> <li>- If appropriate we may be able to use the cola area or basketball courts as the bike area – so that it is the exclusive use of the bike and scooters.</li> <li>– Responsible person to risk assess the situation.</li> <li>- If deemed not safe to use then staff are to set up a bike and scooter area in a designated area deemed by the responsible person that has been thoroughly risk assessed.</li> <li>- Educators are to designate an area appropriate for the number of children attending.</li> <li>-If moving seats and other obstacles Educators are to use correct manual handling skills to minimise personal injury. Heavy seats/items may need two persons to move them.</li> <li>- When children are assisting, ensure children are also using correct manual handling and not attempting to lift heavy objects alone.</li> <li>- Educators to designate a safe passage for children to access area.</li> <li>- A 'Parking area' should also be set up for the safe and neat storage of wheeled toys – to ensure there are no trip hazards.</li> </ul>

**Risk of Injury (Children)**

!! Cuts, scrapes, possible head knocks, broken bones from coming off of bikes/scooters  
# Children colliding bikes/scooters resulting in injury

- Educators must inform and remind the children of the rules on riding their wheeled toys
- Children must wear correct fitting helmets – if it does not fit correctly children will not be permitted to ride.
- It is highly Recommended that children wear wrist, knee and elbow guards when riding skateboards and roller blades/skates.
- Children must wear their own helmet, that is fitted correctly and strapped on correctly (straps are to be adjusted to be secure under child’s chin).
- Children must wear enclosed shoes when riding wheeled toys.
- Wheeled toys must be in good work order – if there are any defects children will not be permitted to ride.
- No tricks or stunts will be permitted.
- Children showing poor balance will not be permitted to ride.
- Wheeled toy area must have at least two designated educators watching area.
- Educators to ensure that all wheeled toy rules are followed and enforced. Any children not following the rules will not be permitted to ride for a period of time, if the behaviour continues they will not be permitted to continue to ride for the rest of the day.
- Rules to be displayed in the bike riding area throughout the day.
- Children and parents provided with all rules for bringing wheeled toys to the service that they will be requested that they read and familiarise themselves with said rules, before attending on programmed wheeled toy day.
- Educators to ensure that children are riding wheeled toys in the same direction throughout the designated area/track

**Trip hazards**

!! Incorrect storage of wheeled toys and equipment

- Educators to be on site are First Aid trained and First Aid Kits are fully stocked.
- A ‘Parking area’ for wheeled toys will be set up for the safe storage of all wheeled toys and equipment.
- Children will be informed of the safe and responsible storage of wheeled toys and equipment.
- Throughout the day Educators will regularly check the parking area to ensure ‘walkways’ are clear and the wheeled toys and equipment is stored in a way in which reduces them being a trip hazard.
-

<p><b>Weather (Heat or wet weather)</b></p> <p>! Heat exhaustion</p> <p>! Trips due to wet weather</p>	<p>-Children to wear appropriate sun protection throughout the day. ACI sun protection Policy to be followed at all times.</p> <p>- In summer, in the middle of the day when the sun is at its strongest the Bike and Scooter area will be shut down and not operated.</p> <p>-In wet weather this activity will not go ahead.</p>
<p>Completed by: Leanne Ashmore</p> <p>Signature: L. Ashmore 30/06/23</p> <p>Date:</p>	<p>Approved By: Pauline Schelin</p> <p>Signature: P. Schelin Date: 30/06/23</p>