

Martial Arts Incursion: Risk Assessment

Service Name: 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
Learning Ninja skills -		Staff will be required to read the 'Institute of Modern Tae Kwon Do' Risk Assessment in consultation with this Risk Assessment. Staff will be required to read the Emergency Procedures Manual (EMP) in consultation with this Risk Assessment.			
- Kickin g activit ies	<ul style="list-style-type: none"> - Broken bones, dislocations & fractures - Using excessive force - Moving or holding the body incorrectly 	* Low Risk	<ul style="list-style-type: none"> - Presenter will inform children of all procedures and rules to be followed before the activity starts. - Educators will be positioned around the Hall to always ensure supervision of all children. - Educators will reinforce procedures and rules that have been explained from Presenter to children. - if children are not following procedures and rules and their actions are deemed to be dangerous to themselves or others, they will be asked to sit out for a period of time. If the continue to not follow procedures and rules and their actions are deemed to be dangerous to themselves or others, they will have to be removed from the activity. 	Presenter All Educators All Educators All Educators	Before activity starts Throughout the activity Throughout the activity Throughout the activity

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
- Shield activities	- Using excessive force Moving or holding the body incorrectly	* Low Risk	- As above	As above	As above
- Clapper activities	- Sprains, strains, cuts & bruises - Using excessive force - Moving or holding the body incorrectly	* Low Risk	- As above	As above	As above
- Jumping activities	- Sprains, strains, cuts & bruises - Moving or holding the body incorrectly	* Low Risk	- As above	As above	As above
- Boards	- Sprains, strains, cuts & bruises - Moving or holding the body incorrectly	* Low Risk	- As above	As above	As above
Evacuation	- Children and Staff not following correct procedures	# Medium Risk	- Emergency Control Organisation - Responsible Person to delegate each position to a Staff person at beginning of each Session. - Staff are to be aware of their roles and responsibilities on the ECO. - Emergency Planning Committee (EPC) meet annually.	Responsible Person	Beginning of each day

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Medical Emergencies	<ul style="list-style-type: none"> – Educators not aware of children that have Medical Management Plans and Medication 	* Low Risk	<ul style="list-style-type: none"> – Educators will have read All About Me Folder, so they are aware of all children with Medical Management Plans and Medication. – If required, depending on Medical condition, child's Medication Box to be taken to the Hall. – Educators on site are first aid trained. – Emergency Trolley to be taken containing First Aid Kit, Ventolin Kit, Emergency Contacts for children and Staff. – Children will stay hydrated throughout the activity. 	<p>All Educators</p> <p>Responsible Person</p> <p>Management</p> <p>All Educators</p> <p>Presenter will inform children/Staff</p>	<p>New child starts at the Centre/review for VAC</p> <p>At the beginning of the activity</p> <p>Rostered on Shift</p> <p>At the beginning of the activity</p> <p>Presenter will allow for breaks throughout the activity, or Educators will initiate the break times.</p>
Missing child	<ul style="list-style-type: none"> – Staff not aware of procedure to be followed 	# Medium Risk	<ul style="list-style-type: none"> – Staff are to read EPM during Orientation shifts. – Staff are to follow procedures set out in EPM. – Educators are to take walkie talkies with them to communicate to other Staff. 	<p>All Educators</p> <p>All Educators</p> <p>All Educators</p>	<p>Orientation Shifts</p> <p>If the situation arises</p> <p>At all times</p>

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Safety Checklist	<ul style="list-style-type: none"> – Staff do not complete Checklist thoroughly – hazards not identified 	* Low Risk	<ul style="list-style-type: none"> – Staff complete the Safety Checklist. – If area is unsafe, do not use and find an alternative area. – Hazards identified – eliminate or section off. – Maintenance Log (in SIM) and ACI Hazard Report to be completed and forwarded to Manager or School Principal. – Unless instructed by the presenter, children will keep their shoes on 	<p>All Educators</p> <p>Responsible Person</p> <p>All Educators</p> <p>Responsible Person</p> <p>All children and Educators to reinforce</p>	<p>At the beginning of the activity</p> <p>If the situation arises</p> <p>If the situation arises</p> <p>If the situation arises</p> <p>At all times throughout the activity</p>

Completed by: Natasha Foenander

Approved By: Liz Sakeson

Signature:

Date: 17/06/24

Signature:

Date: 17/06/24

Risk Matrix

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

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