

Incursion Arcade Games Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

!! Very High

! High Risk

Medium Risk

*** Low Risk**

Activity	Hazard	Risk (use Matrix)	Control Measure	Who	When
			<i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i>		
			<ul style="list-style-type: none"> • As per our Emergency Procedures Manual & Flip Chart – 3.3 Evacuation and Flip Chart <ul style="list-style-type: none"> – ECO - 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. 		
			<ul style="list-style-type: none"> • As per our Emergency Procedures Manual & Flip Chart – 3.12 Medical Emergency and Flip Chart – Medical Emergency Page <ul style="list-style-type: none"> – Educators are to be aware and understand procedures to be followed. 	All Educators	On activity day
			<ul style="list-style-type: none"> • As per our Emergency Procedures Manual & Flip Chart – 3.22 Missing Child <ul style="list-style-type: none"> – Educators are to be aware and understand procedures to be followed. 	All Educators	On activity day
			<p>As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS)</p> <ul style="list-style-type: none"> – <ul style="list-style-type: none"> • Educators are to adhere to and enforce procedures set out in the following Policies • Child Behaviour Management • First Aid – Management of Incident, Injury, Illness and Trauma • Supervision 	All Educators	On activity day
Arcade Games equipment Installation and Setup	# Injury to persons	Medium	<ul style="list-style-type: none"> ✓ Equipment is installed by experienced organiser ✓ The activity will be setup in the Hall. Responsible person to risk assess the area. ✓ The organiser to advise on safety aspects of the equipments like what to do in case of malfunction? ✓ All the wires/plug points are covered and not a hazard. All electrical components are securely and safely enclosed inside machines. ✓ Entry and exit points are identified ✓ Check the perimeter is clearly marked by organiser if required. 	Responsible Person	Prior to activity

Arcade Games equipment	# Trips, slips, falls – sprains, fractures, bruises # Bumps	Medium	<ul style="list-style-type: none"> ✓ Educators on site are First Aid trained and First Aid Kits fully stocked. ✓ Phones, Walkie Talkies and Ipads to be charged for each Session. 	Responsible Person	Prior to activity
		Medium	<ul style="list-style-type: none"> ✓ A ratio of 1 Educator : 15 children is to be followed. ✓ Educator to reassess number of children based on ability and behaviour. Children to participate in groups if needed and rotated every 15 mins. 	All Educators All Educators	On activity On activity
			<ul style="list-style-type: none"> ✓ Children are constantly reminded of the Be Safe, Be Responsible & Be Respectful rules. ✓ Educators are to ensure the following Safety Check is completed for the Arcade before the start of the activity. <ul style="list-style-type: none"> • Check the perimeter that is clearly marked by organiser is maintained. • All the wires/plug points are covered and not an hazard. All electrical components are securely and safely enclosed inside machines. • Entry and exit points identified are maintained 	All Educators All Educators	On activity On activity
			<p>Before and During Play</p> <ul style="list-style-type: none"> ✓ While accessing the equipment children are to stand in a line on one side. Entry and Exit points to be clearly explained to the children for the activity. This can be setup using cones. ✓ only 1 – 2 child to use the equipment at a time. ✓ Children reminded of moving safely from one equipment to another ✓ No running / pushing ✓ Hall is to be used for the Arcade games only 	All Educators	On activity
			<ul style="list-style-type: none"> ✓ Educators will discuss the rules with children before commencement of the activity. ✓ Children unable to follow set rules may be asked to leave the activity 	All Educators All Educators	On activity On activity
			<ul style="list-style-type: none"> ✓ Educators are to supervise following PAT – Position, Awareness & Teamwork 	All Educators	On activity
Use of Arcade Games equipment	# Equipment Malfunction / short circuit / electric shock	High	<ul style="list-style-type: none"> ✓ Educator to check equipment prior to play. All electrical components are securely and safely enclosed inside machines. ✓ If any equipment is malfunctioning, it should be disconnected. ✓ During play Educator to constantly check if equipment is showing any signs of malfunctioning 	All Educators	On activity
Arcade Games equipment	Extreme weather	High	<ul style="list-style-type: none"> ✓ The activity will be closed down in extreme weather conditions 	All Educators	On activity
Completed by: Margaret Saldanha			Approved By: Cindy Millard		
Signature:		Date: 7/11/2024	Signature:		Date: 7/11/2024

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.