



## #25 School Hall Risk Assessment

Toongabbie West Activity Centre

### Risk Rating Key

**!!** Very High

**!** High Risk

**#** Medium Risk

**\*** Low Risk

### Identified Hazard –

- Large number of children running in a small space
- Falling on hardwood floor, on concrete or down the stairs
- Power outlets being exposed no safety plugs in them
- Children moving between the hall, toilet and main room
- Stacked chairs falling over or onto children

Risk -	Control Measures
<p><b># !</b> Slips, trips and falls</p> <p><b># !</b> Bumps, bruises and concussions</p> <p><b>! !!</b> Broken bones and fractures</p> <p><b># !</b> Sprains and strains</p> <p><b>! !!</b> Electrocutation and shock</p> <p><b># !</b> Grazes and scrapes</p> <p><b>! !!</b> Children wandering off/getting lost</p>	<ul style="list-style-type: none"> <li>- New Educators are taught about the safety concerns of the hall, how to correctly supervise.</li> <li>- Educators are to refer to Flip Chart Blue Tab – Medical Emergency, and Emergency Procedures pg 16</li> <li>- Children learn and are reminded of the safety rules before they begin playing group games/running games in the hall.</li> <li>- Educators commence a safety checklist before the children arrive making sure the space has no obstructions that can cause a trip hazard. Any obstructions need to be recorded and removed.</li> <li>- If chairs are stacked they need to be pushed away from main play spaces if possible. If this is not doable children are not to play in the hall. Children are spoken to about keeping clear from the chairs and are not to climb or sit on them.</li> <li>- Educators are to set up play spaces to ensure mats are put on top of the stage for floor games and the bottom of the hall is used for group games.</li> <li>- Educators conduct a safety checklist to ensure toilets are clean and safe. Children are to use these toilets instead of going to the toilets in the quad.</li> <li>- Power outlets are checked that they all have safety plugs in them, if not Educators are to put in spare ones that kept in the trolley.</li> <li>- Educators are trained in first aid.</li> <li>- The emergency trolley is to be taken to the hall containing the first aid kit, Ventolin kit, spare EpiPen, emergency contacts for all children and educators.</li> <li>- Educators are to take walkie talkies with them to the hall to communicate with other educators. They are to also take work mobile phone to contact parents/Head office/emergency services.</li> <li>- Children and educators are to wear enclosed shoes whilst being at the hall. Children shouldn't be taking their shoes off as unsure of loose pins from artwork could be on the floor.</li> </ul>

- Educators communicate through walkie talkies when a child is coming or going to the hall to ensure they are accounted for/don't get lost/leave the school grounds.
- Educators stay in ratio of 1:15 (1 educator to 15 children) and are to ask for another educator when going over these numbers.
- Educators are to supervise using PAT (positioning, awareness and teamwork).

**Policies relating to Risk Assessment**

- First Aid Policy– Management of Incident, Injury, Illness and Trauma
- Supervision Policy

Completed by: Alisha Cairns

Signature:

Date: 27/08/21

Approved By:

Signature:

Date: