



East Adelaide School OSHC – GYM Risk Assessment

Site/service name	East Adelaide School OSHC
Description of camp/excursion/local walks/regular outings/activity	East Adelaide School OSHC
Class and year level/type of service	OSHC Vacation Care (5-12 years)
Number of children/young people	90 Max
Number of employees/volunteers and expected supervision ratio	1:15 ratio
Water hazards/water-based activities	<input type="checkbox"/> Yes: Identified and addressed in risk assessment <input checked="" type="checkbox"/> No

Key contacts	Name	Contact No	
School Principal	Michael Koutsoukos	8362 1622	
OSHC Director			
Position	Name	Signature	Date
Responsible Persons	Lauren Maio (Director) Ellie Pezos (Assistant Director) Vanessa Calabrese (RP) Natalia Rocca (RP)		
Site Leader (Director)			

Risk assessment for hazards process

WHS Risk Assessment Matrix		Consequences				
		First aid. Personal support or counselling.	Medical or dental treatment.	Hospital emergency department (Out-patient)	Admitted to Hospital (In-patient)	Death, permanent disabling injury
Likelihood	Certain: to occur at some stage	Medium	High	High	Extreme	Extreme
	Likely: to occur	Low	High	High	Extreme	Extreme
	Possible: could reasonably occur	Low	Medium	Medium	High	Extreme
	Unlikely: to occur	Low	Low	Medium	High	Extreme
	Rare: not expected to occur	Low	Low	Medium	Medium	High

Extreme	<p>Do not undertake the activity</p> <ul style="list-style-type: none"> Contact the Work Health and Safety team on Education.WHS@sa.gov.au or on 8226 1440 for guidance on risk reduction Consult with workgroup Health and Safety Representative where available
High	<p>Reduce the risk as far as reasonably practicable</p> <ul style="list-style-type: none"> Escalate to site leader and/or local safety/ management committee for review Consult with workgroup Health and Safety Representative and affected parties Review department WHS safety management intranet for control requirements
Medium	<p>Activity may be undertaken</p> <ul style="list-style-type: none"> Consider ways to further reduce the risk and review the department WHS safety management intranet Consult with workgroup Health and Safety Representative or affected parties

Sports, adventure, camps and excursions risk assessment for all identified hazards

Follow the steps outlined in the risk assessment for hazards process. **List all hazards and controls** for the activity or activities in the table below. Visit [camps and excursions](#), [sporting and adventure activities](#) and [safety management](#) to assist in identifying hazards and controls. Add more rows to the table to document all identified hazards. Examples of hazards and controls have been provided below (please delete if not applicable). All water hazards must be identified and addressed in the risk assessment.

Hazard Identification (Describe the potential risks associated with the activity)	Risk Controls and Management (Describe the processes/procedures you will implement to eliminate or reduce risk)	Risk Assessment (With all controls in place)
<p>Slipping Hazards</p> <p>Wet floors, improper footwear, cleaning residue, weather conditions</p>	<ul style="list-style-type: none"> • Footwear Policy: Enforce a policy requiring children to wear shoes or go barefoot—no socks allowed. Communicate this policy to parents and caregivers. • Immediate Spill Response: Establish a protocol for immediate clean-up of spills, using wet floor signs to alert staff and children. Ensure cleaning supplies are readily available. • Regular Inspections: Conduct frequent checks of the gym floor to identify and address slippery areas. Document inspections and actions taken. • Entrance Mats: Place absorbent mats at entrances to reduce water tracked in from outside. 	<p>LOW</p>
<p>Behaviour Management (General)</p> <p>Disruptive behaviour, inadequate training, inconsistent policies, unsupervised situations</p>	<ul style="list-style-type: none"> • Clear Behaviour Policies: Develop and implement clear behaviour management policies that are consistently applied. Ensure all staff are familiar with these policies. • Staff Training: Provide training in behaviour management techniques, including de-escalation strategies. • Supervision Protocols: Ensure adequate supervision at all times to prevent and manage disruptive behaviour. 	<p>LOW</p>

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	<ul style="list-style-type: none"> • Communication Strategies: Implement effective communication strategies to de-escalate potential conflicts. 	
<p style="text-align: center;">Protecting Gym Floor</p> <p>Damage from equipment, footwear damage, unattended spills, objects dragged along floor</p>	<ul style="list-style-type: none"> • Equipment Guidelines: Establish guidelines for the use of equipment to prevent floor damage. Use protective mats under heavy equipment. • Cleaning Protocols: Use appropriate cleaning products and techniques to maintain the floor. Train staff on proper cleaning methods. • Footwear Policy: Enforce a policy on appropriate footwear to prevent floor damage. • Immediate Spill Response: Ensure spills are cleaned up immediately to prevent floor damage. 	LOW
<p style="text-align: center;">Child Leaving Gym Without Permission</p> <p>Unsupervised exit, inadequate supervision, unsecured exits, lack of awareness</p>	<ul style="list-style-type: none"> • Supervision Protocols: Ensure adequate supervision at all exits to prevent children from leaving without permission. • Secure Exits: Monitor and secure all exits, using alarms or staff presence to prevent unauthorised exits. • Clear Rules: Communicate clear rules to children about staying within supervised areas. • Attendance Checks: Conduct regular attendance checks to ensure all children are accounted for. 	LOW

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No Children Accessing Gym Sheds Unauthorised access	<ul style="list-style-type: none"> • Gym Sheds: No children permitted in the gym sheds. Sporting equipment must be brought from OSHC 	LOW
No Children in Kitchen Area Access to hazards, inadequate supervision, unsecured access, lack of awareness	<ul style="list-style-type: none"> • Secure Access: Ensure the kitchen area is locked and only accessible to authorised staff. • Supervision Protocols: Monitor areas around the kitchen to prevent unauthorised access. • Clear Rules: Communicate clear rules to children about not entering the kitchen area. • Signage: Use clear signage to indicate restricted access to the kitchen area. 	LOW
Children Must Use Outdoor Toilets Unsupervised movement, inadequate facilities, lack of awareness, unsecured access	<ul style="list-style-type: none"> • Supervision Protocols: Ensure children are supervised when moving to and from outdoor toilets. • Facility Maintenance: Regularly inspect and maintain outdoor toilet facilities to ensure they are clean and safe. • Clear Rules: Communicate clear rules to children about using designated toilet facilities. • Secure Access: Ensure toilet areas are secure and only accessible to authorised individuals. 	LOW

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<p>Hard Floor</p> <p>Impact injuries, inadequate footwear, inappropriate activities, inadequate supervision</p>	<ul style="list-style-type: none"> Footwear Policy: Encourage appropriate footwear with cushioning for activities on hard floors. Communicate this policy to parents and caregivers. Supervised Activities: Ensure that activities on hard floors are supervised and appropriate for the area. Education on Safe Play: Educate children on the risks of playing on hard surfaces and encourage safe play practices. Surface Maintenance: Regularly inspect and maintain hard floors to ensure they are in good condition. 	LOW
<p>Critical Incidents & Reporting</p> <p>Unpreparedness, inadequate reporting, lack of training, delayed response</p>	<ul style="list-style-type: none"> Incident Response Plans: Develop comprehensive plans for responding to critical incidents. Include roles, responsibilities, and communication protocols. Training Programs: Provide regular training on incident response and reporting procedures. Reporting Systems: Implement clear and accessible systems for reporting incidents. 	LOW

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	<ul style="list-style-type: none"> • Regular Drills: Conduct regular drills to ensure preparedness and effective response. 	
<p style="text-align: center;">Tripping</p> <p style="text-align: center;">Uneven surface, loose equipment, cluttered areas, poor lighting</p>	<ul style="list-style-type: none"> • Regular Inspections: Conduct regular inspections of the gym to identify and address tripping hazards. • Clear Pathways: Maintain clear pathways and ensure equipment is stored properly. • Adequate Lighting: Ensure proper lighting in the gym to improve visibility. • Education on Safe Play: Educate children on the importance of keeping play areas tidy. 	LOW
<p style="text-align: center;">Blockages of Line of Sight</p> <p style="text-align: center;">Obstructed view, inadequate layout, lack of awareness, infrequent reviews</p>	<ul style="list-style-type: none"> • Strategic Layout: Arrange gym equipment to ensure clear sightlines and effective supervision. • Regular Reviews: Regularly review gym layout to ensure optimal visibility and make adjustments as needed. • Staff Training: Provide training for staff on the importance of maintaining clear sightlines and effective supervision. • Feedback Mechanisms: Establish feedback mechanisms to gather input from staff on visibility issues. 	LOW

Emergency management plan

1. Provide immediate first aid assistance or care prescribed by an individual health support plan and/or isolate any person with an infectious disease.
2. Call **000** and advise emergency services of the closest vehicle entry point.
3. Ensure communication with emergency services is maintained and all relevant information is provided.
4. Send an employee or volunteer to the point where emergency services will enter the location, if it is safe to do so.
5. Collect the attendance list, individual health support plans, parent contact details and this plan.
6. Evacuate all people to the nominated emergency assembly point.
7. Once at the assembly point, check all people are accounted for.
8. Maintain a record of actions and decisions undertaken and timeline of events.
9. Report the emergency/evacuation to the site/service leader by using the agreed form of communication i.e. mobile phone.
10. Site/service leader must:
 - Notify Education Director
 - Report the incident using the department's incident and report management system.
11. Wait for emergency services to arrive or provide further information/instruction.
12. Site/service leader to contact parents.

Method for communicating with the site/service contact:

Ryan Pickering (Assistant Director) – 0408791073

Vanessa Calabrese (RP) – 0475427032

Stefan Gould (RP) - 0421016256

Natalia Rocca (RP) – 0439629928

Acknowledgment

By signing below, I acknowledge and understand the details and expectations highlighted within this risk assessment:

Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:
Name:	Signature:

Persons Responsible

Created by

Name: Lauren Maio	Signature:
In consultation with: Ryan Pickering (Assistant Director)	Signature:

GPS coordinates

East Adelaide School OSHC

Plus code: N/A

Latitude: -34.9047578886595, Longitude: 138.62734211202795

