

Risk Assessment

GYM

Site name and ID No	East Adelaide school OSHC			
Title, description and location of activity	GYM-The gym, located on the East Adelaide School site, is available for OSHC use as required.			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due
	Lauren Maio	Director	26/06/2026	26/06/2027

Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
Slipping Hazards Wet floors, improper footwear, cleaning residue, weather conditions	- Promptly cleaning and drying wet floors - Displaying warning signs for wet areas - Requiring appropriate footwear for all children and staff - Ensuring proper cleaning procedures to minimise residue - Monitoring weather conditions and adjusting indoor/outdoor activities accordingly - Conducting regular checks of floors and walkways for hazards	Low
Child Leaving Gym Without Permission Unsupervised exit, inadequate supervision, unsecured exits, lack of awareness	- Promptly cleaning and drying wet floors - Displaying warning signs for wet areas - Requiring appropriate footwear for all children and staff - Ensuring proper cleaning procedures to minimise residue - Monitoring weather conditions and adjusting indoor/outdoor activities accordingly - Conducting regular checks of floors and walkways for hazards	Low
Critical Incidents & Reporting Unpreparedness, inadequate reporting, lack of training, delayed response	- Providing regular training for staff on critical incident management and reporting procedures - Ensuring all staff understand and follow established protocols - Maintaining clear and accessible documentation for reporting incidents - Conducting drills to practice timely responses - Promptly communicating critical incidents to relevant authorities and stakeholders - Reviewing and updating policies to address gaps and improve preparedness	MEDIUM



Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
Blockages of Line of Sight Obstructed view, inadequate layout, lack of awareness, infrequent reviews	• Conducting regular reviews of room and yard layouts to identify and address obstructed views • Positioning staff strategically to ensure comprehensive supervision • Removing or repositioning items that block sight lines • Educating staff about the importance of clear lines of sight for child safety • Frequently reassessing supervision practices and implementing improvements as necessary	LOW
Tripping Uneven surface, loose equipment, cluttered areas, poor lighting	• Regularly inspecting and maintaining surfaces to ensure they are even and safe • Keeping equipment and pathways organised and free from clutter • Ensuring adequate lighting in all areas • Promptly addressing hazards such as loose mats, cords, or objects • Educating children on safe movement within the school • Marking or highlighting areas that present an increased tripping risk	LOW



Risk management – What you need to do!

Step 1: Have a look at [WHS safety management](#) intranet and see if there are any activity hazards that are not already covered.

Step 2: Identify controls for your remaining hazards. Use the hierarchy of control chart to help select controls that provide the highest level of protection to employees.



Step 3: Assess the level of risk for the remaining hazards with all controls in place.

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

Step 4: Check the assessed risk level and undertake the associated action.

Extreme	Do not undertake the activity - 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	Reduce the risk as far as reasonably practicable - 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	Activity may be undertaken - 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
Low	Activity may be undertaken safely Monitor the activity and controls to ensure the risk remains low

