

Vacation Care Risk Assessment

Name of Day: Vision Gym

Date: 11/01/21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: Bus

Commencement Time: 9am

Conclusion Time: 3pm

Venue Address: 101 Ham St, South Windsor NSW 2756

Description of the Activities: Indoor Gymnastics

Items to be taken on the excursion: N/A

Which risk assessment safety points are relevant for today? (Please tick)

☒

Adventure Play

☐

Animals

☐

Art & Craft / Creative activities

☐

Bushland/Water environments

☐

Children with additional needs

☐

Food & Cooking

☐

Media & Entertainment

☒

Sport/Physical activity

☐

Water Play

☒

Excursion travel

☐

Infectious Diseases

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes

☒

No

☐

If yes, please record name of staff member conducting site visit as well as the date of the visit. **Zoe Hanna**

Is there a site-specific risk assessment for the venue? Yes

☒

No

☐

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Injury (Eg falling from walls, ropes, bars)	The children	<ul style="list-style-type: none"> Ensure educators are trained in First Aid/CPR 	2	<ul style="list-style-type: none"> Remind children to be careful when running around the gym/using the equipment, including the floors, tumble track, trampolines, foam out, and zones in the gym 	Educators have a responsibility to keep an eye on all the children and perform first when required
Fear of anxiety relating to Adventure play	The children	<ul style="list-style-type: none"> Ensure all children and staff are briefed on the specifics of the adventure activity before it commences, and the appropriate behaviour expected 	4	<ul style="list-style-type: none"> Remind children that educators are closely monitoring them and that they just need to be cautious when playing/ climbing through obstacle courses 	Educators to remain in a calm manner towards the children, providing adequate supervision as needed
Tripping	The children	<ul style="list-style-type: none"> Safety discussion with children and correct supervision with children 	3	<ul style="list-style-type: none"> Encourage children to play safe around the gymnastics equipment. Remind children not to run around 	Staff to assist gymnastics staff in the supervision and guidance of children

				equipment and to walk around it instead.	
Cars, Buses in the car park	All	<ul style="list-style-type: none"> Educators must keep children close together on the path, ensuring educators are in front of the children, between the children, and the back of the children while they are lined up 	3	<ul style="list-style-type: none"> Remind children to stick with a buddy and to listen carefully to educators' instructions 	Educators minimise risks by communication towards children and clear instructions when moving children from bus to entrance and vice versa
Cords, electrical equipment	The children	<ul style="list-style-type: none"> Safety discussion to children about being aware of electrical equipment that may be present during the excursion/ around the equipment 	6	<ul style="list-style-type: none"> Remind children about safety rules 	Assure children and warn them of potential hazards

RISK ASSESSMENT FORM TEMPLATE

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please note this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: CM

Risk Assessment						Ref no.	AC 001
Activity Location Section	VISION GYMSPORTS EQUIPMENT					Status	Final
	101 Ham St, South Windsor NSW					Initial assess.	01.05.17
	Health and Safety					Reviewed	01.01.18
Assessed by	Ian Hardy			Specific	X	Next review	01.12.18
Role /No/Dept	Director - CEO			Generic		Version no.	1.3

		Likelihood					Risk Rating	
		1. Rare	2. Unlikely	3. Possible	4. Very Likely	5. Almost Certain		
							Low Risk 1-8	No Further action Required
1	No Injury	1	2	3	4	5		
2	First Aid	2	4	6	8	10	Medium Risk	Action Plan Required and Implemented
3	3 Day Injury	3	6	9	12	15	9-15	Before Proceeding.
4	Major Injury	4	8	12	16	20	High risk	Do Not Proceed
5	Fatality	5	10	15	20	25	16-25	



It is essential that no instructor can run the Obstacle Course until evidence of their competence is proven and this evidence is recorded appropriately. Competence can be demonstrated in one of 3 ways: an appropriate qualification; experience; or in- house training and assessment. The last 2 need to be supported by a statement of competence from a suitably experienced and trained employee.

The Lead Instructor must ensure that the following safety kit is made available at all times when the Obstacle course is in use- a suitably qualified First Aider and First Aid Kit.

Activity	Hazard	Risk	Person at Risk		Existing Control Measures	Risk Rating			ACCEPT (Y or N)	Further control measures implemented from action plan – re-score	New Risk Rating			ACCEPT (Y or N)
			Staff	Other		L	X	S = RR			L X S = RR			
Weekly Check of Obstacle Course and Play area.	Loose bolts. Protruding equipment. Tear or rips in Mats or trampolines	Cuts /Lacerations, Puncture Wounds.	All		Ground area around the equipment Course must be cleared daily of any objects that may cause harm.	3	2	6	Y					
Weekly /After use check.	Check all equipment is in good working order	Fractures/ Lacerations	All		Duty Manager to check condition of all Obstacles for integrity and damage. All defects to be logged and brought to Managers attention. . Any area deemed to be in an Unsafe condition should be sectioned off and not used until repairs are made.	2	4	8	Y					
Inspection of Anchor points.	Corrosion of Anchor points and related metal work.	Fractures/ Lacerations.	All		Competent/trained Person to check the condition of all anchor points and related metal work. They should pay particular	2	4	8	Y					

Activity	Hazard	Risk	Person at Risk		Existing Control Measures	Risk Rating			ACCEPT (Y or N)	Further control measures implemented from action plan – re-score	New Risk Rating			ACCEPT (Y or N)
			Staff	Other		L	X	S = RR			L	X	S = RR	
Side Steps and walk wall	Equipment comes loose. Sharp edges	Sprains, strains, Musculo-skeletal related injury		Gymnast	attention to Anchor Point damage, hair line fractures etc. If there is any doubt whatsoever with regards the integrity of an anchor point the Manager notified and section closed off.									
Warrior Course	Slips/Trips and falls.	Sprains, strains, Musculo-skeletal related injury	ALL	Gymnast	Follow correct program, Correct Technique displayed. Suitable clothing must be worn	3	2	6	Y					
Gymnastics Equipment	Slips/Trips and falls. Fall from height.	Sprains, strains, Musculo-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned.	3	2	6	Y					
Trampolines (3 x Euros)	Mat Ripping, Pads loose, Metal showing.	Sprains, strains, brakes Musculo-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. Springs and pads checked for any issues.	3	2	6	Y					
Upper Floor Equipment (DMT – Air Floor – Tumble Tramp)	Burn from rope and full from height	Sprains, strains, Musculo-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. Springs and pads checked for any issues.	2	4	8	N					
Climbing Wall	Fall from height, Jammed fingers	Sprains, strains, Musculo-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. All foot and hand holds to be checked for stability.	3	2	6	Y					

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			Staff	Other		L	X	S = RR			L	X	S = RR	
Sprung Floor	Burn from rope and full from height.	Sprains, strains, Musco-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. Coach to look for any irregular deformities..	3	2	6	Y					
Kinder Equipment	Slips/Trips and Falls.	Sprains, strains, Musco-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. .	3	2	6	Y					
Climbing Ropes	Falls from height. Burn from rope and full from height	Sprains, strains, Musco-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. . Coach to check for any rope issues	3	2	6	Y					
Mini Trampolines	Mat Ripping, Pads loose, Metal showing. Slips/Trips and Falls.	Sprains, strains, Musco-skeletal related injury	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. . Springs and pads checked for any issues.	3	2	6	Y					
Boxes	Slips/Trips and Falls.	Musco-skeletal related injury,	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained and mats repositioned. Springs and pads checked for any issues	3	2	6	Y					

Activity	Hazard	Risk	Person at Risk		Existing Control Measures	Risk Rating			ACCEPT (Y or N)	Further control measures implemented from action plan – re-score	New Risk Rating			ACCEPT (Y or N)
			Staff	Other		L	X	S = RR			L	X	S = RR	
Foam Pit	Slips/Trips and Falls.	Musco-skeletal related injury, sprains	All	Gymnast	Duty coach to inspect prior to use, equipment to be regularly maintained. Springs and pads checked for any issues	3	2	6	Y					

Prior to all athletes beginning their classes. Vision staff have done equipment and safety checks.

VGS

RISK MANAGEMENT POLICY

POLICY NAME: VGS Risk Management Policy
DATE OF ISSUE: APRIL 2015
POLICY COVERAGE: VGS Management and Operations
DATE OF REVIEW: January 2016
CONTROLLING BODY: VGS - Management

1. STATEMENT OF COMMITMENT

VGS Club is responsible for the overall management, coordination and direction of gymnastic activities within the club. This is achieved by providing a management structure that is capable of delivering a range of resources, services and products to a diverse delivery network.

VGS is committed to providing a sporting and working environment that is safe, stable and free of discrimination and harassment, where risks are minimised through proactive management. Accordingly, VGS accepts risk management as one of its prime responsibilities making it an integral part of all decision-making processes.

The VGS Risk Management Plan has been developed, and is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. Accordingly, all Risk Management activities will be carried out in-line with the principles and guidelines set out in this policy document.

2. POLICY APPLICATION

The policy applies to VGS management and day-to-day operations undertaken by the Board of Management, staff and all other volunteers. Adoption of the policy will ensure consistency in risk management principles and procedures.

3. POLICY COVERAGE

Risk Management refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. All daily activities, competitions/events, Gymsport programs, membership programs and/or services are governed by the policy.

4. RISK MANAGEMENT PRINCIPLES

VGS Risk Management is reliant upon a number of principles. Adherence to these principles will facilitate the emergence of a risk management culture that will be actively encouraged. These principles make the VGS Risk Management plan an effective tool that provides reliable information that VGS can use to improve its performance. These principles include:-

- Leading by example in responding to risk.
- Responding promptly to any concerns.
- Trusting and empowering volunteers and paid staff to manage risks at all levels.
- Education and training.
- Ensuring the right values are instilled in young people.
- Acknowledging, rewarding and publicizing good risk management.
- Encouraging learning from unexpected results, both positive and negative.

5. ROLES AND RESPONSIBILITIES

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the Club and the sport of Gymnastics, are minimised. The Board of Management however, has the ultimate responsibility for successful risk management with the General Manager taking day-to-day responsibility for the process. This section specifies the responsibilities of all parties involved in Risk Management within Gymnastics:-

Board of Management

- Ensure that the context of the policy is communicated to all levels, via the distribution of the Club's Risk Management Policy Statement.
- Ensure Risk Management practices, in-line with the VGS Risk Management plan, are implemented at all levels.
- Ensure that appropriate training is provided, so that risk is actively minimized.
- Provide appropriate resources to ensure that risk is minimized.
- Ensure that risk management is an intrinsic part of deliberations and that decisions are made in line with the policy.
- Report annually on the year's achievements and on any future risks which may threaten any aspect of the Club's business.

General Manager

- Ensure that all sections of the Club have the opportunity to engage in risk assessment and treatment processes.
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimize such risk.
- Ensure that, when implementing risk management actions, other related Club policies are also adhered to.
- Assume day-to-day responsibility for risk management within the Club Office.
- Ensure appropriate and up-to-date documentation of risk identification and treatment.
- Provide appropriate induction on risk management and all other associated policies to new board members, staff and volunteers holding key positions.
- Alert the Board of any new high-impact risks, or any other matters requiring attention outside the usual process.

Staff & Volunteers

- Distribute information on risk management throughout networks, as required.
- Adopt and implement appropriate risk management behaviour in all aspects of work.
- Report risk, real or potential, and ensure appropriate action is taken to minimize such risk.
- Ensure appropriate and up-to-date documentation of risk identification and treatment, for the particular work area.

Everyone

Successful risk management also relies on the personal knowledge, perception and behaviour of all involved in the sport of Gymnastics.

6. REVIEW AND IMPLEMENTATION

The regular monitoring and review of risks is an integral part of VGS business. Risk Management will be a standard agenda item for the Board of Management, in addition to a major review that will be held in APRIL each year. The process will ensure new risks are detected and managed and that action plans are implemented and progressed effectively.

In addition, the General Manager will regularly review the Risk Register and meet with those responsible for managing specific risks.

7. ADDITIONS AND CHANGES TO POLICY

Recommended changes to the policy may be submitted to the VGS Management for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

JO is committed to ensuring all policies are current. To facilitate this reviews are conducted annually. The next date of review is detailed at the commencement of each policy.

VGS

RISK MANAGEMENT POLICY STATEMENT

COMMITMENT

VGS aims to use world's best practice in risk management to support and enhance activities, in all areas of the organisation. VGS will ensure risk management is an integral part of all decision-making processes.

VGS will use a structured risk management program to minimize all reasonably foreseeable disruptions to operations, harm to people and damage to the environment and property. VGS will identify and take advantage of opportunities, in addition minimizing adverse effects. VGS will train people to implement risk management effectively and will strive to continually improve risk management practices.

RESPONSIBILITIES

The General Manager is accountable to the Board for the implementation of the risk management process and is ultimately responsible for the management of risks within the business.

All personnel are responsible for managing risks in their respective areas, and everyone involved in the sport has responsibility for risk management.

PROCESS

A risk management systematic process has been established, based on the Australian Standard AS/NZS 4360:19999.

MONITORING AND REVIEW

The Board of Management will monitor and review the implementation of the VGS management program.

The General Manager will facilitate the development of a common risk management approach across all areas by:-

- Implementing the risk management program;
- Sharing information with board applicability across all areas;
- Reporting on the progress of implementing the risk management program.

FURTHER INFORMATION

For further information on the policy and the risk management procedures, please contact the office and administration

ACKNOWLEDGEMENT

The VGS Risk Management Policy and Procedures are modeled on the Gymnastics NSW and Gymnastics Australia Risk Management Policies and Procedures.