

LEGO BUILD&BASH EVENT



Identify Activity <i>Funtime Kids Parties Childrens Lego Event</i>		Location <i>Indoors. Hall, event space or home</i>		Who May Be At Risk <i>Participants (children and adults), Supervising Adults, Funtime Staff</i>		
Tasks	Hazards	Risks	Risk Rating			Existing Control Measures
			Likelihood	Impact	Risk Assessment	
<i>Staff transporting, setting-up, cleaning, and removing equipment</i>	<i>Moving and placing heavy, and bulky equipment</i>	<i>Trip hazards, children underfoot, unsafe logistics</i>	<i>Possible</i>	<i>Minor</i>	<i>Medium</i>	<p><i>Supervising Adults to keep children away from the setup area.</i></p> <p><i>Staff to use safe practices while moving and placing equipment.</i></p> <p><i>Staff to use the safest possible locations for equipment, obstacles and storage.</i></p>
<i>Water and Liquids</i>	<i>Water Silly String</i>	<p><i>Electrical Hazards & Device Damage</i></p> <p><i>Slipping hazard</i></p> <p><i>Allergic reactions</i></p>	<i>Rare</i>	<i>Major</i>	<i>Medium</i>	<p><i>Supervising Adults and Staff are to ensure that these events are away from all possible electrical equipment and devices. Children are NOT to be carrying devices that may be affected.</i></p> <p><i>Supervising Adults are to keep control of children to ensure they do not run about and slip on the ground. Children must follow the instructions given by the Staff.</i></p> <p><i>Event Contact and Supervising Adults have the responsibility of assessing and excluding the participants who might have allergies that could be</i></p>

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						affected by items used during a particular event.
Game Equipment	<p>Matting</p> <p>Bricks</p> <p>Special Bricks</p> <p>MiniFigs</p> <p>Tires & Motors</p> <p>Base Plates</p>	<p>Trip Hazards</p> <p>Allergic reaction</p>	Likely	Minor	Medium	<p>Supervising Adults are to ensure that children do not run or play unsupervised or uncontrolled around equipment and the play area.</p> <p>Staff is to express any concerns about safety to the Event Contact and Supervising Adults. Staff is to seek out the safest place for play, and use measures (such as clearing away refuse) to make trip and bump hazards as unlikely as possible.</p> <p>Supervising Adults have the responsibility of assessing and excluding the participants who might have an adverse allergic reaction to each of the events.</p>
Physical play	Unsafe gameplay	Events such as choking, and misuse of equipment	Possible	Minor	Medium	<p>Supervising Adults and Staff are to watch for equipment being broken deliberately or used unsafely by the children - such as chewing, biting, pushing into ear or nose, or used to hurt another child.</p> <p>Funtime Kids Parties has set age recommendations based on typical behavioural development.</p>

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<i>Physical play</i>	<i>Response to physical play and social aspects</i>	<i>Adverse response to play - physically, emotionally or mentally</i>	<i>Rare</i>	<i>Insignificant</i>	<i>Low</i>	<p><i>Funtime Kids Parties has set age recommendations based on typical behavioural development.</i></p> <p><i>The Supervising Adults have the responsibility of assessing and excluding the participants who might have an adverse reaction to physical, mental, emotional or social aspects of the event.</i></p>
<i>Play Area</i>	<i>Floor surface, furniture, and obstacles</i>	<p><i>Trip hazard</i></p> <p><i>Bump hazard</i></p> <p><i>Fall hazard</i></p> <p><i>Slip hazard</i></p>	<i>Possible</i>	<i>Major</i>	<i>High</i>	<p><i>Event Contact is to work with Funtime Kids Parties to ascertain suitable areas for the event prior to the day of the event.</i></p> <p><i>Staff to ensure that the location of the play areas within the event location is optimal - including avoiding high traffic areas, uneven floors, furniture, décor, and floor surfaces.</i></p>

Who Conducted the Risk Assessment?

Completed by: *Soozie Brown, Funtime Kids Parties Event Manager*

Signature:

Date: *18 November 2015*



RISK RATING MATRIX

		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	Almost Certain	Is expected to occur in most circumstances
	Likely	Will probably occur in most circumstances
	Possible	Could occur at some time
	Unlikely	Not likely to occur in normal circumstances
	Rare	May occur only in exceptional circumstances

Impact	Insignificant	Injuries not requiring first aid
	Minor	First aid required
	Moderate	Medical treatment required
	Major	Hospital admission required
	Severe	Death or permanent disability to one of more persons

Risk Assessment

SCHOOL, VACATION CARE, ORGANISATION EVENT

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Funtime Kids Parties
1800 386 846
office@funtimekidsparties.com.au
www.funtimekidsparties.com.au