

# Braeside Education Centre - Activity Risk Assessment



Braeside Education  
Centre

Assessment of:		Free Time & Top Lawn Activities		Venue:	Braeside education centre –		
Assessor:		Josh Simons		Date:	January 2026	Review Date:	January 2027
ID	Hazards Identified le: what can cause harm?	Persons at Risk le: who could be harmed by the hazard?	Current Risk Factor (High, medium or low) le: determine the level of risk	Actions to be Taken to Minimize each Risk le: what action can you take to lower the level of risk			New Risk Factor (High, medium or low) le: risk factor after action taken to minimize the risk
1	Ball Court: <ul style="list-style-type: none"> <li>• Tripping</li> <li>• Collisions – objects, other children</li> <li>• Hit by ball</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Regular check of condition of equipment and ball court</li> <li>• Location of adults and first aid kit</li> <li>• Behaviour expectations</li> <li>• Supervision for students is the responsibility/discretion of school staff/tutor</li> </ul>			Medium
2	Volleyball: <ul style="list-style-type: none"> <li>• Tripping on guy lines</li> <li>• Hit by ball</li> <li>• Guy Pegs</li> <li>• Net collapsing</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Regular check of condition of equipment</li> <li>• Location of adults and first aid kit</li> <li>• Behaviour expectations</li> <li>• Net, line and pegs all to be mark with high vis tape or cones</li> <li>• Supervision for students is the responsibility/discretion of school staff/tutor</li> </ul>			Medium
3	Table Tennis: <ul style="list-style-type: none"> <li>• Flying bats &amp; balls</li> <li>• Splinters</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Regular check of condition of equipment and table</li> <li>• Location of adults and first aid kit</li> <li>• Behaviour expectations,</li> <li>• Supervision for students is the responsibility/discretion of school staff/tutor</li> </ul>			Medium
4	Table football <ul style="list-style-type: none"> <li>• Trapped fingers</li> <li>• Hit by handles or raquet</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Regular check of condition of equipment and ball court</li> <li>• Location of adults and first aid kit</li> <li>• Behaviour expectations</li> <li>• Supervision for students is the responsibility/discretion of school staff/tutor</li> </ul>			Medium
5	Slips trips and falls	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Location of adults and first aid kit</li> <li>• Supervision for students is the responsibility/discretion of school staff/tutor</li> </ul>			Medium
6	Bumping into each other	<ul style="list-style-type: none"> <li>• Students</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Location of adults and first aid kit</li> <li>• Behaviour expectations,</li> </ul>			Medium

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7	Falling off patio to lawn	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Warning of patio edge/steps and to not run around patio area</li> </ul>	Medium
8	Hazards increased by: <ul style="list-style-type: none"> <li>• Equipment condition</li> <li>• Wet weather</li> <li>• Poor behaviour</li> <li>• Worn equipment</li> <li>• Horse play</li> </ul>	<ul style="list-style-type: none"> <li>• Visiting staff</li> <li>• Students</li> <li>• Braeside staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Advise to stop activities if very wet lawn or waterlogged</li> <li>• Visiting staff to be briefed to supervise group and any specific students who require specific attention</li> </ul>	Medium

Additional Controls Measures:

- Thorough briefing to include out of bounds areas and equipment not to be used (i.e. rocking platform, ropes course etc) BEFORE group have access to grounds