

Table 1.4 - Risk Register / Action Plan (Kindysport)

Risk		Assessment			Action Required	
Source	Description	Likelihood	Consequence	Level of Risk	Treatment / Procedures	Personnel Responsible
	Hazards in play area. eg sticks and needles.	Likely	Minor	High	Check and remove and hazards from play area before lesson commences.	Coach
	Child running onto road.	Unlikely	Catastrophic	Extreme	Set up coaching area well away from a roadway or carpark. If at a park ensure that you are not set up where council vehicles drive.	Coach
	Hoop rolling onto road with game Hoop Chase	Unlikely	Catastrophic	Extreme	Position yourself that there is no chance a rolled hoop can roll off onto a road, carpark or into a waterway.	Coach
	Children jumping on each other on mat	Likely	Minor	High	Provide clear instructions to children to take care around the mat area to avoid hurting each other. Don't let children do pile-ons.	Coach
	Aggressive children hurting other children.	Unlikely	Minor	Low	Nip misbehavior in the bud straight away. See Managing Misbehaviour guidelines.	Coach
	Children suffering sunburn.	Likely	Minor	High	Encourage children to wear hats and sunscreen.	Coach
	Children suffering heat stress.	Unlikely	Moderate	Medium	Set up in the shade as much as possible. Provide children with regular drinks breaks. Avoid excessive running games in hot conditions.	Coach
	Dog in area of lesson.	Unlikely	Moderate	Medium	If a dog is in the vicinity of the lesson politely ask the owner to keep the dog away as there are children that are scared. If there appears to be an aggressive or active dog nearby, keep children together on the mat until the dog passes by.	Coach
	Children falling on hard surfaces during inside lessons	Likely	Minor	High	Avoid games where children chase each other or run in groups where there is risk that they could dodge into each and fall over.	Coach
	Tripping on uneven ground.	Unlikely	Minor	Low	Set up on a smooth surface and check for holes.	Coach
	Child left behind after lesson.	Rare	Major	High	Ensure at the end of the lesson that each child is accounted for with a parent or guardian. Parents must stay at the class.	Coach

Risk		Assessment			Action Required	
Source	Description	Likelihood	Consequence	Level of Risk	Treatment / Procedures	Personnel Responsible
	Child hurting self or other with stick.	Possible	Minor	Medium	Don't allow children to play with sticks.	Coach
	Children tripping on sports equipment.	Possible	Minor	Medium	Leave no unnecessary equipment in the play area.	Coach
	Children injuring themselves from faulty equipment.	Possible	Minor	Medium	Make sure all equipment is in good working order at the start of the lesson. If it isn't or breaks during the lesson, remove and store away from play area and report defect to Manager.	Coach
	Child being hit by another while swinging a bat.	Possible	Moderate	High	Ensure that children remain clear of swinging area while other children are practicing batting.	Coach
	Children running into walls	Possible	Moderate	High	Use, markers, lines or mats away from the wall as turning points for relays and other similar games. Avoid using walls as turning or terminating points.	
	Children colliding with each other while running in different directions.	Possible	Minor	Medium	Ensure that with tag games children are all running in one direction (that is from one mat to the other), with taggers in the middle so that children can see them. Emphasize to children to keep an eye on ball but also be aware of other children in the play area when they are running to pick up a ball. Direct player movements that eliminates or minimizes head on retrieval. Encourage children to look at both the objects they are retrieving and other players. Ensure sufficient space between groups when playing group games. Choose traffic flow arrangements that prevent children from running into one another.	Coach