



# Is our playgroup area safe?

Use this document to guide you through identifying any potential dangers in or around your playgroup space or if you're planning a special activity during a playgroup session.

The information below aims to support you to make sure playgroup spaces and activities are safe for everyone.

It's simple to keep things safe, just follow these steps:

## **Step 1: Identify the hazards/risky activities**

*For example:*

*You're planning a playgroup activity that involves water, and there is a risk that people at playgroup could slip if water spills on the floor.*

## **Step 2: Decide who might be harmed and how**

*Anybody can slip on a wet floor so children and adults at playgroup may get hurt.*

## **Step 3: Decide how likely the risk is to happen and how severe the consequences might be if someone is hurt.**

*Ask yourself 2 questions:*

- 1. How likely is it someone might slip on the wet floor?*
- 2. What is the worst thing that could happen if someone slips?*

*Your answers to these questions will help you decide if chances are high that someone will hurt themselves badly because the floor is slippery.*

*Then decide if you can totally get rid of the risk or let people know to avoid it.*

*In this example, that would possibly mean doing the activity outside where the ground won't get slippery if water is spilled. If that isn't possible, maybe you can put up a sign warning of slippery floors and tell everyone to be careful during the activity.*

## **Step 4: Make a note of the risk you identified and what you decided to do about it.**

Use the table on the following pages to make your notes. Keep them to look at next time you're planning a similar activity.

Here is an example of how you might fill in the risk table

A risk we identified at playgroup	
<b>Date: 01/01/2001</b>	<b>Activity: Indoor water play with plastic measuring cups</b>
<b>What risks could there be?</b> <i>Water might get spilled on the floor, making it slippery.</i>	
<b>Who might get hurt? What is the worst that could happen?</b> <i>Children and adults may get hurt. They could break a bone or hit their head.</i>	
<b>Can we get rid of the risk? How can we make it safer?</b> <i>We could do the activity outside. Or we could put up signs and tell people to be careful of slippery patches on the floor.</i>	
<b>What will you do to make it safe?</b> <i>We'll put down non slip mats and warn people to be careful if they spill water.</i>	

Questions? Call Playgroup Tasmania on 1300 035 350 or email [admin@playgrouptas.org.au](mailto:admin@playgrouptas.org.au)

**Risks we identified at playgroup**

**Date:**

**Activity:**

**What risks could there be?**

- 1.
- 2.
- 3.
- 4.
- 5.

**Who might get hurt? What is the worst that could happen?**

**Can we get rid of the risk? How can we make it safer?**

**What will we do to make it safe?**

<b>Risks we identified at playgroup</b>	
<b>Date:</b>	<b>Activity:</b>
<b>What risks could there be?</b> 1. 2. 3. 4. 5.	
<b>Who might get hurt? What is the worst that could happen?</b>	
<b>Can we get rid of the risk? How can we make it safer?</b>	
<b>What will we do to make it safe?</b>	

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