



# RECESS/PLAYTIME

## Safety Guide

School Education

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Checklist Items

## KEY BENEFITS

### Physical Health

Provides essential movement that supports physical health.

### Social Skills

Builds social skills through negotiation and shared games.

### Emotional Wellbeing

Supports emotional regulation and stress relief.

### Focus & Learning

Improves focus and readiness to learn after breaks.

## KEY HAZARDS & CONTROL MEASURES

### Falls & Collisions

- ✓ Impact-absorbing surfaces maintained
- ✓ Zoned areas for different activities
- ✓ Equipment regularly inspected
- ✓ Staff positioned at high-risk areas

### Supervision

- ✓ Adequate duty staff ratios
- ✓ Communication system in place
- ✓ Assigned positions with sightlines
- ✓ Clear handover procedures

### Perimeter Security

- ✓ Fencing intact and secure
- ✓ Visitor protocols enforced
- ✓ Gates locked during play
- ✓ Staff positioned near exits

### Weather

- ✓ Shaded areas available
- ✓ Indoor alternatives for extremes
- ✓ Water access during hot weather
- ✓ Ice and wet surface checks

**PRE-SESSION SAFETY CHECKLIST****Risk Assessment**

- |                                                                                |                                                                                       |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures |                                                                                       |

**Playground**

- |                                            |                                        |
|--------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Equipment checked | <input type="checkbox"/> Surfaces safe |
| <input type="checkbox"/> Litter cleared    | <input type="checkbox"/> Gates secured |

**Supervision**

- |                                              |                                          |
|----------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Staff positioned    | <input type="checkbox"/> Ratios adequate |
| <input type="checkbox"/> Communication ready | <input type="checkbox"/> High-vis worn   |

**Weather**

- |                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Conditions assessed | <input type="checkbox"/> Shade available     |
| <input type="checkbox"/> Water accessible    | <input type="checkbox"/> Indoor option ready |

**First Aid**

- |                                          |                                                |
|------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Kit accessible  | <input type="checkbox"/> Trained staff on duty |
| <input type="checkbox"/> Ice packs ready | <input type="checkbox"/> Incident forms        |



RISK ASSESSMENT  
WIZARD

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