

Computer Room Risk Assessment

Beresford Road Activity Centre

Date of Excursion	Ongoing throughout 2025
Excursion Destination	Computer Room, Beresford Road Public School
Proposed activities	Walk to Computer Room, play games on the computers, walk back to service.
Method of transport	Walking on foot
Duration of Excursion	30 to 90mins
Proposed Route of excursion	Walk down stairs, along path towards Kindy COLA. On return, walk back along path, up stairs to the Main Room/COLA area.
Name of Excursion Coordinator	Responsible Person as per Roster
Number of Children attending excursion	Max. 30 children
Number of Educators	1 Educator
Educator to child Ratio, including whether this excursion warrants a higher ratio	1 Educator: 30 children
Water Hazard	No Water hazards on this excursion
Specialised skills needed	N/A
Excursion Checklist	Mobile phone and Walkie Talkie

Risk Rating Key

!! Very High

! High Risk

Medium Risk

*** Low Risk**

Identified Hazard -

- Walking to and from Service
- Child left in Computer Room
- Unaccompanied children
- Loss of communication
- Uncovered power points
- Lightning Strike to electric panel
- Cross contamination/COVID 19

Activity	Hazard	Risk (use matrix)	Control Measures	Who	When
			<i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i>		
			<ul style="list-style-type: none"> As per our Emergency Procedures Manual & Flip Chart – 3.3 Evacuation and Flip Chart <ul style="list-style-type: none"> ECO - Responsible Person to delegate each position to a Staff person at beginning of each Session. Staff are to be aware of their roles and responsibilities on the ECO. Emergency Planning Committee (EPC) meet annually.		
			<ul style="list-style-type: none"> As per our Emergency Procedures Manual & Flip Chart – 3.12 Medical Emergency and Flip Chart – Medical Emergency Page Educators are to be aware and understand procedures to be followed.	All Educators	On activity day
			<ul style="list-style-type: none"> As per our Emergency Procedures Manual and Flip Chart – 3.17 Robbery/Personal Threat Educators are to be aware and understand procedures to be followed.	All Educators	On activity day
			<ul style="list-style-type: none"> As per our Emergency Procedures Manual and Flip Chart – Section 3.3 to 3.6 Evacuation Page, Policies and Procedures, Education and Care Services National Regulations and Law and follow Processes for – <ul style="list-style-type: none"> Educators and children to be aware of Primary and Secondary Assembly Points. Section 3.5 	All Educators	On activity day
			As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS) – Educators are to adhere to and enforce procedures set out in the following Policies <ul style="list-style-type: none"> Child Behaviour Management First Aid – Management of Incident, Injury, Illness and Trauma Supervision 	All Educators	On activity day
Use of Computers during extreme weather	!! Electric Shock !! Electrical Surge	Very High Very High	<ul style="list-style-type: none"> As per our Emergency Procedures Manual and Flip Chart – 3.19 Natural Disasters & 3.20 External Emergencies <ul style="list-style-type: none"> In extreme weather the computers will not to be used (e.g. lightning/thunderstorm). 	All Educators	During activity
Walking to and from Service to Computer Room	* Leaving area / school grounds	Low	<ul style="list-style-type: none"> As per our Emergency Procedures Manual and Flip Chart – 3.22 Missing Child and Flip Chart – Medical Emergency Page Educators are to be aware and understand procedures to be followed.	All Educators	During activity

Walking to and from Service to Computer Room	Walking to and from Service		<ul style="list-style-type: none"> • As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law – <ul style="list-style-type: none"> – Staff:Child Ratio is based and assessed on the Computer Room being a passive low risk activity. Children are seated the entire time and Educator is seated where they can see the entire room and moves around the room to supervise the computers. – New Educators are orientated on procedures on walking to/from and use of room. – Educators are to ensure Safety Checklist is carried out before children enter. – Safety Rules are discussed with children before they enter. – Educators are to actively supervise and monitor the room. – Children are to use the Kindergarten toilets. – Educator to stand at Computer Room doorway while child uses toilet and then returns to the Computer Room. – When children are in transit from one area to another Educators are to ensure effective communication is used – notifying and acknowledging children have arrived in each area. – Hazards – eliminated, sectioned off or totally avoided. Maintenance Log in Service Instruction Manual (SIM) and ACI Hazard Report to be completed and forwarded to School Principal. – Educators and children are to follow our COVID 19 and Work Health and Safety Policy. – Children will be provided with a disinfectant wipe at the beginning of the session to wipe down keyboard/monitor as per COVID 19 Safe Plan. – Phones and Walkie Talkies to be charged for each Session. – Educator to take Walkie Talkie. – – Educators to check room to ensure all children have vacated before locking. 	Responsible Person	before activity			
	# Trips, slips & falls	Medium						
	# Cuts/grazes	Medium						
	# Bumps/bruises	Medium						
	# Sprains/strains	Medium						
	! Fractures and Breaks	High			All Educators	before activity		
	* Unable to communicate with Coordinator & Educators	Low			All Educators	during activity		
# Contracting Coronavirus	Medium							
* Child being locked in room	Low							
							All Educators	End of activity

Completed by: Margaret Saldanha

Approved By: Cindy Millard

Signature:

Date: 18/11/24

Signature:

Date: 18/11/24

Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

		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		Impact	
Almost Certain	Is expected to occur in most circumstances	Insignificant	Injuries not requiring first aid
Likely	Will probably occur in most circumstances	Minor	First aid required
Possible	Could Occur at some time	Moderate	Medical treatment required
Unlikely	Not likely to occur in normal circumstances	Major	Hospital admission required
Rare	May occur only in exceptional circumstances	Severe	Death or permanent disability to one or more persons.

