

Incursion Planetarium Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

!! Very High

! High Risk

Medium Risk

***** Low Risk

Activity	Hazard	Risk (use Matrix)	Control Measure	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 <ul style="list-style-type: none"> – 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 & Flip Chart – 3.22 Missing Child <ul style="list-style-type: none"> – Educators are to be aware and understand procedures to be followed. 	All Educators	On activity day
			As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS) <ul style="list-style-type: none"> – <ul style="list-style-type: none"> • Educators are to adhere to and enforce procedures set out in the following Policies • Child Behaviour Management • First Aid – Management of Incident, Injury, Illness and Trauma • Supervision 	All Educators	On activity day
Planetarium	Trips, slips, falls – sprains, fractures, bruises	Medium	<ul style="list-style-type: none"> ✓ The activity will be setup in the Hall. Responsible person to risk assess the area. ✓ The organiser to advise on safety aspects of the equipments like entry / exit points ✓ Check all power cables are tucked against system box 	Responsible Person	Prior to activity
	Bumps	Medium	<ul style="list-style-type: none"> ✓ Educators on site are First Aid trained and First Aid Kits fully stocked. ✓ Phones, Walkie Talkies and Ipads to be charged for each Session. 	Vacation Care Coordinator	Prior to activity
	claustrophobia or fear of the dark Panic or anxiety	Medium	<ul style="list-style-type: none"> ✓ Educators are to ensure following Safety Check is completed for Arcade before the start of the activity. 	All Educators	On activity

	motion sickness Nausea	Medium	<ul style="list-style-type: none"> • Check the perimeter is clearly marked by organiser if required. • All the wires/plug points are covered and not an hazard. • Entry and exit points are identified <p>✓ 2 educators with the group of children. As if a child suffers from claustrophobia or fear of the dark, Panic or anxiety attack, motion sickness educator to escort the child outside. A child leaving will require an escort; as such there must always be at least two educators accompanying a group of children. if one must escort a child out, there will always be one left.</p> <p>✓ Children reminded of the Be Safe, Be Responsible & Be Respectful rules.</p> <p>✓ Educators will discuss the rules with children before commencement of the activity.</p> <p>✓ Children unable to follow set rules may be asked to leave the activity</p> <p>✓ Educators are to supervise following PAT – Position, Awareness & Teamwork</p> <p>Before and During activity</p> <p>✓ While accessing the planetarium children are to stand in a line on one side. Entry and Exit points to be clearly explained to the children for the activity.</p> <p>✓ only 1 child to enter the dome at a time.</p> <p>✓ Children reminded of moving safely – walking creating a one-way traffic flow</p> <p>✓ No running / pushing</p> <p>✓ Children to sit down on entering the dome. Not to lean against the edges of the dome</p> <p>✓</p>	All Educators	On activity
				All Educators	On activity
Use of Planetarium	Equipment Malfunction – Being trapped in an emergency	High	<ul style="list-style-type: none"> ✓ Presenter trained on what to do in the event of an emergency Two people are required to flip the dome ✓ An additional adult will be instructed how to assist ✓ At least two educators must be accompany any group; if one must escort a child out, there will always be one left 	All Educators	On activity
Completed by: Margaret Saldanha			Approved By: Cindy Millard		
Signature:		Date: 15/11/2024	Signature:		Date: 15/11/2024

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.