EPPING HEIGHTS
OSHC

Epping Heights OSHC

Out of School Hours Care
ABN: 83 425 978 102
Ph: 02 9869 0602
128 Kent Street, Epping, 2121, NSW
Email: eppingheightsoosh@hotmail.com
Website: www.eppingheightsoshc.com.au

Vacation Care Risk Assessment

Name of Day: Science Spectacular Date: 17/07/2020
Number of children: 75
Number of Educators/Adults: 1:15 Ratio
Transport Method: N/A
Commencement Time: 2pm Conclusion Time: 3pm
Venue Address: 128 Kent St Epping
Description of the Activities: Science experiments/performance
Items to be taken on the excursion: N/A

Which risk assessment safety points are relevant for today? (Please tick)

☐ Adventure Play ☐ Animals ☐ Art & Craft / Creative activities

☐ Bushland/Water environments ■ Children with additional needs

☐ Food & Cooking ■ Media & Entertainment ☐ Sport/Physical activity

☐ Water Play ☐ Excursion travel ☐ Infectious Diseases

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☐ No ■
If yes, please record name of staff member conducting site visit as well as the date of the visit.

Is there a site-specific risk assessment for the venue? Yes ■ No ☐
If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

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RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Spills	The children may slip/fall	- Clean spill promptly and correctly - The use of wet floor signs if there has been a large spill	3	- Giving clear instructions for children not to walk around with any liquids they may be asked to carry during experiments/presentation	Educators have a responsibility to keep an eye on all children and clean up any spills straight away to prevent accidents
Electricity	The children	- Power points have flip over plastic case to cover electrical points - Regular testing of electrical items takes place in line with school policies	2	- Use of insertable power point covers as these are safer and harder for children to pull out and play with	Educators have the responsibility to watch over children and make sure they aren't playing with or touching power points of electrical items

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Burns/exposure to possible dangerous chemicals	Presenter and children assisting with experiments	- All staff trained in CPR and First Aid. -Maintain a ratio of 1:15. - First aid bag, Educators all certificated in CPR and first aid. -	2	- Presenters and educators ensure the space is safe to perform experiments and children's safety is ensured at all times. - Children to be seated during the show with a safe distance marked on the floor to sit behind. Eg. Line of tape. - Children must not stand up or touch any equipment unless instructed to do so by staff, if they are participating. - Reminding children to be careful when assisting with experiments and to follow instruction from staff and presenter	Maintain1:15 ratio Educators have a responsibility to ensure children safety at all times and not allow them to be in an unreasonably dangerous situation Staff to bring first aid kits to all activities
Accidents and injuries relating to the presentation/experiments	Presenter and children assisting	- All staff trained in CPR and first aid -	4	- Remind children about appropriate behaviour to prevent altercations, accidents and other injuries.	Maintain1:15 ratio Staff to bring first aid kits to all activities

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Smoke inhalation/ asthma attack	All, especially those with Asthma	- Safety discussions are had with children prior to presentations/experiments - Staff are made aware of children with existing conditions - All staff trained in CPR and First Aid. -Maintain a ratio of 1:15. - Educators all certificated in CPR and first aid.	3	- Keep children away from triggers and closely monitor children with conditions	Staff to be aware of children at all times especially those with medical conditions
Fire	Presenter and Children assisting	- Existing safety discussions - Staff aware of fire blanket and fire extinguisher location - Educators all certificated in CPR and first aid.	3	- Giving clear instructions to children before and during the presentation - Sitting children at a safe distance from experiment	Educators have a responsibility to ensure children are at a safe distance from experiment. If children are assisting ensure protective equipment is being used.

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Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	**Likely** Could happen some time	**Unlikely** Could happen but very rare	**Very Unlikely** Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please not this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment:

Kaleidoscope Science Risk Management Plan Proforma

Name of provider: **Kaleidoscope Science PTY LTD**
Name of Manager: **Mitchell Serena**
Contact number: **+61 415 580 583**
Description of Incursion: **Great Big Science Show**

Name of demonstration coordinator:
Date(s) of demonstration:
Accompanying staff, parents, caregivers, volunteers: N/A

Activity	**Hazard Identification** Type/Cause	**Risk Assessment** Use matrix	**Elimination or Control Measures**	**Who**	**When**
Dry ice demonstrations	Burns from hot water Film canister may land in audience Cold burns	5	- Water is touch tested to be warm but not hot enough to burn. Test is performed by presenter during preparation of show. - Give warning to audience. Film canisters are lightweight and will have a constrained falling speed. - Clear instructions given to students - Monitoring of students by presenter	Presenter + assistant	During demonstration
Whole show	Manual handling injury Slips, trips & falls Electrocution from damaged equipment or water spills onto electrical equipment	3	- Presenter is trained in best practise manual handling techniques. - Trolley to be used for transport of boxes into venue - Trip hazards such as power cords to be removed or secured with high visibility tape - All electrical equipment is inspected and tagged by a qualified individual annually - All outlets are protected by RCD safety switches which are tested and tagged annually	Presenter	During demonstration

Giant balloon explosion	Fragments of rubber balloon flying into eye Liquid nitrogen spill / cold burns	5	- Demonstration to be performed by presenter at safe distance from audience - Wear safety gives, face shield & ear muffs	Presente r	During demonst ration
Fire ball	Possible ignition of other materials	5	- Wear safety goggles and gloves - Assistant closely supervised and given clear instructions by presenter - Fire blanket is kept on hand, venue fire extinguisher(s) sighted by presenter	Presente r + Assistant	During demonst ration
Mammoth toothpaste	- Breathing in fumes - Skin contact with hydrogen peroxide	5	- Well ventilated room, keep well back from audience before reaction begins - Safety gloves, goggles will be worn - Demonstrations is only shown close up to audience once the reaction has concluded and the peroxide is neutralised.	Presente r	During demonst ration
Plasma ball + fluorescent light globe	Breakage of plasma ball - broken glass Breakage of fluorescent light globe - broken glass + mercury vapour	6	- Plasma ball is kept on table top and only to be moved by presenter. Assistant places hand only on top. - Light globe is small & handled only by presenter. If breakage occurs follow manufacturers instructions i.e. Clean up glass & ventilate room	Presente r + assistant	During incursion
Cork pop / flaming jug	Cork shooting into eye Flames - fire	4 4	- Wear safety glasses - Cork is lightweight and aimed above audience - Fire blanket is kept on hand, venue fire extinguisher(s) sighted by presenter	Presente r presente r	During incursion During incursion

Liquid nitrogen demonstrations	Asphyxiation Cold burns	5 5	- Use only in well ventilated area - Presenter is trained in safe handling of liquid nitrogen - Use appropriate protective equipment / glasses, gloves, safety shield	presente r	During incursion
Venue and safety information reviewed and attached: *Plan prepared by*: **Mitchell Serena** *Position*: **Director, Kaleidoscope Science** *Date*: *Communicated to:*					
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					

Risk Assessment Matrix				
How serious could the injury be?	***How likely is it to be that serious?***			
	very likely	likely	unlikely	very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.	**Likelihood** – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

Legend

1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.

3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk

5 and 6 Low risk; manage by routine procedures.