

## Incursion Planetarium Risk Assessment

Pendle Hill 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"> <li>As per our Emergency Procedures Manual &amp; Flip Chart – <b>3.3 Evacuation and Flip Chart</b> <ul style="list-style-type: none"> <li>ECO - Responsible Person to delegate each position to a Staff person at beginning of each Session.</li> <li>Staff are to be aware of their roles and responsibilities on the ECO.</li> <li>Emergency Planning Committee (EPC) meet annually.</li> </ul> </li> </ul>		
			<ul style="list-style-type: none"> <li>As per our Emergency Procedures Manual &amp; Flip Chart – <b>3.12 Medical Emergency</b> and Flip Chart – <b>Medical Emergency Page</b> <ul style="list-style-type: none"> <li>Educators are to be aware and understand procedures to be followed.</li> </ul> </li> </ul>	All Educators	On activity day
			<ul style="list-style-type: none"> <li>As per our Emergency Procedures Manual &amp; Flip Chart – <b>3.22 Missing Child</b> <ul style="list-style-type: none"> <li>Educators are to be aware and understand procedures to be followed.</li> </ul> </li> </ul>	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"> <li>Educators are to adhere to and enforce procedures set out in the following Policies               <ul style="list-style-type: none"> <li>Child Behaviour Management</li> <li>First Aid – Management of Incident, Injury, Illness and Trauma</li> <li>Supervision</li> </ul> </li> </ul>	All Educators	On activity day
Planetarium	Trips, slips, falls – sprains, fractures, bruises	Medium	<ul style="list-style-type: none"> <li>✓ The activity will be setup in the Hall. Responsible person to risk assess the area.</li> <li>✓ The organiser to advise on safety aspects of the equipment like entry / exit points</li> <li>✓ Check all power cables are tucked against system box</li> </ul>	Responsible Person	Prior to activity
	Bumps	Medium	<ul style="list-style-type: none"> <li>✓ Educators on site are First Aid trained, and First Aid Kits fully stocked.</li> <li>✓ Phones, Walkie Talkies and iPad to be charged for each Session.</li> </ul>	Vacation Care Coordinator	Prior to activity
	claustrophobia or fear of the dark Panic or anxiety	Medium	<ul style="list-style-type: none"> <li>• Check the perimeter is clearly marked by organiser if required.</li> <li>• All the wires/plug points are covered and not a hazard.</li> <li>• Entry and exit points are identified</li> </ul>	All Educators	Prior to activity

	motion sickness Nausea	Medium	<ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Children reminded of the Be Safe, Be Responsible &amp; Be Respectful rules.</li> <li>✓ Educators will discuss the rules with children before commencement of the activity.</li> <li>✓ Children unable to follow set rules may be asked to leave the activity</li> <li>✓ Educators are to supervise following PAT – Position, Awareness &amp; Teamwork</li> </ul> <p>Before and During activity</p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ only 1 child to enter the dome at a time.</li> <li>✓ Children reminded of moving safely – walking creating a one-way traffic flow</li> <li>✓ No running / pushing</li> <li>✓ Children to sit down on entering the dome. Not to lean against the edges of the dome</li> </ul>	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"> <li>✓ Presenter trained on what to do in the event of an emergency Two people are required to flip the dome</li> <li>✓ An additional adult will be instructed how to assist</li> <li>✓ At least two educators must be accompanying any group; if one must escort a child out, there will always be one left</li> </ul>	All Educators	On activity
Completed by: Michael Tucker			Approved By: Catherine Gauci		
Signature: Michael Tucker		Date: 12/03/2025	Signature: Catherine Gauci		Date: 12/03/2025

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