

Computer Room Risk Assessment

Beresford Road Activity Centre

Date of Excursion	Ongoing.
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	Cindy Millard
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

Risk	Control Measures Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment
	<ul style="list-style-type: none"> ● As per our Emergency Procedures Manual and Flip Chart – 3.12 Medical Emergency <ul style="list-style-type: none"> – Check for any life-threatening situations and control, if safe to do so. – Educators are to be vigilant and direct children when walking. – Notify Coordinator/Chief Warden. – Commence First Aid, if trained and safe to do so. – Notify Emergency Services.
	<ul style="list-style-type: none"> ● As per our Emergency Procedures Manual and Flip Chart – 3.17 Robbery/Personal Threat <ul style="list-style-type: none"> – Keep still and do not make sudden moves. – Do not use phone in perpetrator’s presence. – Obey perpetrator’s instructions. – Observe perpetrator’s appearance. – Allow perpetrator to leave but do not follow.
<p>!! Electric Shock</p> <p>!! Electrical Surge</p>	<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).
<p>* Leaving area/school grounds</p>	<ul style="list-style-type: none"> ● As per our Emergency Procedures Manual and Flip Chart – 3.22 Missing Child <ul style="list-style-type: none"> – Search immediate area. – Chief Warden to coordinate searchers and search area. – If missing child not found within reasonable time refer to Absent and Missing children Policy. – Notify NSW Police. – Notify parents.
<p># Trips, slips & falls</p> <p># Cuts/grazes</p> <p># Bumps/bruises</p> <p># Sprains/strains</p> <p>! Fractures and Breaks</p>	<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.

<ul style="list-style-type: none"> * Unable to communicate with Coordinator & Educators # Contracting Coronavirus * Child being locked in room 	<ul style="list-style-type: none"> – 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 and end 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.
	<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. – Emergency Evacuations are to be practiced every 3 months for each Session of Before, After and during Vacation Care. – Educators to be on site are First Aid trained and First Aid Kits are fully stocked. – First Aid Kit Checklist to be completed every Term and documented in SIM.
<p>Completed by: Natasha Foenander & Margaret Saldanha</p> <p>Signature: _____ Date: 08/02/23</p>	<p>Approved By: Cindy Millard</p> <p>Signature: _____ Date: 08/02/23</p>