

## Risk Assessment and Management (THINGS THAT COULD GO WRONG AND HOW TO RESPOND)

Caused by People	Eliminate/Isolate/ Minimize	Prevention / Control Measures	Response if things go wrong (EMERGENCY)
Risks, hazards and expectations	Minimize	<ul style="list-style-type: none"> <li>• Debriefing sessions with all teachers and parents/supervisors of children to explain rules and requirements for safety for everyone.</li> <li>• Debrief hazards, expectations and goals of what we hope to achieve</li> <li>• Explain some displays and activities that need safety awareness like the fish tank and not climbing onto displays.</li> <li>• No food in the Science Rooms at all times, the times we will have toilet trips, morning tea and lunch and where will be explained.</li> </ul>	<ul style="list-style-type: none"> <li>• Debrief teachers of expectations/hazards and responses</li> <li>• Get a list of children and staff visiting the Science Playroom for Fire and other emergencies</li> <li>• Have a contact number for the centre or school where they are from.</li> </ul>
Lost Child	Minimize	<ul style="list-style-type: none"> <li>• Appropriate Adult / child 1:4 ratio maintained with constant supervision</li> <li>• Bring a class list of all children and supervising adults attending Science Playroom for fire and hazard safety please.</li> <li>• Give children reminders to stay close to supervisors and supervisors to keep an eye on children taking</li> </ul>	<ul style="list-style-type: none"> <li>• Call and search immediate area with parent/teachers and staff.</li> <li>• One staff member to check outside on the street area for a missing child.</li> <li>• Alert all staff and give a description of the child to check entrance</li> <li>• If the child is found, he/she will be taken to the counter where parent/teacher will be alerted.</li> <li>• Call Police if the child is not found within 5 minutes.</li> </ul>

		<p>interests in something special.</p> <ul style="list-style-type: none"> <li>• Suggestion: Wear name tags stating the name of facility the child came from and contact detail</li> <li>• Children to be taught procedure if lost – <b>stay in one place (do not move, sit down) and call out</b></li> <li>• Children with a tendency to run off are assigned to a responsible teacher</li> <li>• There are two safety entrances for a child to go through before the child can go outside to the road and both are supervised when the cashier (if s/he is not distracted with serving customers)</li> <li>• The Fire and safety escape door is alarmed at the back and will alert everyone that a child has escaped.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure staff and supervisors have mobile phones that are charged.</li> </ul>
<p>Toileting needs Nappy changes Disability Toilet available-----</p>	<p>Minimize</p>	<ul style="list-style-type: none"> <li>• Toilet and nappy changing facilities are available</li> <li>• Supervising adult has to take all her children with her when leaving the floor or organize with ---- or organize someone to supervise the children, ratios need to stay 1:4 for safety sake. Please alert one of the staff if you have difficulties.</li> <li>• Exploratorium staff</li> <li>• are not allowed to do nappy changes or take children to the toilet. Only parents and supervising adults that are in charge of the child may do so.</li> <li>• Supply own spare nappies and children's own clothing.</li> </ul>	<ul style="list-style-type: none"> <li>• Be alert to who is going to toilet and who is taking the child to toilet.</li> <li>• Be alert when strangers with no children want to enter the premises and start to engage in conversations with children. Staff, parent or teachers to stay close or intervene if the person is invading the child's private space.,</li> </ul>
<p>Distraught or unwell child</p>	<p>Minimize</p>	<ul style="list-style-type: none"> <li>• Any child showing symptoms of being unwell should not be taken on the excursion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent or responsible teacher should stay with an upset child until settled.</li> <li>• If needed group to stay together until settled and trip can continue.</li> </ul>

		<ul style="list-style-type: none"> <li>• Children requiring regular medication (e.g. allergy/asthma) will be identified and medication taken and given during the excursion.</li> <li>• Please assign children with a difficult temperament with someone they trust and have a relationship with.</li> <li>• Alert staff at My Science Playroom of any child who has behavior challenges or health issues. We have a PAUSE Room at the back by the kitchen that has less sensory issues where children will be able to have time to self regulate.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Medication to be administered as per prescription by allocated supervisor only.</li> </ul>
Injuries from children running, pushing each other, racing each other, falls or trips on tiles, etc	Minimize	<ul style="list-style-type: none"> <li>• Walking feet policy for all children, parents and staff who are supervising children inside the premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Give reminders about supervising children. Give direct eye to eye contact to children who are not listening. Give clear message, "Please do not run on the premises."</li> <li>• After the third warning approach the supervising adult and child and ask them to go to a quiet area for different kind of play.</li> </ul>
Abuse or neglect of children within care	Minimise	<ul style="list-style-type: none"> <li>• All employees working with children are registered and conditionally registered with the Teaching Council and has Police clearance to work with children.</li> <li>• Staff will be alert to strangers danger around children and supervise different areas.</li> <li>• No abuse, hitting or emotional shouting at a child will be tolerated.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>First Aid Box is in the Kitchen Area.</b></li> <li>• Staff only to support a Teacher to administer first aid as required.</li> <li>• <b>Ring 111 if serious and you need an ambulance.</b></li> <li>• Address parents/adults who abuse children immediately with a calm voice, distraction and redirection to calm them and then talk to them about the centre being a happy place where no verbal or emotional abuse will be tolerated. Discuss the need to report physical abuse.</li> </ul>
Vehicle versus person outside in the parking lot.	Minimize	<ul style="list-style-type: none"> <li>• Bus drop off and pick up is directly in front of the main entrance or parking area.</li> <li>• Children have to hold their supervisors hand while getting off the bus or moving to the bus</li> </ul>	<ul style="list-style-type: none"> <li>• Give reminders throughout the trip to watch out for cars.</li> <li>• Ring ambulance 111 immediately if someone has been run over.</li> </ul>

		<ul style="list-style-type: none"> <li>• Be vigilant and aware of dangers while on the trip</li> </ul>	
Armed robbery/ psychotic or other mental health issue with a visitor	Minimise	<ul style="list-style-type: none"> <li>• No cash held on premises overnight</li> <li>• Hand over objects what they want</li> <li>• Stay alert to notice strange behaviours or suspect loitering outside the centre when working at the front desk.</li> </ul>	<ul style="list-style-type: none"> <li>• Press 1 and 3 or 4 and 6 on the silent alarm to alert security and police of issues. Security staff is around the block and close by.</li> <li>• Alert staff and visitors to a safe area through the Fire Escape door toward the parking area where they can assemble.</li> <li>• Get Medical help if needed. Ph 111</li> <li>• Lock the front door if you have concerns about loitering persons. Alert other staff members to your concerns.</li> <li>•</li> </ul>
<b>Caused by Equipment</b>		<b>Prevention</b>	<b>Response if things go wrong (EMERGENCY)</b>
Children hurt themselves on unfamiliar or inappropriate equipment	Minimize	<ul style="list-style-type: none"> <li>• Provide adequate adult supervision to support and encourage engagement that are safe and educational.</li> <li>• Set clear consistent expectations about expected behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher/Staff to administer first aid as required.</li> <li>• Staff to make the area safe and administer A(Air) B(Breathing) C (Circulation)</li> </ul>
<b>Caused by Environment</b>	<b>E/I/M</b>	<b>Prevention</b>	<b>Response if things go wrong (EMERGENCY)</b>
Slip or trips on uneven tiles	Minimize	<p>Check if the one who slipped are okay, support where necessary with first aid.</p> <p>Use walking feet.</p>	Plan alternative route and put a sign out warning about wet floor. Find and dry up any spills
Extreme weather conditions	Minimize	<ul style="list-style-type: none"> <li>• Monitor weather conditions and follow directions from Civil Defence if there is an emergency.</li> </ul>	<p>First aid trained staff to give first aid if needed.</p> <p>Additional medical attention called if needed.</p>

