

<b>Ref No:</b>	012		
<b>Date of assessment:</b>	23 <sup>rd</sup> March 2015	<b>School/Party/Event:</b>	General Site Evaluation – Twisted Centre
<b>Assessment team:</b>	Robyn Jackman		
<b>Identify/describe activity, equipment, area or event you are assessing:</b>			
<b>General day to day operation of Twisted Centre and School workshops</b>			
<ul style="list-style-type: none"> <li>• access for trolleys and equipment                      First Aid kit                      Cleaning equipment</li> <li>• water and power points,                                      Exits</li> <li>• available furniture    Fire extinguisher</li> </ul>			

<i>Item</i>	<b>Step 1:</b> Identify the hazard/s	<b>Step 2: Assess</b> the risks - <i>Note there may be several risks associated with each hazard</i> <i>Consequence (how bad would it be?), Likelihood</i> <i>Risk rating for each risk .</i> <i>Refer to Risk Matrix</i>			<b>Step 3 &amp; 4:</b> List the <b>controls</b> needed to remove or reduce the risks and record the date <b>additional controls</b> are completed or due for completion.		<b>Step 5:</b> How will the risk be <b>monitored</b> and <b>who has the responsibility?</b> Record review date		
	What could cause harm?	What could go wrong?	C	L	R	Controls	Date completed	Review method & position/ person responsible	Next Review Date
1	Fire	Exit (front door) can't be accessed.  Other doors locked	5	2	7	Evacuation plans to be clearly displayed Do not block exits. All staff have access to keys to unlock alternative exits if necessary.  All staff aware of evacuation procedures, location of fire extinguishers/hoses & fire blankets and their use. All electrical equipment has current tags	23/3/2016	Safety Officer Review annually	1/2/17

	What could cause harm?	What could go wrong?	C	L	R	Controls	Date completed	Review method & position/ person responsible	Next Review Date
2	Overcrowding	Too many people Stranger danger	3	3	6	Set limit to number of people who may be in the centre.  Staff in uniform – easily recognisable with name tag  Staff numbers – Quota of staff/ no. of patrons  Bookings for large groups			
3	Pinch points and sharp edges  Potential entrapment	Fingers caught  Heads knocked on sharp edges	4	3	7	Staff vigilance.  Safety guards(if present)– check regularly for damage  Place corner protectors on furniture such as tables or benches that have corners less than 900mm above floor level. (part of staff training includes a walk around to identify potential risks)  Play equipment complies with Australian Standards.			
5	Power points	Leads can cause a tripping hazard	3	1	4	Run leads along walls and behind tables. Tape to the floor when necessary			

	What could cause harm?	What could go wrong?	C	L	R	Controls	Date completed	Review method & position/ person responsible	Next Review Date
6	Running and rough play	Someone could fall or be hurt tripping	4	2	6	<p>Rules - no running etc.            Staff aware of potential tripping hazards and display vigilance.            (part of staff training to include a walk around to identify)</p> <p>Parental supervision all children including 3 &amp; under</p>			
7	Lab Workshops	<p>Projectiles. Poisoning, ingestion, inhaling. Tripping/injuries</p> <p>Water spill makes floor slippery</p>	3	3	6	<p>Working with Children Check or VIT registration</p> <p>Safety instructions issued prior to and during workshops – eg: what to do for chemical spills, safety glasses, no running, no eating of ingredients etc.</p> <p>Point out escape routes.            Poisons info no &amp; 000 displayed prominently at front desk</p> <p>Mops &amp; Wet surfaces sign readily accessible</p>			
8	Disability access	Displace key to access disabled facilities in Radcliffes Restaurant				<p>Disability access.            Bathroom facilities for people with a disability – see staff (disabled toilet through locked door in Radcliffes)</p>			

## Risk Assessment Matrix

**This matrix and risk score system helps determine priority for corrective action.**

1. Consider what can go wrong
2. Determine how bad the outcome would be - Consequences
3. Determine how likely it is to happen - Likelihood
4. Calculate the risk level

LIKELIHOOD ↓	CONSEQUENCES				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
Almost certain 5	10	9	8	7	6
Likely 4	9	8	7	6	5
Possible 3	8	7	6	5	4
Unlikely 2	7	6	5	4	3
Rare 1	6	5	4	3	2

**CONSEQUENCES:** How severely could it hurt someone/cause damage?

**Catastrophic** death or large number of serious injuries, environmental disaster, huge cost

**Major** serious injury, extensive injuries, severe environmental damage, major cost

**Moderate** medical treatment required, contained environmental impact, high cost

**Minor** first aid treatment required, some environmental and/or financial impact

**Insignificant** No injuries, low financial/environmental impact

# Twisted Science Risk Assessment

Risk Score		What should I do?
9-10	Extreme	Immediate action required
7-8	High	Action plan required, senior management attention needed
5-6	Moderate	Specific monitoring or procedures required, management responsibility must be specified
2-4	Low	Manage through routine procedures

**LIKELIHOOD:** How likely is it to happen?

**Almost Certain** expected to occur in most circumstances  
**Likely** will probably occur in most circumstances  
**Possible** might possibly occur at some time  
**Unlikely** could occur at some time  
**Rare** may occur only in exceptional circumstances