



Venue and Safety Information



Venue name

Early Start Discovery Space (ESDS)

Location

Building 21, University of Wollongong, NSW 2522

Phone number

02 4221 3777

Email

discovery-space@uow.edu.au

Web Address

www.earlystartdiscoveryspace.edu.au

Insurance

The Early Start Discovery Space has Public Liability cover

Access

All of the experiences have been designed in such a way to be accessible by all. Wheelchair, pram and stroller access is available throughout the ESDS; with ramp access to the front door, lift access to the upstairs experiences and accessible toilets on the ground floor.

Our toilets accommodate the smallest of visitors with a parent room – complete with change tables, kitchenette and shower; shared children sized toilet facilities with the last two cubicles having both child and adult size toilets in one cubicle.

Separate toilets for wheelchair access and adult female and male toilets are also available.

Transport

We have our own Bus Bay located directly outside the Discovery Space entrance on Ring Road to help ensure safe drop off and pick up points for groups.

All buses must enter via the Eastern Entrance (Cnr Irvine and Northfields Avenue) and follow the Ring Road to the entrance of the Discovery Space (on your left). Our map can be found at www.earlystartdiscoveryspace.edu.au/visit/getting-here/. Bus parking is not available on site.

Arrival

Schools should plan to arrive 15mins early to ensure the tour starts on time without being rushed.

If you are running late, or delayed, please ring (02) 4221 3777 to advise Early Start Discovery Space employees. A teacher representative is to meet one of the Visitor Service Officers at the front desk to advise of their arrival and process payment (if not arranged prior), before disembarking students and leading them into the *Group Briefing Room*.

Please supervise students as they step off the bus. Although we have a dedicated bus bay on the same side as the Discovery Space, the bay is on Ring Road which is a high traffic area during the week.

Once in the *Group Briefing Room* the whole group will be welcomed by a Discovery Guide and given an orientation of the space, including safety briefing, responsibilities and conditions of entry for each visitors.



Safety Procedures

Early Start Discovery Space is committed to maintaining a safe environment. Industry experts have advised us on our design and inspected our facility.

We have an on-going relationship with Kidsafe NSW to ensure our experiences meet Australian Standards including:

- Australian and New Zealand Standard AS/NZS 4486.1:1997
- Australian and New Zealand Standard AS/NZS 4422:1996
- Australian Standard AS 4685:2014

We have a formal incident reporting process which allows incidents, near misses and/or hazards to be identified and logged. We ask if you experience a near miss or injury to please report to a Discovery Space staff member as soon as possible.

Child related and Supervision Services

All ESDS employees, and volunteers, working in the ESDS undergo a *Working with Children Check* with the NSW Government as part of the recruitment process before commencing any work on site.

No unaccompanied adult may enter the space – just as no unaccompanied child can enter the space.

All children under the age of 12 must be accompanied by an adult (18+) at all times.

On booking, schools are advised that the minimum ratio is one accompanying adult to five (1:5) students. Please also advise our booking officers of any special needs prior to your visit or inform your ESDS Guide at the briefing. This includes identification of any children who are unable to be photographed.

Supervision is required at all times. While we have volunteers and employees on hand, who have been trained to keep an eye out for each child, the responsibility falls to the accompanying adult to supervise their child.

Discovery Guides will welcome the group on site, and will accompany the group when required throughout the visit. A number of trained Discovery Guides will be present throughout the Space to assist visitors and maintain a safe environment for all.

Public Safety WHS

Visitors to the Discovery Space have a shared responsibility for their own safety and the safety of others.

In accordance with the Work Health and Safety Act, visitors are to:

- take reasonable care of their own health and safety;
- take reasonable care to ensure they do not adversely affect the safety of others; and
- comply with all instructions given by Discovery Space employees so far as they are reasonably able to.

In addition visitors are to adhere to the Conditions of Entry, available on request, on our website and on entry to the Discovery Space.

First Aid

We have trained First Aid officers on site at all times. Please report to the front desk if First Aid is required.



Emergencies

An emergency plan and procedure is in place in the Discovery Space and has been developed with signage and trained employees to help direct visitors out of the building safely. Trained Chief, Deputy and Building Wardens are onsite to fulfil emergency plan requirements. Employees have radio and phone access with UOW Security at all times.

Cleaning/Maintenance

We will ensure that the amenities provided for the public are maintained according to public health regulations.

Regular cleaning of toilets and facilities are conducted on a daily basis. Licensed personnel are used for all construction, maintenance and repair work.

All dangerous materials and equipment will be stored away out of reach of the public

Other Services

Café

The café is managed according to public health regulations and Espresso Warriors have their own Public Liability and work cover.

Visitors have the option of utilising the onsite café or bringing their own lunch and snacks.

Bubblers are available however we recommend bringing water to help stay hydrated and fuelled.

We ask that food and drink be consumed outside, in the Discovery Gardens.

While you are permitted to take your group outside into the University grounds to explore, please maintain supervision at all times. Potential hazards include roads, carparks, watercourses and stairs.

Sun Safety

We advise visitors to bring their hats with them for when out in the Discovery Gardens or surroundings. We have sunscreen on hand to apply when going outside.

Elevator

We have an elevator in the Discovery Space to help visitors move between level one and level two. The elevator is kept locked at all times, if visitors need to use the elevator please see a Discovery Space staff member.

Lockers

We have lock up cages for booked schools' bags. In addition, free of charge, lockers are available for visitors to store their belongings.

Clothing

Soft soled, enclosed shoes are recommended for all visitors entering the ESDS.

Lost Property

All lost property will be collected at the front desk, then registered and stored with UOW Security and held for a period of 6 weeks before it is then given to charity.

Experiences

All of our experiences accommodate all age and fitness levels and do not require any prerequisite skill to participate. While all ages can participate we recommend children aged 9 months to 12 years will benefit the most from our experiences and venue.

Each experience will have a trained Discovery Guide nearby to help facilitate the play and answer any questions or concerns.

The risk of injury has been minimised by:

- safety being of high importance in the design and building of the experiences
- ensuring all electrical switches are covered and safe



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- wherever practicable having non-slip floor to reduce/minimise the risk of slips and falls
- including hand rails on the stairs

Please see the following table for a breakdown of the potential risks and control strategies for each of the specific experience.

Experiences	Potential Risks <i>List hazards/risks related to each activity/program and the venue</i>	Risk level	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>	New risk level
Arrival and Departure	Traffic and road accidents when disembarking from bus or arriving on foot from public transport. Trips and falls	M	When visitors are arriving or departing, teachers, parents/carers must supervise students when crossing roads, and/or getting on or off buses. Supervision is essential outside the Discovery Space due to bus and car traffic on Northfields Ave. Teachers, parents/carers must ensure students and children hold hand rails when going down stairs at entrance and ensure students do not run. Adults and children visiting the shop before or after their visit must to do so in an orderly fashion to avoid injury and lost children.	M L
Moving around the Discovery Space	Wheelchair access Lost children Trips and falls inside and outside	L	All areas are wheelchair accessible with the exception of the upper level on the Ship and Cave tributaries. Teachers/Parents/Carers should perform regular head counts to ensure all students are present. Should a child or adult become lost, head to reception where an ESDS guide will assist. Teachers/Parents/Carers are to ensure students do not run at any time, always stay with their group, and always follow the instructions of ESDS staff and volunteers. Children should walk, not run in all areas of the Discovery Space.	L
Party Rooms	Trips and falls Lost children Injuries from cake knives Burns from hot beverages or microwave Burns from boiling water in taps Ingestion of cleaning products Allergic reactions or anaphylaxis, risk of infection from unclean environment.	L M	Parents to ensure children do not run in Party Room. Parents/carers should perform regular head counts to ensure all children are present. Parents/Carers of birthday child warrant that they have obtained phone numbers of parents and carers of party attendees in case of emergency or lost child incident. Parent/Carer to ensure all hot beverages, knives, forks and dangerous cutlery is kept away from children. Only adults (18 years old and over) are permitted to use the microwave and must ensure it is locked after use. Adults (18 years old and over) are only permitted to use sink area. Sign indicating 'Caution – boiling water' above sink area. Cleaning products kept in locked cabinet. Parent/Carer to ascertain allergies of invited guests and cater food accordingly. Parents/Carers to clean ensure all surfaces are cleaned and, utensils and plates, cups etc are loaded into the dishwasher. Discovery Space employees to ensure whitegoods are kept clean and hygienic using cleaning products.	L M
Bathrooms/ Toilets and parent room	Slips, trips and falls Burns from microwave	M	Teachers/Parents/Carers must ensure children do not run in bathrooms and avoid spilling water. Teachers/Parents/Carers to monitor appropriate water temperature for children. Only adults (18 years old and over) are permitted to use the microwave and must ensure it is locked after use.	L



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The Dig	Slip hazard due to loose sand Sand in eyes Eating sand and artefacts Trip hazard over string quadrants Stepping on artefact	M L	Additional presence of volunteer/ESDS employee supervision of children at play (not a substitute to adult visitor supervision) Clean up sand spills as they occur Remind children not to throw sand Remind children not to eat the sand or artefacts Alert children to the string before entering The Dig Ensure children have shoes on at all times; when entering the sandpit and also standing along the outside edge.	L
Shipyards (Naval)	Trip hazard due props eg. costumes, crates and fishing net Costume box finger jamming hazard Trip/fall zone. Area at the bottom of the ladder can become congested and promote hazard for children coming down the ladder. Lifting of heavy items may cause injury Choking hazard on ship phone cord and ropes around life ring Crane platform is a climbing and fall hazard	L M	Warn children and adults as they walk pass to watch their step around abandoned props and fishing net Costume box lid is thin/light weight plastic reducing severity of finger crushing hazard. Area identified with blue tape to help alert children to remove items at the bottom of the ladder and ensure area remains clear Having weighted cargo bags labelled to indicate light, medium and heavy items Suggest using team work and cooperation to move heavy items Having trolley/carts on hand for kids to manoeuvre items Put in place 'captain rules' to ensure safe lifting and carrying of heavy loads Parent/carer to supervise children at play Additional presence of volunteer/ESDS employee supervision of children at play (not a substitute to adult visitor supervision)	L M
Tummy tour	Slip hazard inside stomach Children clashing into one another in tummy	L M	Additional presence of volunteer/ESDS employee supervision of children at play (not a substitute to adult visitor supervision) Parent/carer to supervise children at play Remind children not to run inside the tummy Fenced area placed around rear of tummy to indicate children only exit through this area Entry sign placed near mouth and exit sign placed near tummy rear ESDS staff provide instructions on how to enter/exit tummy during school briefing and interaction with visitors	L
The Cave	Bump head on door way Fall/slide off from cave structures	M	Parent/carer to supervise children at play Signage at entrance of cave cautioning visitors of low entrance before entering ESDS staff to provide caution to visitors	L
The Pod	Clash heads/bump into one another Running/clashing into wall	L	Parent/carer to supervise children at play Encourage children to walk in the space Have a limit on number of bodies in the room	L
Lights, Sound, Action!	Trip hazard on dress ups	L	Parent/carer to supervise children at play Encourage children to pack clothes away after use Chest provided that is easy for children to put clothes back into	L



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Construction Site	Trip hazard on equipment, ie. pipes, bricks, mortar, carpet squares, helmets, tools and roof tiling framing Foam brick or other equipment thrown at someone Rough play eg. pushing wheelbarrows into others Choking hazard on chewed off piece of brick Climbing on accessibility ledge around construction site frame, roof tiling frame and conveyer belt could result in fall	L M	Additional presence of volunteer/ESDS employee supervision of children at play (not a substitute to adult visitor supervision) Parent/carer to supervise children at play Roof frame firmly secured to floor Warn visitors as they walk pass abandoned equipment Put abandoned equipment away when left out and remind visitors to pack up after themselves and others Remind children the bricks or other equipment are not to be thrown Remind children of safe play behaviour eg. do not push wheelbarrows into others Remind children and their parent/carer bricks are not to be eaten Remind children not to climb accessibility ledge, roof tiling frame and conveyer belt Signage around construction site frame indicated 'No climbing' on accessibility ledge	L
Market Place and Critter Cafe	Trip/slip hazard on abandoned prop items in Market and Café Falling off chairs/tables in Café Rough play eg. pushing trolleys into others Sharp points on apron hooks Fingers caught in register Choking hazard on register scanner cords Choking hazard on play money coins Choking hazard on fake flowers eg. leaves, flower petals Climbing on the register counters, trolley bay or tables could result in a fall	L M	Additional presence of volunteer/ESDS employee supervision of children at play (not a substitute to adult visitor supervision) Parent/carer to supervise children at play Put abandoned prop items away when left out and encourage children to pick up after themselves and others Slip mat located inside Café counter flooring to prevent slips due to abandoned items on floor Remind children to sit sensibly on chairs, with both feet touching the ground Remind children of safe play behaviour eg. do not push trolleys into others Padding wrapped around hooks Register draw is permanently unlocked and will not fully close Remind children not to slam the register draw Register scanner cords to be monitored by ESDS staff Register scanner cords are partly coiled, making difficult to wrap around neck Play money coins are larger than 20c piece Flowers purchased have petals/leaves that are glued making them significantly harder to remove Remind child not to rip petals/leaves off flowers Remind children to not climb on the register counters, trolley bay or tables	L
Crawlers' Beach	Fall from jetty Fall from seats Bump head on seats, submarine/submarine periscope, jetty, treasure chest or other crawlers Slip/trip hazard on sensory blankets, sea life cushions and toys within treasure chest Submarine scalable item Rope on jetty scalable item	M L	Babies and toddlers are to be always supervised by adults Jetty maximum height is 400mm Wooden lip has been placed around edges of jetty to deter further exploration past point Put abandoned prop items away when left out and encourage children/adults to pick up after themselves and others Non-slip material placed on bottom of sensory blanket to reduce slip Area only for use of parents and babies/toddlers (0-2 years) Remind parents that babies/toddlers are to not climb on submarine Remind parents that babies/toddlers are to not climb on ropes	L



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CreARTivity	Falling into supply bin cabinets Finger trapping hazard on supply bin lids Trip hazard on pulled out chairs, dropped materials eg pencils, glue stick Falling off chairs/tables Cut from scissors or others being poked with sharp instruments eg clay tools, pencils Paint spill/texta on or ingested by individual	L M	Additional presence of volunteer/ESDS employee supervision of children at play (not a substitute to adult visitor supervision) Parent/carer to supervise children at play Remind children to ask for adult assistance if they cannot reach items in supply bins Soft closing toy box stay included in design to decelerate closing action Remind children to sit sensibly on chairs, with both feet touching the ground and tuck in chairs when leaving area Advise not to climb on chairs Remind children no running in space Have mats on the floor for younger visitors to access Only have instruments/tools out when volunteer/ESDS employee is at the experience Use only non-toxic washable paints/texta/other materials	L M
Discovery Gardens	Trip hazard on vines Trip hazard on teepee posts Fingers caught in sliding door to enter/exit Discovery Gardens Bumps and falls from running into large outdoor instruments Sun burn Bug stings Burns caused from overheated Softfall and garden tires Slip and trips hazards caused from wet tiled floors Loose rocks in creek bed thrown at someone Fall hazard from elevated garden platform Fall over (slip into the creek) Drowning from fall or slip in creek or water baths	L M	ESDS staff check garden daily and maintain unruly vegetation Parent/carer to supervise children at play Every second teepee post is secured firmly into the ground reducing risk of movement and post breakage Sun screen supply in Discovery Gardens for visitors to use Shade umbrellas in Discovery Gardens Visitors encouraged to SLIP, SLOP, SLAP, SEEK and SLIDE First aid provided on site to remove bug stings - paddle pop sticks, tweezers, ice packs and bandages stocked in first aid kit Heat map logged by Discovery Space staff to record and respond to heat produced from Softfall and garden tires Discovery Space staff water down Softfall and garden tires if reach heat level of 50 degree or over Grip on Softfall and tyres reduces slip hazard caused by watering down areas Discovery Space rules ask that shoes be worn throughout the Space – including the gardens to reduce foot burns Encourage no running When wet mop up slippery surfaces Close Discovery Gardens if necessary Softfall underneath elevated garden platform Majority of rocks in creek bed are cemented reducing hazard Water level in creek and water baths kept below recommended 300mm Water level of creek measured daily and if above 300mm lowered by clearing leaf litter build up, adding extra rocks to reduce depth of water, turning off pump and lowering water level.	L M

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Galileo's Study	Some small items located in this space may present choking hazard Some glass items, such as magnifying lenses could potentially break Trip/slip hazard of neglected objects eg. preserved insects	M L	Parent/carer to supervise children at play All items are larger than 20c piece Quality equipment shouldn't shatter ESDS staff to monitor space and remove broken items and pick up abandoned items	L
Engine Room	<p>General Falling off chairs/tables Electrical shock by placing objects into power outlets</p> <p>Rigamajig Trip hazard on bolts, nuts and wooden pieces Wooden pieces (planks and wheels) thrown at someone Rigamajig contraptions can be climbed and stood upon or ridden Ropes pose potential choking hazard</p> <p>Big Blue Blocks Trip hazard on foam blocks Foam block thrown at someone Choking hazard on chewed off piece of block</p>	M L M L M	<p>Remind children to sit sensibly on chairs, with both feet touching the ground Parent/carer to supervise children at play Child safe caps placed on power outlets not in use</p> <p>Parent/carer to supervise children at all times Put abandoned pieces away and remind visitors to pack up after themselves and others Remind children Rigamajig pieces are not to be thrown</p> <p>Discovery Space staff to monitor Engine Room as part of regular Discovery Space walk through and monitor Rigamajig components and contraptions for any safety issues. Discovery Space staff to locate parents immediately if children are in the Engine Room alone Signs in Engine Room stipulate 'children should be supervised at all times' and 'Rigamajig contraptions should never be climbed on, stood upon, or ridden'</p> <p>Parent/carer to supervise children at play Warn visitors as they walk pass abandoned blocks Put abandoned blocks away and remind visitors to pack up after themselves and others Remind children blocks are not to be thrown Remind children and parent/carer blocks are not to be eaten</p>	L L M L

Encounters	Potential Risks <i>List hazards/risks related to each activity/program and the venue</i>	Risk level	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>	New risk level
Giant Chess	Chess pieces can crush child's foot/toes if thrown Fallen chess piece can crush baby or toddler Slip/trip hazard on elevated chessboard tiles	M L	Parent/carer to supervise children at play Remind children to move chess pieces carefully and not to throw them at others Parent/carer to monitor baby or toddler exploring large chess set and pieces Remind visitors to be careful stepping onto and off chessboard Remind visitors no running on or around chessboard Remind visitors to wear shoes while playing chess	L
Giant Connect 4	Trip hazard on Connect 4 disc Connect 4 discs can be thrown at someone Connect 4 board frame can fall on someone	L	Parent/carer to supervise children at play Put abandoned Connect 4 discs away and remind visitors to pack up after themselves and others Remind children Connect 4 discs are not to be thrown Discovery Space staff to monitor Connect 4 board frame	L
Big Dominos	Trip hazard on foam domino Foam domino thrown at someone Choking hazard of chewed off piece of foam domino	L M	Parent/carer to supervise children at play Warn visitors as they walk pass abandoned domino Put abandoned dominos away and remind visitors to pack up after themselves and others Remind children the dominos are not to be thrown Remind children and parent/carer dominos are not to be eaten	L
Giant Snakes and Ladders	Slip hazard on game board	L	Parent/carer to supervise children at play Remind children no running on game board	L
Light Bright	Slip/trip hazard on abandoned acrylic rods Acrylic rod thrown at someone	L	Parent/carer to supervise children at play Warn visitors as they walk pass abandoned acrylic rod Put abandoned acrylic rod away and remind visitors to pack up after themselves and others Remind children acrylic rods are not to be thrown	L
Music Wall and instruments	Choking hazard from cords on xylophone Choking hazard caused by heads from music beaters Choking hazard on loose screws used to hold instruments to walls Trip hazard on abandoned instruments	M L	Parent/carer to supervise children at play Cord attached to xylophone beater reducing length and minimising choking hazard Heads on music beaters are larger than 20c piece Weekly maintenance completed on music wall Monitoring of the space with ESDS staff keeping an eye out for abandoned instruments	L
Sensory Wall	Block panel, abacus panel, rolling pin panel and cog panel present potential finger catching hazard	L	Parent/carer to supervise children at play	L
Building Blocks	Trip hazard Choking hazard	L	Parent/carer to supervise children at play Monitoring of the space with ESDS staff keeping an eye out for dropped items All items are larger than 20c piece	L
Fish Tank	Poisoning by chemicals	M	MSDS sheets stored on UOW Safety Net Chemicals added to water by ESDS staff only Any run off cleaned by ESDS staff All chemicals kept in locked cabinet visitors cannot access	M

Insects	Insect bite	L	<p>Parent/carer to supervise children at play</p> <p>Only experienced ESDS staff handle insects by removing them from cages and showing visitors</p> <p>Insect types include: giant northern insect, crowned stick insect, Australian leaf insect, cigar stick insect, spiny leaf insect, giant rainforest mantid and grass mantid.</p> <p>Giant northern insect, crowned stick insect, Australian leaf insect, cigar stick insect and spiny leaf insect do not bite.</p> <p>Spiny leaf insect and giant northern insect have spines and can cause scratches.</p> <p>Giant rainforest mantid and grass mantid are capable of biting, but their bites are non-venomous to humans.</p>	L
Anatomy Corner	<p>Choking hazard on small anatomical model components</p> <p>Choking hazard on chewed off pieces of foam models</p> <p>Fall of chairs/table</p>	<p>M</p> <p>L</p>	<p>Parent/carer to supervise children at play</p> <p>All items are larger than 20c piece</p> <p>Remind children and parent/carer foam anatomical models are not to be eaten</p> <p>Remind children to sit sensibly on chairs, with both feet touching the ground</p>	L
Lace tying activity	Tie up laces present choking hazard	M	<p>Parent/carer to supervise children at play</p> <p>Shoe laces tied to lacing card, reducing risk</p> <p>Monitoring of the space by ESDS staff</p>	L
Connections Corner	<p>Lego, puzzles, train set and building blocks</p> <p>Some small items such as cogs, puzzles, train block set and lego that may present choking hazard.</p> <p>Trip hazard on discarded items</p> <p>Magnetic Wall</p> <p>Wall connections thrown at someone</p>	<p>M</p> <p>L</p>	<p>Parent/carer to supervise children at play</p> <p>All items are larger than 20c piece</p> <p>Warn visitors as they walk pass abandoned blocks</p> <p>Put abandoned items away and remind visitors to pack up after themselves and others.</p> <p>Monitoring of the space by ESDS staff keeping an eye out for dropped items</p> <p>Remind visitors to throw wall connection pieces</p>	L
Puppet Theatre	<p>Trip hazard on abandoned puppets</p> <p>Climbing on puppet theatre stage platform can result in a fall</p>	<p>L</p> <p>M</p>	<p>Parent/carer to supervise children at play</p> <p>Warn visitors as they walk pass abandoned puppets</p> <p>Put abandoned puppets away and remind visitors to pack up after themselves and others</p> <p>Remind children to not climb on puppet theatre stage platform</p>	L
iPads - Osmo	<p>Choking hazard on Osmo play pieces (letters)</p> <p>Trip/slip hazard in Osmo play pieces (letters)</p>	<p>M</p> <p>L</p>	<p>Parent/carer to supervise children at play</p> <p>Play pieces (letters) are larger than 20c piece</p> <p>Put abandoned Osmo play pieces (letters) away and remind visitors to pack up after themselves and others</p>	L
Scales	Weights can be choking hazard	M	<p>Parent/carer to supervise children at play</p> <p>Weights are larger than 20c pieces</p>	L
Geoboards	Elastic bands can be a choking hazard	M	<p>Parent/carer to supervise children at play</p> <p>Monitoring of the space by ESDS staff keeping an eye out for discarded elastic bands</p>	M
Tiny Treasures	Storage cabinet presents potential climbing hazard	L	<p>Parent/carer to supervise children at play</p> <p>Remind children storage cabinet is not to be climbed</p>	L
Felt Boards	Felt pieces can be choking hazard	M	<p>Parent/carer to supervise children at play</p> <p>Felt pieces are larger than 20c pieces</p>	L

Cubebot	Cubebot can cause injury if thrown	L	Parent/carer to supervise children at play	L
What is it?	Items in can could be potential choking hazard	L	Parent/carer to supervise children at play Lid on cans have been sealed making it impossible for children to open and place items in mouth	L
Rainbow Stacker Puzzle	Puzzle pieces could cause injury if thrown Trip/slip hazard on puzzle pieces	L	Parent/carer to supervise children at play Warn visitors as they walk pass abandoned puzzle pieces Put abandoned pieces away and remind visitors to pack up after themselves and others	L
Lego	Choking hazard on small Lego components smaller than 20c piece. Trip hazard on discarded Lego pieces Stepping on Lego pieces Falling off chairs/tables	H L	Parent/carer to supervise children at play Lego to only be brought out when supervised by staff member and to be placed back once supervised activity has ended All children entering the room must be 4 years of age or older and accompanied by an adult Staff to brief parents and children on safety risks upon entering room ie. no eating Lego Only 20 people permitted in room with Lego at one time When visitors exiting room they will be asked if they have any Lego in pockets etc. Put abandoned pieces away and remind visitors to pack up after themselves and others Shoes must be worn at all times Remind children Lego pieces are not to be thrown Remind children to sit sensibly on chairs, with both feet touching the ground	M L

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk					
<p>What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.</p> <p style="text-align: center;">CONSEQUENCES</p>		<p>What is the likelihood of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.</p> <p style="text-align: center;">LIKELIHOOD</p>		<p>1. Take step 1 rating and select the correct column</p> <p>2. Take Step 2 rating and select the correct line</p> <p>3. Circle the risk score where the two ratings cross on the matrix below.</p> <p style="text-align: center;">H = High, M = Medium, L = Low</p>					
Consequence	Description	Likelihood	Description		CONSEQUENCES				
					Minor	Moderate	Major	Severe	
Severe	Death or extensive injuries	Almost Certain	Is expected to occur in most circumstances	LIKELIHOOD	Almost Certain	M	M	H	H
Major	Medical treatment	Likely	Will probably occur in most circumstances		Likely	L	M	H	H
Moderate	First aid treatment	Possible	May occur at some time		Possible	L	L	M	H
Minor	Injury report, no treatment	Unlikely	May occur, but probably never will		Unlikely	L	L	M	M