

**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)
<p>Risks, hazards and expectations</p> <p>Covid 19 outbreak and concerns escalating</p>	<p>Minimize</p>	<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>• <b>STAY IN YOUR BUBBLE AND DO NOT ENTER ANOTHER DISPLAY BEFORE IT IS EMPTY if we are under a higher level of Covid Response.</b></li> <li>• <b>Disinfectant spray will be offered in areas that need higher levels of disinfectant for supervisors of different bubbles.</b></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</li> </ul>	<ul style="list-style-type: none"> <li>• Debrief teachers of expectations of staying in their bubbles/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>

		<p>and not climbing onto displays.</p> <ul style="list-style-type: none"> <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>	
COVID 19	eliminate	<ul style="list-style-type: none"> <li>• No child or adult or resource that was in contact with anyone who had contact with Covid 19 the last two weeks and still display symptoms during those two weeks, will be allowed inside the premises of My Science Playroom.</li> <li>• Healthy individuals with appropriate supervisions will be asked to sign in with an address or mobile phone that is a requirement of MOE.</li> <li>• Bubble groups will move along together in their bubbles to different display areas where there are no one else.</li> <li>• Wear your own facemask to protect others and yourself would be preferred.</li> <li>• Stringent disinfectant and washing procedures are in place at the end of each session.</li> <li>• Session numbers will be limited.</li> <li>• Hours of attendance will be limited.</li> </ul>	<ul style="list-style-type: none"> <li>• If someone suddenly develops a fever, cough or feeling poorly, follow the procedures of isolation of the bubble group the person in as described below. Escort them out of the building ASAP with no contact or touching anything.</li> <li>• Disinfect the area well and keep people out of the areas that were disinfected for the rest of the day.</li> <li>• Wear safety gear to protect yourself.</li> <li>• Wash all resources after disinfectant with soapy disinfectant.</li> </ul>

<p>Supervision in your bubble of children.</p> <p>Lost Child</p>	<p>Minimize</p>	<ul style="list-style-type: none"> <li>• Appropriate Adult / child 1:4 for younger and 1:5 ratio for older children 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 their supervisors in their bubble.</li> <li>• Supervisors to keep an eye on children taking interests in something special, support with language and check behaviours that might put others in danger, danger to self or might BREAK resources.</li> <li>• We might ask you to leave if your child's behaviour is causing distress to others or they are destructive.</li> <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 <b>are two safety entrances</b> for a child to go through before the child can go outside to the road. The</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> <li>• Make sure staff and supervisors have mobile phones that are charged.</li> </ul>
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		<p>front entrance and Fire escape door.</p> <ul style="list-style-type: none"> <li>• The Fire and safety escape door is alarmed at the back and will alert everyone that a child has escaped.</li> </ul>	
<p>Toileting needs Nappy changes Disability Toilet</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.</li> <li>• Please alert one of the staff if you have difficulties.</li> <li>• Only parents and supervising adults that are in charge of the child may take a child to toilet or change a nappy.</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. We normally do not allow people onto the premises with no children. They need a very good reason to be there.</li> <li>• Staff, parent or teachers to stay close or gently intervene if another child or stranger is invading your child's private space or bubble.</li> </ul>
<p>Distraught or unwell / misbehaving/unsettled student</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> <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</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> <li>• Medication to be administered as per prescription by allocated supervisor only.</li> </ul>

		<p>has behaviour challenges or health issues.</p> <ul style="list-style-type: none"> <li>• We have a PAUSE Room at the back by the Kai/ kitchen that has less sensory issues where children will be able to have time to self regulate.</li> <li>• <b>The Bat cave has books and soft pillows for a quiet time out.</b></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> <li>• Make sure children know the expectation of good behaviours before the visit.</li> <li>• Please contact the front desk at all times if someone got hurt, if there was an accident or possible dangerous situation that could lead to an injury.</li> <li>• Beware that children should not force resources as it can break and cause injury to the next person who want to play with it. Rather admit you made a mistake and let us fix it.</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>• All other staff at My Science Playroom have police clearance.</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</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff will be alert to stranger danger around children and supervise different areas.</li> <li>• No abuse, hitting or emotional shouting at a child will be tolerated.</li> </ul>	<p>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 with the manager at the front desk. .</p>
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 must be close to their supervisor while getting off the bus or moving to the bus</li> <li>• Be vigilant and aware of dangers while on the trip</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>
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 that they want, no person or access to children will be given, move them away from the front area towards the back and Fire escape route.</li> <li>• Negotiate and stall the person until help arrive.</li> <li>• Stay alert to notice strange behaviours or suspects loitering outside the centre when working at the front desk.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Press 1 and 3 or 4 and 6</b> on the silent alarm <b>to alert security</b> and police of issues. Police and 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>• <b>Get Medical help if needed. Ph 111</b></li> <li>• Lock the front door if you have concerns about loitering or persons. Alert other staff members or supervisors of groups about your concerns.</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> <li>• Report broken or loose parts that could injure someone.</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>'Report liquids that might have been spilled, accidents or tripping hazards to staff to be cleaned.</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 /environmental conditions	Minimize	<ul style="list-style-type: none"> <li>• Monitor weather conditions and follow directions from Civil Defence if there is an emergency.</li> <li>• Be alert to earthquake or tsunami warnings.</li> </ul>	<p>First aid trained staff to give first aid if needed.</p> <p>Additional medical attention called if needed.</p>

