



School Risk Assessment

MATRIX

| What is the likelihood and seriousness of these events occurring? | Very Likely. VL | Likely. L | Unlikely. U | Very Unlikely. VU |
|---|------------------------|------------------|--------------------|--------------------------|
| Extreme E | 1 | 2 | 3 | 4 |
| High H | 2 | 3 | 4 | 5 |
| Medium M | 3 | 4 | 5 | 6 |
| Low L | 4 | 5 | 6 | 7 |

RISK IDENTIFICATION, ASSESSMENT AND CONTROL FOR STARR'S PLANETARIUM.

| Activity. | Hazard. Type/Cause. | Elimination and Control Measures. |
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| Emergency evacuation. Matrix - VU. E. 4. | Electrical outage. Fire. Equipment malfunction. | <p>In an emergency, the dome can be evacuated immediately by lifting the sides and escaping underneath.</p> <p>The dome can be further opened by lifting the sides higher, causing it to fold back on itself behind the audience, preventing anyone from being covered and trapped.</p> <p>A small amount of force may be needed to dislodge the small weights and speaker positioned on the dome's inside edge.</p> <p>The domes are wheelchair accessible, and the emergency exit is the same as above.</p> <p>The planetarium dome is flame retardant (Standard NFPA 701), and the presenter has a fire extinguisher.</p> <p>The venue must have its separate fire prevention measures.</p> |
| Arrival, waiting and departure of the venue. Matrix - L. L. 5. | Separation of a student from the group. Fall, trip or slip. | <p>Teachers are proactively supervising students, advising them on the code of conduct. (See below.)</p> |
| Entering and exiting the dome. Matrix - L. M. 4. | Fall, trip or slip. Student anxiety. | <p>Teachers are responsible for supervising students and advising them on the code of conduct. (See below.)</p> <p>Although the doorway is unlit, we will have some form of light on, especially when students enter and exit.</p> <p>Students are to enter and exit sensibly in a single file.</p> |
| During the presentation. Matrix - VU. H. 5 | Fall, trip or slip. Injury to and from equipment. Electrical Hazard. | <p>Teachers are responsible for supervising students and advising them on the code of conduct. (See below.)</p> <p>During our introduction, we make sure that students know what to expect inside the dome (e.g. tables, equipment) All power cables will be stored on, behind and under the presenting area to avoid tripping.</p> <p>Students will be asked to remain seated and refrain from touching the equipment. They should be encouraged to use the bathroom before the show.</p> <p>Peripheral vision, spatial awareness, and the ability to hear instructions are essential for children in a dark, unfamiliar environment. Hoods and hats will be asked to be removed.</p> <p>Teachers are welcome to take photos at the beginning and end of the show but are asked to refrain from using mobile phones (except in an emergency) so that the students can be suitably and continually supervised.</p> |
| During the presentation. Matrix - L. L. 5. | Motion sickness or claustrophobia. A student becomes anxious or overwhelmed. | <p>Due to the nature of the planetarium, with moving images being projected on the inside of the dome, motion sickness may be an issue. If this is the case, a red light can be turned on to allow the student to exit safely. Similar measures can be taken for claustrophobia and anxiety.</p> <p>In the case of an emergency, see above.</p> |
| During the presentation. Matrix - L. L. 5 | Miscellaneous. | <p>Students will be asked to remove their shoes before entering the dome to reduce the risk of injury if they step on someone's fingers, to prevent damage to the floor of the entrance tunnel, and for cleanliness purposes.</p> |

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|--|---|---|
| | | <p>For general safety and presentation quality, students will be asked not to lean against the edges of the dome. They are thin and will not support their weight.</p> <p>Children will be asked to come in and sit in the middle of the dome before each session.</p> |
| <p>During the presentation.</p> <p>Matrix - VU. H. 5</p> | <p>Electrical Outage.</p> <p>Outside influence.</p> | <p>During the show, the outside of the dome will be unattended. Very rarely, it has been known that a student who is not part of the presentation will enter the hall/venue and unplug the dome. This occurrence will result in an emergency evacuation. (See above)</p> <p>Outside influence, noise and disturbance will also impact the enjoyment and success of the show.</p> <p>The hall/venue should be supervised and secured safely to prevent this from happening.</p> |
| <p>Accidents, Injuries and Illness.</p> <p>Matrix - L. H. 3</p> | <p>Asthma attack Epileptic fit Concussion Fracture Asthma Anaphylaxis Cramps/Pain or similar.</p> <p>General illness.</p> | <p>Teachers with e-emergency, Anaphylaxis & CPR training must be on call.</p> <p>A defibrillator and a first aid kit must be accessible, including ice, general-use Epipen, a spacer and an asthma puffer.</p> <p>All teachers must be vigilant for the medical situations of all students.</p> <p>Ensure that all medications are on hand for students who require them, along with the correct dosage information.</p> |
| <p>Setting up the dome.</p> <p>Packing down the dome.</p> <p>Matrix - L. H. 3</p> | <p>General Injuries.</p> <p>Damage to equipment.</p> <p>Vehicle danger.</p> | <p>During the setup and pack-down process, we will transport our equipment through the school grounds. Supervision is required during this process.</p> <p>Our car will be driven to a location close to the hall/venue. Supervision is required during this process.</p> <p>Student supervision is required during the setup and pack-down process to prevent accidents and damage to equipment.</p> <p>Inform any additional users of the venue about the potential risks during this time.</p> |

Code of Conduct.

The Code of Conduct is designed to guarantee that we deliver on our promise of a safe and enjoyable planetarium experience. Please distribute this information to all students, participating team members and any additional users of the hall/venue.

- Please do not run or play outside the inflatable dome.
- Please do not run or play inside the inflatable dome.
- Please do not eat or drink near or inside the inflatable dome. (Including Chewing Gum)
- At least one adult provided by the customer must always supervise audience members under the age of 18.
- Please do not touch the inflatable dome or any equipment inside or outside.
- Please treat everyone around you, including Starr's Planetarium staff, with respect.

Audience behaviour is the responsibility of the organisers, teachers and team members.

Starr's Planetarium is committed to inclusivity and welcomes all students. Please advise us of any considerations required for students with specific needs before the presentation. We will inform you if it is unsafe for a student to enter or remain in the dome.

Without this advice, Starr's Planetarium reserves the right to ask audience members who insist on being unsafe or disruptive to leave the planetarium. In this case, alternative arrangements need to be made for that student.

Training and experience of presenters.

All presenters have a WWCC certificate.

All presenters are aware of Child Protection Issues, Safety Issues and Emergency Procedures in the case of fires and accidents.

Instructions will be given to participants before the presentation.

We will inform the students what to expect and our expectations of them before the presentation starts.

Schools and teachers must take ultimate responsibility for their students during a visit from Starr's Planetarium. This responsibility includes taking roll calls, supervising students, identifying assembly points, and relaying safety information.

Specific Needs.

Starr's Planetarium is inclusive of all students. Please advise us of any considerations required for students with specific needs before the presentation. Safety will remain our priority, and we strive to include most participants with no additional risks

Heat and Cold extremes

The dome has no climate control of its own. Please cool/heat the venue for comfort and dress accordingly. Heaters and fans assessed to be too close to the dome must not be used.

Air Quality and COVID

All domes are equipped with a HEPA air purification system. See also our COVID Safety Plan document.

Additional Information

Additional information can be found in the Information Document and the confirmation email sent with the initial booking.

This Risk Assessment should be read in conjunction with our Terms and Conditions document.

All relevant documents are available on our website. <https://www.planetarium.com.au/documents>

FAQs are available on our website. <https://www.planetarium.com.au/faqs>

This Risk Assessment is a live document. It can and will be updated at any time. Before your booking, please download the latest version from our website. <https://www.planetarium.com.au/documents>