

Marine Discovery Centre Risk Assessment

Ref No: (e.g. Asset or Purchase Number)		Site	Star of the Sea
Date of assessment:	28 January 2025	Department/Area:	Marine Discovery Centre (MDC)
Identify/describe activity, equipment, area or event you are assessing:			
Excursion visits from other Schools/Kindergartens to the Marine Discovery Centre			

Item	Step 1: Identify the hazard/s:	Step 2: Assess the risks:	Step 3 & 4: Reducing the risk:	Step 5: Monitor & review:
	A hazard can be defined as a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these	When conducting a risk assessment, YOU MUST consider what could happen if someone is exposed to a hazard (consequences), the likelihood of it happening and how long the worker is exposed to the hazard.	What are the most suitable controls to reduce the risk? Use 'Hierarchy of Control' from top down and combine multiple controls if needed to reduce risk to as low as reasonably practicable. Hierarchy of controls Level 1: – Eliminate the hazards Level 2: – Substitute the hazard with something safer Level 3: – Reduce the risk through engineering controls Level 4: – Reduce the exposure to the hazard through administrative controls Level 5: – Use personal protective equipment	How will the risk be monitored and who has the responsibility? Record review date

Item No.	What could cause harm? (Refer to the "What Could Cause harm" document in the Resources Tab on the CSH&W Website)	What could go wrong? (Refer to the "What Could Go Wrong" document in the Resources Tab on the CSH&W Website)	Controls	Additional Controls	Date completed	Review method & position/ person responsible	Review Date
1.	Crossing Seaview Road	Child/adult could be hit by moving car	Visiting Class Teachers at front and back of group Parents/Volunteers walk on road side of children Traffic Lights are turned on Marine Leader is at front with Class Teacher	If only one class is visiting, the Class Teacher is stationed at the front.	28/1/25	Carmen Bishop	
2.	Dog on beach	Dog attacks child/adult	Visiting Class Teachers are responsible for their class at all times. Marine Leader highlights not to interact with dogs. Dogs remain on lead during daylight saving	Marine Leaders/Volunteers assist Class Teacher(s) with children standing with the Teacher(s)	28/1/25	Carmen Bishop	

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3.	Child/Adult picks up sharp object	Child/Adult cuts hand / or foot	Marine Leader highlights not to pick up sharp objects eg Razor Shells and syringes. All students and staff are also instructed that shoes must be left on for the duration of the excursion	Marine Leaders/Volunteers assist Class Teacher(s) with ensuring sharp objects are not picked up. Tongs are provided for sharp objects and a first aid kit is readily available	28/1/25	Carmen Bishop	
4.	Slip, trips, falls	Child/Adult could fall over at beach, yard and/or inside MDC	Children are with at least one supervising adult on the beach and MDC. Children are supervised by their Class Teacher(s) at Recess and Lunch breaks.	Marine Leaders remind children to stay with their supervising adult and they are instructed not to play on the rocks or in the water.	28/1/25	Carmen Bishop	
5.	Snake bite	Child/adult could get a snake bite	Children are on the beach with an adult at all times and are only to use the allocated paths	Marine Leaders/teachers to ensure and instruct no one goes on the rocks at Henley Beach. A snake bit kit is available in the First Aid in the MDC	28/1/25	Carmen Bishop	
6.	Water hazard / walking near the ocean	Drowning risk	Active supervision of children by adults while walking on the beach at all times	Marine Leaders remind children to stay with their supervising adult and they are instructed not to go near the water.	28/1/25	Carmen Bishop	
7.	Radiation	Sunburn	Staff and students to wear appropriate clothing and footwear for the weather conditions. Application of sunscreen prior to the beach marine trail.	Sunscreen is available from the MDC	28/1/25	Carmen Bishop	
8.	Encountering dangerous animals	Child/adult could be bitten or stung by a venomous marine animal in shallow water	Prior to fieldwork, be aware of biting/stinging animals that might be encountered in the area (e.g. Blue Ringed Octopus) Students and adults are instructed to not pick up any animals and not put their hands under rocks or in pools where you cannot see them.	Never deliberately provoke or agitate animals. If a biting/stinging animal is spotted, alert others to avoid the area. Ensure first-aid equipment is present at all times and continually remind students to be wary.	28/1/25	Carmen Bishop	

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9.	Covid19 / Influenza	Transmission infection	Staff, students, parents, volunteers not to attend if they are feeling unwell or showing COVID19 or flu like symptoms. Social distancing of 1.5m where possible. Personal drink bottles Hand washing and/or sanitiser prior to eating and after handling any shared resources or plant materials.	Face masks can be worn and spare masks can be provided All interactive models are cleaned before and after every school visit	28/1/25	Carmen Bishop	
10.	VR Headset	Participant could get dizzy while using VR Headset	Participants are asked to be sitting while using headset, participants are always monitored by staff	Videos are short in length and the headset can be removed at anytime	28/1/25	Carmen Bishop	
11.	Lost Students	Students get lost/ abduction	Teachers to do a headcount before leaving to go to the beach. Teachers to actively supervise students at all times. MDC staff to provide clear boundaries. Headcount prior to leaving the beach and going back to the centre	Teachers to carry mobile phones on their persons at all time and emergency contact details of caregivers. Students reminded not to speak to adults at the beach who are not part of the school group.	28/1/25	Carmen Bishop	
12.	Medical Needs	Asthma Attack Anaphylaxis	If any students have anaphylaxis / allergies to insect bites, ensure visiting caregivers have epi-pen, medication and medical plans easily accessible. Back up first aid kit and Asthma kit is held in the easily accessible area of the MDC kitchen	All students are adequately supervised and teacher and supervising staff are to carry a mobile phone at all times.	28/1/25		

Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).

Completed by: Carmen Bishop

Signature:

Date:

In consultation with: Leanne Cenzato

Signature:

Date:

Risk Assessment Authorised by: Kelly Manera

Signature:

Date:

REVIEW/FEEDBACK Please circle Yes or No								
Were the controls effective	YES	NO	Were there any unforeseen hazards or issues	YES	NO	Were there any incidents	YES	NO
DETAILS			DETAILS			DETAILS		

The following section is to be completed after the completion of task or activity.

NAME:

SIGNATURE:

DATE: