

OCEAN ACTION POD RISK MANAGEMENT FORM

ACTIVITY: Community Engagement and Education Programs Version: Updated 28 January 2020

Task or scenario	Hazard/s	Associated harm, e.g. what could go wrong?	Existing Risk Controls	Likelihood of incident	Severity	Risk rating
Bumping in/out the Ocean Action Pod (tow vehicle operation)	Traffic and trailer pose risk to staff members, trees, and public if not carefully managed.	The moving trailer may pose a risk to the public or cause damage to trees or tree roots.	Hi-visibility jackets mandatory Hazard lights at all times during manoeuvres. Staff to keep at least five metres from the Pod while it is being manoeuvred. Staff to ensure that members of the public are kept away from the moving trailer. Use cones and barriers if necessary. Vehicle and pedestrian traffic will be limited within 2m of any trees. This is to protect their roots from compaction. The trailer, any displays or foot traffic should not to be directed into this radius.	Low	High	Low
Opening and closing the Pod	Risk associated with heavy lifting	If rear ramp dropped it could result in serious injury through impact. Similar for side steps, though less severe as lighter weight. Side door hitting person in head/body when being raised/lowered.	No children are allowed near the Ocean Action Pod when it is being set up. A minimum of two people required to lower or raise the ramp.	Low	High	Low
Setting up equipment	Trip hazards	Ensure all electrical cables are neatly tied down & laid well out of the way of pedestrian routes (e.g. beneath trailer or ramp)	All staff trained in correct setup procedure. Clear system in place for organising and setting up electrical equipment	Low	Moderate	Low
General access to the Pod eg at	Tripping or slipping on ramp/steps	People could trip, fall or slip resulting in injury	Ramp equipped with small 'mini-ramp' to remove trip hazard at the base, where it meets the ground. Ramp and steps clearly marked with hazard tape.	Low	Moderate	Low

lunch or recess time			<p>Ramp covered with rubber mats to provide a high-friction anti-slip walkway. Handrail fitted to help prevent falls</p> <p>In wet conditions, staff to assess whether ramp needs closing to remove slip hazard.</p> <p>Staff to monitor visitor access to ensure that the Pod is never over-crowded.</p> <p>Staff must be mindful of children mis-using equipment or racing around unsupervised and communicate directly with parent/guardian to ensure safe conduct.</p>			
External Pod displays	Displays falling on people	External displays plinths and boards may fall on people resulting in injury, either through being knocked or blown by wind.	<p>Consider wind direction and strength when setting up displays and utilise wind break created by the Pod and surrounding features if necessary.</p> <p>Plinths may be fastened back to back for added stability to prevent toppling. Ensure that display boards are locked into their cube configuration for maximum stability if conditions are windy.</p> <p>Use tensa-barriers to define display area if necessary (in crowded locations)</p>	Low	Moderate	Low
Daytime staffing of the Pod	Heat and sun exposure	Staff are with the Pod for up to eight hours on hot days and may be at risk from sunburn or heat stroke.	Ensure staff supplied with sun cream. Brief staff to bring their own water bottles and hats. Identify local drinking water supply.	Low	Low	Low
Electrical systems	Fire and electrocution risk	On board solar-electrical system includes fully wired 240V power capable of fatal electrocution or starting a fire	<p>All 240V wiring has been installed by a fully accredited electrician</p> <p>Solar system has been installed by a professional solar energy engineer. Pod has been independently assessed by a professional risk management consultant.</p> <p>Correct fire extinguisher for electrical fires fitted on Pod in easy reach. Electrical system disconnected and fuses removed during travel. Staff trained in correct operating procedure for electrical system (turning it on/off)</p>	Low	High	Low
Community Engagement - general	Trip hazards, use of stairs, physical environment	Visitors may slip, trip or fall if not aware of their environment	<p>See measures in General Access to Pod section above re ramps, hazard tape and rubber mats.</p> <p>Where necessary manage number of people in the Pod, to reduce crowding and issues near stairs.</p>	Low	Moderate	Low

			Supervise children using the stool to look at microplastics through magnifying lenses.			
Community engagement – Little Things Matter	Sand in eyes, plastic in mouths of little people.	If children flick sand it could get in their eyes or other children, very small children put anything in their mouths.	A Pod staff person or volunteer will be based at the Little Things Matter table whenever little people are there. Parents must always accompany their children and be made aware of the hazard of small things in the sand. Children will be reminded to take care. Look – don't eat! First aid kit will include eye flushing kit to rinse out sand.	Low	Low	Low
Introduction & Wrap up	Heat & Sun Exposure, severe weather	Children stand near Pod for 10mins with their teachers	Children should follow usual sun safe procedures – HATS ON. In the event of wet weather the school will need to provide alternative spaces to run activities eg hall, COLA	Low	Low	Low
Plastic Fantastic?	Handling clean Plastic items	Children sit on carpet squares around the Plastic Fantastic banner	Staff will consider suitable place to locate the banner so as to maximise student comfort (away from ant's nests etc); in shade if possible.	Low	Low	Low
Only Rain down the Drain!	Handling washed rubbish items	Students sorting items of plastic rubbish and deciding where they might have come from.	Children should be reminded to wash their hands before eating.	Low	Low	Low
The Spoon's Story	Acting out	Students act out the life cycle of a spoon and may get over-excited!	Good behaviour management and student engagement essential.	Low	Low	Low
Plastic Ecology	Brain Strain!	Students will be amazed at the diversity and scale of life in the ocean.	There are many pieces of equipment involved in the activities. It will be important to make sure all pieces are used carefully (some are very small) and returned when activity ends.	Low	Low	Low