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| **Incursion Risk Assessment** | | | | | |
| **Date of Assessment:** | |  | | | | |
| **Description of Activity:** | | Ditto’s Keep Safe Adventure Show - Incursion | | | | |
| **Work Site/Location:** | | Various Locations – with early education and care services and with primary schools | | | | |
| **Description of Risk** | **Control Measures** | | | | | | |
| Excessively hot environment (especially within Ditto suit) | A fan is provided for inside Ditto’s head. Recommended time in suit at specific temperatures. Recommended intake of water.  Strong work culture that encourages adherence to policy and procedures.  Report incidences, non-compliance and near misses in a timely manner to appropriate person | | | | | | |
| Damage to power leads and equipment | Tested and tagged equipment. Used and stored according to manual recommendations.  Training provided in correct operation of electrical materials as per manuals.  Report broken equipment and cease using immediately.  Follow recommendations for testing and tagging electrical leads and boards. | | | | | | |
| Handling heavy, unstable or awkward objects/loads | Use of trolley for boxes of books, heavy and awkward equipment. Policies and procedures for lifting amount and correct techniques  Roller, mat and exercises provided for ‘Ditto’s’ self-care.  Encourage two person lift and even distribution of equipment over two people.  Strong work culture of valuing self-care and encourage colleagues to participate in self-care. | | | | | | |
| Slips and trips | Ditto’s shoe laces to be tied up at all times.  Cords to be kept neat and out of the way and not causing obstruction.  Staff to double check Ditto’s laces before shows and for facilitator to say something and tie on the spot if notice they are undone.  Facilitator to guide Ditto into position and be aware of any hazards. | | | | | | |
| Contact with moving vehicle (arriving and departing) | Planning with school/centre about best place to park  2 person team to ensure safety of children  1 team member to guide the driver out, especially when parking on school/centre grounds | | | | | | |
| Disclosures | Training of Bravehearts staff  Delivery of content designed to avoid disclosures during the show  School/centre provided with support material to assist with handling disclosures  Bravehearts Info and Support Line 1800 272 831 & downloadable parent guide and parent sessions available | | | | | | |
| Decision of Acceptability of Risk | | |  | ACCEPTABLE / NOT ACCEPTABLE | | |
| Approved By | | | Name: |  | Signature | |