# Risk Assessment: Mission Discovery Melbourne 24th - 28th September 2018

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| Organisation name: Latitude Group Travel | Date of assessment 07th June 2018 |
| Assessed by Felicity Irwin + Jenny Murphy | Date of reassessment…… |
| Approved by D Holland, University of Melbourne & C Barber, ISSET | |

**Description of work activity to be assessed** including any equipment/methods/procedures put in place to control risk.

A group of between 250 and 400 students from across Melbourne will visit The University of Melbourne, Parkville campus, the 24th – 28th September 2018, for the purpose of participating in the Mission Discovery Program – a project run by ISSET (International Space School Educational Trust) and co-ordinated by Latitude Group Travel, where students are introduced to principles of space exploration, get the chance to speak to a real astronaut and NASA personnel and where they will design a space science experiment. The winning team's experiment will be launched to the International Space Station and conducted by astronauts on board.

Students will be met in foyer of the Sidney Myer Asia Centre at 9am on 24th September and taken to the Carrillo Gantner Theatre for their introductory session. They will then be based in classrooms and this lecture theatre, as required, based on the schedule provided by ISSET. The rooms are in two locations, the Sydney Myer Asia Centre (where the large theatre is located) and the Physics Building, which is about a 3 min walk from the Centre.

They will have been allocated into teams either by Latitude Group Travel or by their own schools and assigned a University of Melbourne 3rd year science, engineering or other STEM student as a mentor for the week, who will assist them with their team challenges, the design of their space experiment and will keep track of any absences.

Supervision will be provided by the University of Melbourne mentors at all times.

Students will be provided with lunch, water and morning tea.

The mentors will make students aware of where toilets and fire exits are located. The mentors will have the contact details of the University of Melbourne liaison and security in case any emergencies occur.

Latitude Group Travel and ISSET are aware of any medical conditions by virtue of a medical form required to be completed by the students' parents or guardians prior to the program commencement. This includes specific dietary requirements of any particular student.

The program supervision ratio is 1:12 or slightly less when the ISSET and LGT staff are included

| What are the individual hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
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| Slips and trips | Staff and visitors may be injured by tripping over cables. | • General good housekeeping. Cables will be led around perimeter of room or covered with cable covers.<br>• Housekeeping induction on arrival. | No further action required. | Uni Melb to monitor | 24th September 2018 | |
| Loss of child on campus | Children visiting may become lost from group | • Supervised by mentors at all times<br>• Adherence to DET recommended supervision ratio<br>• University of Melbourne representatives, LGT and ISSET staff will be monitoring throughout the event<br>• Students shown where toilets and fire exits are, these will also be signposted<br>• Roll call will be taken at the start of the day and in event of an emergency<br>• Students will be provided with lanyards at the beginning of the event with emergency contact details<br>• Student phone numbers are recorded during sign-up<br>• All staff and mentors briefed on emergency procedures<br>• Housekeeping induction on arrival<br>• Students not allowed away from the group at any time, including during breaks/lunch. They will be taken to a central location for the purposes of any program breaks | No further action required. | ISSET, LGT/School Staff and University of Melbourne representative to monitor | 24th – 28th September 2018 | |
| Medical conditions/ injury/illness during event | Staff, students, teacher chaperones, LGT and ISSET staff and lecturers, mentors | • First aid provision on site<br>• For anything serious, medical attention or ambulance and parents/guardians to be called<br>• Staff member to travel with student to hospital or to receive medical attention | No further action required. | LGT/ISSET/ University of Melbourne representative to monitor | 24th – 28th September 2018 | |
| Food Allergies | Staff, students, teacher chaperones, LGT and ISSET staff and lecturers, mentors | • LGT representatives will have details of emergency contacts and medical conditions including a list of students with allergies and their treatment plans.<br>• First aid provision on site<br>• Special dietary requirements must be listed on medical form by parent/guardian<br>• Special dietary requirements will be met during the provision of lunch or if this is too difficult, the parent may be asked to supply lunch for their child<br>• Student with known severe food allergies to bring medication with them, including Epipen if necessary<br>• If Epipen or medication is used, or a student is in distress without medication, parent/guardian will be called or, if still in severe distress medical attention will be sought or ambulance called | No further action required. | LGT/ISSET/ University of Melbourne representative to monitor | 24th – 28th September 2018 | |

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| | | • Staff member to attend with student to hospital or stay with student at venue until parent/guardian arrives | | | | |
| Electricity | Staff, mentors, students, teacher chaperones, lecturers | • Equipment is tested.<br>• Visual check of equipment prior to arrival of visitors and use of equipment. | Visual check of equipment on day of event. | Uni Melb to monitor | 24th – 28th September 2018 | |

Summary of risk assessment.

All risks are being managed to an acceptable level.