

Risk Assessment – Mini Bots/Scribble Bots Incursion

Incursion Provider: STEAM Powered Kids

Activity: Mini Bots / Scribble Bot Construction

Duration: Typically 1 hour

Age Group: Suitable for Primary School Students (Prep-6)

Location: School Classroom or Hall

Activity Details: Short presentation and discussion on Robotics, Build Instructions, Mini bots build.



Hazard	Potential Risks	Risk Rating	Control Measures	Revised Risk Rating
Use of AA Batteries	- Swallowing or insertion hazard (younger students) - Battery short-circuit or leakage	Medium	- Only provided to students under supervision - No loose batteries handed out - Instructor to explain battery safety - Visual checks for damaged batteries	Low
3V Hobby Motors	- Pinched fingers	Medium	- Demonstrate safe handling before activity - Close supervision during assembly	Low
Battery Holders & Wiring	- Minor electric shock risk (very low with AA batteries) - Wires causing minor scratches or pokes	Low	- Use low-voltage components only - Ensure correct wiring demonstrated - Pre-taped or capped wire ends where possible - Staff to check connections before activation	Low
Paper Cups & Sharp Edges	- Paper cuts	Low	- Use smooth-edged materials - Monitor handling	Very Low
Decorative Stickers & Pens	- Choking hazard (if misused) - Ink stains on skin or clothes	Low	- Remind students not to place items in mouth - Use non-toxic markers - Recommend protective aprons or old shirts	Very Low
Small Parts (General)	- Choking hazard - Loss of components leading to trip hazard	Medium	- Suitable only for children aged 6+ - Ensure workspace is tidy - Count materials before and after session	Low
Workspace Management	- Trip/slip hazards from dropped items or bags	Medium	- Clear instructions to keep bags/coats away from work area - Regular floor checks	Low
Student Behaviour	- Misuse of materials (e.g., intentional throwing, rough handling)	Medium	- Set clear behaviour expectations	Low

Emergency Procedures:

- **First Aid:** Incursion staff carry a basic first aid kit. School first aid officer to be notified of the session time.
- **Incident Reporting:** Any incidents will be reported immediately to the supervising teacher and documented by STEAM Powered Kids staff.
- **Emergency Contacts:** Follow school's emergency protocols.

Supervision Requirements:

- Minimum of 1 STEAM Powered Kids facilitator per session.
- School staff to always remain present for duty of care.
- Recommended ratio: 1 adult per 20 students.

Additional Notes:

- All STEAM Powered Kids staff hold valid Working with Children Checks (Blue Card).
- A pre-activity safety briefing will be conducted with all students.
- All equipment is checked prior to the session for safety and functionality.

Risk Matrix

Inherent ¹ risk level			Action required
☒	Low	Little chance of incident or injury	– Document the activity within the three levels of planning.
☐	Medium	Some chance of an incident and injury requiring first aid	– Document the activity within the three levels of planning. – A OneSchool CARA record may also be required in accordance with school-based decisions.
☐	High	Likely chance of a significant incident and injury requiring medical treatment	– Document the activity within the three levels of planning. – Complete a CARA record in OneSchool. – Obtain approval from the principal or school leader (i.e. DP, HOD, HOSES, HOC) prior to conducting this activity. This approval is automatically requested in OneSchool when the CARA record is completed. – Obtain and document parent consent (highly recommended).
☐	Extreme	High chance of a serious incident resulting in highly debilitating injury	– An alternative activity must be considered. If the activity is essential for delivery of the curriculum, control measures must be implemented to reduce the risks to achieve comparable learning outcomes. – Document the activity within the three levels of planning. – Complete a CARA record in OneSchool. – Obtain approval from principal prior to conducting this activity. This approval is automatically requested in OneSchool when the CARA record is completed. – Obtain and document parent consent (mandatory).