

Ra No./ERMS Ref: 1

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Authorised by: Bridgette Van Leuven

Summary of changes: Added risk for use of Oculus public toilets.

STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

Location name:
STEM Centre of Excellence

Building No.: 290

Room No.:
290-0.1-B1103-SGM Workshop 2
290-0.1-B1105-SGM Workshop 3
!290-0.1-B1110-SGM-Black-Box-Theatre
!290-0.1-B1101-SGM-PACCAR THEATRE
!290 Education Foyer
!290 Science Gallery Café

Assessed by:
Matthew Dau

HSR/Employee representative:
Election Process Underway

Description of activity/task:

Use of the STEM Centre of Excellence, Black Box Theatre, PACCAR Theatre, Education Foyer, and associated areas for the purposes of delivering educational workshops, forums, events, and seminars.

Workplace conditions (Describe layout and physical conditions - including access and egress):

As per Hazard Identification table (following).

List systems of work for the activity/task:

Emergency situations, existing controls, inspections, training.

Is there past experience with the activity/task that may assist in the assessment?

These spaces have been used in 2022 and 2023 to deliver educational workshops, which were reviewed after each delivery and insights were actioned.

STEP 2: RISK RATING – RISK MATRIX AND DEFINITIONS

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	High

Likelihood

Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)

Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)

Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)

Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)

Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence

Insignificant –First aid treatment, minor injury, no time off work

Minor – Single occurrence of medical treatment, minor injury, no time off work

Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work

Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work

Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

Risk Rating Priority for Action

	Risk acceptance guide	Action	Recommended action time frame
Extreme	Not acceptable	Cease or isolate source of risk Implement further risk controls Monitor, review and document controls	Immediate Up to 1 month Ongoing
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	1 to 3 months Ongoing
Medium	Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	3 to 6 months Ongoing
Low	Acceptable	Monitor and review	Ongoing

STEP 3 – Identify hazards and associated risk ratings and controls

Hierarchy of Control (Control Type)

A – Administrative
 EI – Elimination
 En – Engineering

G – Guarding
 H – Health Monitoring
 In – Inspection

Is – Isolation
 M – Monitoring
 P – PPE

S – Substitution
 Sh – Shielding
 T – Training

	Inherent Risk Score	Comments	Control Type	Control Description	Residual Risk Score
PHYSICAL HAZARD IDENTIFICATION					
Cuts or stab	Low	Cut or stab from improper handling of general materials located in the space.	M	Facilitators monitor participant behavior in the space.	Low
			T	Scissors and cutting implements are stored away from view.	
			A	Facilitators demonstrate and encourage safe use of tools for participant use, with hazards identified and communicated.	
Stuck, crush or entangled	Medium	Limb being crushed by a bag cage.	M En	Only Facilitators move the bag cages. The cage wheels are locked in place.	Low
	Low	Limb being crushed by doors, floor based electrical outlets, or operable wall.	M T	Facilitators are trained in the use of the operable wall. Participants are monitored when using the floor outlets and doors in the space.	Low
Shearing or friction	N/A	N/A	N/A	N/A	N/A
Slip, trip or fall	Medium	Trip or fall caused by the placement of furnishings or other objects (e.g., carpeting, equipment).	M En	All furnishings shall be above the height of 40 cms. Where any objects or equipment sit at a height of under 40 cms, they are identified as hazards to students and visual aids are added to increase visibility. Light levels are controlled and adjusted by facilitators to ensure clear visibility of potential hazards.	Low
	Low	Slip, trip or fall caused by spills of mixtures or materials.	M En	Spills of mixtures or materials are cleaned immediately. Brooms or mops are available, or cones and markers are used to identify potential hazards. Light levels are controlled and adjusted by facilitators to ensure clear visibility of potential hazards. Spills that occur in other parts of SGM that Learning Experience staff are made aware of will be escalated to front of house staff.	Low
	High	Injury sustained from improper use of the stairs.	M En EI A	All participants to the space are advised to use caution when using the stairs, and hand railing if required. Participants are explicitly directed not to use the PACCAR Theatre seating as stairs. Participants with mobility issues are encouraged to use the lifts.	Medium

	Low	Vertigo may arise due to the depth of bleachers and stairs to basement.	M	Advise participants they may use the lifts.	Low
	Low	Injury sustained from falling or slipping from a piece of furniture.	M	All participants are advised not to swing on the chairs or climb on or over furniture.	Low
	Low	Trip or fall from cables attached to appliances or electronic devices.	M Is En	Cables are: 1. Hidden under cable tracks or isolated from participants. 2. Power outlets are located in the floor to minimise the length of cable required. The space is monitored to ensure no loose cables are present.	Low
Manual handling/ergonomics	Low	Strain or injury sustained from awkward working positions.	A En M	Participant behavior is monitored by facilitation staff and changes to programming are made based on observations. Furniture is pre-selected in consideration of the task, ensuring that it is an appropriate height for the users. Breaks are scheduled during long periods of repetitive activity.	Low
Vibration	N/A	N/A	N/A	N/A	N/A

ENVIRONMENTAL HAZARD IDENTIFICATION

Irritation and allergic reaction	Low	Irritation or reaction caused by small inhalants (e.g., dust, fumes ect.), plants/organic material, cleaning products, allergens (e.g., latex) etc.	M S	SGM staff will substitute materials where possible. Low pollen plants have been selected to reduce the risk of reaction. School staff are required to provide any known allergen information in advance of learning experience. General use EpiPens in AED cabinets located at SCoE for application by trained school staff.	Low
Inadequate light	Low	Injury sustained from low visibility.	M En	Light levels are increased to appropriate levels during activities.	Low
Extremes of temperature	Low	Distress caused by high or low temperatures.	M En	The learning spaces are maintained by a centralized thermostat that keeps the temperature at a comfortable level. Participants are offered the opportunity to step outside if discomfort becomes too high.	Low
High wind or humidity	N/A	N/A	N/A	N/A	N/A
Exposure to UV and other radiation	Low	Sunburn or discomfort caused by exposure to sun through Oculus window.	M En	Locate tables away from direct sunlight.	Low
Uneven terrain / surface	N/A	N/A	N/A	N/A	N/A

OTHER HAZARD IDENTIFICATION

COVID-safe concerns	Low	Concerns that covid-safe procedures are not being followed.	M PPE H A	Participants are advised they are to follow the State Government of Victoria's health guidance. Staff will monitor the flow of participants within spaces and provide ample space to carry out the workshop activities. Hand sanitiser and wipes will be provided at the entrance of workshop spaces. Air purifiers will be located throughout the workshop spaces. Masks and Rapid Antigen Tests are available on request.	Low
Food consumption	Medium	Allergic or anaphylactic reaction to food provided by SGM Learning Experiences.	M A S El	School staff are required to provide any known allergen information in advance of learning experience. Where food is provided by SGM Learning Experiences, any identified allergens will be removed from the program where practical and substituted with non-allergenic options. General use EpiPens in AED kits located at SCoE for application by trained school staff.	Low
Computer usage	Low	Electric shock as a result of spillages onto devices.	A En	Participants are advised not to have open cups of liquid near devices when using them. iPads have cases to protect from spillages.	Low
	Low	Injury from respective actions or sustained awkward postured.	A En	iPads have stands for participants to use should they wish. Provision of regular defined breaks during lengthy computer-based tasks.	Low
Noise	Low	Injury sustained from exposure to loud or sustained noise.	M En	Doors can be closed to minimise noise from the gallery. Any audio content used in workshops is checked for its volume before presentation.	Low
Infectious agents or materials	N/A	N/A	N/A	N/A	N/A
Chemicals	Low	Injury or illness from chemical exposure.	Is S	Chemicals are stored away from participants in cupboards. Non-toxic alternatives are used where possible.	Low
Radiation	N/A	N/A	N/A	N/A	N/A
Animals	N/A	N/A	N/A	N/A	N/A

GENERAL & VENUE SPECIFIC HAZARD IDENTIFICATION

Lifts	Low	Lift breaks and is out of use and a participant requires the use of the lift.	A	Participants are notified that lifts are available. If lifts are not operating, staff can advise of alternative lifts.	Low
	Low	Lift stops operating and participants are trapped.	En	An alarm button and speaker is located inside the lift to talk directly with security.	Low
Buses	Low	Bus delivers students to the wrong address or drop-off point.	A	Participants are provided with contact details for the bus company, as well as SGM Learning Experience staff members.	Low

				Bus company is provided with correct details and these are confirmed in advance.	
	Low	Due to traffic bus is unable to park directly next to the bus stop. Participants disembark onto the road.	A M	SGM Learning Experiences staff member is designated to meet bus on arrival. Staff member to direct bus to park in a safe and suitable location. If participants arrive earlier than anticipated, the duty of care remains with school staff.	Low
	Low	Students may be exposed to weather while waiting for the bus.	A	Groups travelling in 1-3 buses can stagger their drop off and pick-up times. Learning Experience staff can assist teachers with pick-up and drop-off duties with large groups. Participants may wait in the entrance foyer to SGM in case of bad weather.	Low
General Office	Low	Injury sustained from improper use of general purpose stationery supplies including: Pens, textas, paper, clipboards etc.	M A	SGM Learning Experiences staff monitor participants using general purpose stationery equipment.	Low
	Low	Poor housekeeping and storage arrangements leading to injury.	A	Bins are emptied regularly, cupboard doors are shut when not in use, and regular workplace inspections are carried out to ensure good housekeeping.	Low
Supervision	Low	Participants may sustain injury while not under the direct supervision of teaching staff (e.g., in bathrooms)	M A	Participants are requested to seek permission from a supervising teacher to use the bathroom or other unattended spaces. SGM Learning Experiences staff are never to assume supervisory responsibilities.	Low
	Low	Participants may sustain injury while not under the direct supervision of teaching staff when using public restroom in the Oculus.	M A	Participants are requested to seek permission from a supervising teacher to use the bathrooms in the Oculus. Participants are reminded that the Oculus toilets are <i>public</i> toilets. SGM Learning Experiences staff are never to assume supervisory responsibilities.	Low

STEP 4 – IMPLEMENTATION AND CONSULTATION PROCESS

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [Health & Safety: Action plan](#) has been completed, reviewed and signed off where proposed controls have been identified.

Obtain the authorisation of the management representative.

Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted.

Record below the names of the persons consulted.

Management representative	Bridgette Van Leuven
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HSR/Employee representative	To Be Elected
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Employee(s)	SCoE Facilitators
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Learning Experience Facilitators

Museums & Collections Learning Team

Person Responsible for implementation or escalation	Ryan Jefferies
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For use in conjunction with the [Health & Safety: Risk management requirements](#).

For further information, refer to <http://safety.unimelb.edu.au/management/implement> or contact your [Health and Safety Business Partner](#).