

RISK ASSESSMENT: Venue – Frankston Tech School

Business area:	Frankston Tech School	Campus:	Frankston	Building/Room/Area:	FR-F, Frankston Tech School	Revision number:	02
Leader: Diana Gilbert Members: Jo Dudley, Josh Neal-Kent, Carys Martin, Samantha Blair							

STEP 1 – ASSESSMENT INFORMATION

Description of activity/task:

Participants and staff will undertake programming within the Frankston Tech School venue, including both internal and external spaces.

Workplace conditions:

As per Hazard Identification table (following).

Systems of work for the activity/task:

Emergency situations, existing controls, inspections, training.

Relevant past experience:

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	Consequence
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)	Insignificant – First aid treatment, minor injury, no time off work
Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)	Minor – Single occurrence of medical treatment, minor injury, no time off work
Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)	Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work
Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)	Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work
Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)	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 – HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS

Hierarchy of Control (Control Type)

A – Administrative
El – Elimination
En – Engineering

G – Guarding
H – Health Monitoring
In – Inspection

Is – Isolation
M – Monitoring
P – PPE

S – Substitution
Sh – Shielding
T – Training

Definitions

Equipment

Items, often powered (electrical, digital, or mechanical), that support or enable a task or process. Equipment is usually fixed in place or requires setup/operation, and may be shared by multiple users.
Examples: 3D printers, laser cutters, VR headsets, microscopes, ovens, computers.

Tools

Items used to carry out a specific making task, either powered (electric, battery) or hand-operated.
Examples: screwdrivers, soldering irons, drills, jigsaws, pliers, scalpels, stationary.

Utensils

Simple, hand-operated items, predominantly for food preparation, or used in scientific experiments.
Examples: mixing bowls, spatulas, beakers.

Frankston Tech School Staff

Any staff member of Frankston Tech School.

Facilitators

Frankston Tech School teaching staff.

Accompanying Staff

Any person who regularly holds duty of care for the attending participants.
Examples: School teacher, lecturer/tutor, coordinator.

Participants

Anyone attending a program at Frankston Tech School, who isn't Frankston Tech Schol Staff or an Accompanying Staff.

PHYSICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Slip, Trip, or Fall	Spills of solutions, mixtures or materials	Low		<ul style="list-style-type: none"> Spills of mixtures or materials are cleaned immediately. Brooms and 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 Frankston Tech School that Facilitators are made aware of, will be escalated to Operational Staff. 	Low
	Device cables/accessories – both unplugged and plugged – in walkway or circulation spaces.	Med	M, Is, En, A	<ul style="list-style-type: none"> Cables are hidden under cable tracks or isolated from Participants. Power outlets are located in the floor or ceiling to minimise the length of cable required. The space is monitored to ensure no loose cables are present. Devices are to be charged before programs. Participants are advised to bring a fully charged device if providing their own. 	Low
	Placement of furnishings or other objects	Med	M, En	<ul style="list-style-type: none"> All furnishings shall be set at an appropriate height. Light levels are controlled and adjusted by Frankston Tech School staff to ensure clear visibility of potential hazards. Participants are advised not to swing on the chairs or climb on or over furniture. 	Med
	Devices/Robotics (Equipment) that are either being operated on the floor or have been left on the floor.	Low	M	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe use of equipment, tools and utensils for Participant use, with hazards identified and communicated. Facilitators and Accompanying Staff monitor Participants while using equipment, tools and utensils. 	Low
	Improper use of the entry steps or ramps around the building.	Med	A, En, El, M	<ul style="list-style-type: none"> All participants moving to the space are advised to use caution when using the steps, and hand railing if required. Participants with mobility issues are encouraged to utilise the ramps. 	Low
Struck, Crush, Pinch, or Entanglement	Falling large equipment.	Low	En, A	<ul style="list-style-type: none"> Where possible, large pieces of equipment are kept on slip-resistant mats (if they do not have slip-resistant footings of their own). Where appropriate, freestanding equipment should be weighed down. Participants are instructed not to move large pieces of equipment. 	Low
	Closure of doors, floor based electrical outlets, operable wall etc.	Low	M, T	<ul style="list-style-type: none"> Facilitators are trained in the use of the operable wall. Participants are never to operate the operable wall. Facilitators and Accompanying Staff monitor Participants when using the floor outlets and doors in the space. 	Low

PHYSICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
	Poor housekeeping and storage arrangements	Low	A	<ul style="list-style-type: none"> Bins are emptied regularly, cupboard doors are shut when not in use, and regular workplace inspections are carried out to ensure good housekeeping. 	Low
Strain or Sprain	Poor housekeeping and storage arrangements	Low	A	<ul style="list-style-type: none"> Equipment, tools and utensils are stored according to Chisholm OH&S policy and requirements. 	Low
	Carrying or moving awkward or heavy equipment or tools.	Low	En, T	<ul style="list-style-type: none"> Programs are designed so that Participants are never required to relocate awkward and/or heavy equipment or tools. Frankston Tech School staff follow Chisholm OH&S policy and procedures for relocating awkward and/or heavy equipment or tools. 	Low

ENVIRONMENTAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Sunburn, Dehydration or Heat Stress	Light exposure during indoor (through windows) or outdoor activities.	Low	A, En	<ul style="list-style-type: none"> Programs are designed to limit outdoor hours. Blinds are installed to limit light penetration, when needed. 	Low
Respiratory Complication	Exposure to small inhalants (dust, fumes etc.).	Med	A, EI, PPE, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Any identified allergens will be removed from programming. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Lab coats for activities including chemicals and/or solutions. Masks for activities including off-gassing, fumes, or dust etc. Protective gloves. 	Low
Distress	High or low temperatures	Low		<ul style="list-style-type: none"> Learning spaces are maintained by a centralised thermostat that keeps the temperature at a comfortable level. Participants are offered the opportunity to step outside if discomfort becomes too high. 	Low
	Excessive lighting levels	Low		<ul style="list-style-type: none"> Light levels are controlled and adjusted by Frankston Tech School staff to ensure a suitable environment. Participants are offered the opportunity to step outside if discomfort becomes too high. 	Low
Distress and Injury	Exposure to loud or sustained noise.	Low	M, En	<ul style="list-style-type: none"> Doors to spaces can be closed to minimise noise from the communal areas. Any audio content used in workshops is checked for its volume before presentation. Participants are offered the opportunity to step outside if discomfort becomes too high. 	Low

CHEMICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Poisoning	ingestion of chemicals				
Skin irritation or chemical burns	injury from splashes or exposure to chemicals.	Med S, PPE		<ul style="list-style-type: none"> Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Lab coats for activities including chemicals and/or solutions. Protective gloves. 	Low
Eye injury	Eye injury from splashes or exposure to chemicals.	Med	S, PPE	<ul style="list-style-type: none"> Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Protective glasses 	Low
Respiratory Complication	Exposure to small inhalants (dust, fumes etc.) created through <i>making</i> activities.	Med	A, Ei, PPE, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Any identified allergens will be removed from programming. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Lab coats for activities including chemicals and/or solutions. Masks for activities including off-gassing, fumes, or dust etc. Protective gloves. 	Low
	Interaction with heated solutions or mixtures.		M, T	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe procedures, with hazards identified and communicated. Facilitators and Accompanying Staff monitor Participants while using equipment, tools and utensils. Any heated solutions or mixtures are not provided to Participants until at a safe touch temperature. Running water station and first-aid kit available for treatment of burns, cuts, and general injuries. 	Low
Allergic Reaction or Anaphylaxis	Exposure to adhesives, chemicals and/or solutions.	Med	A, Ei, PPE, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Any identified allergens will be removed from programming. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Lab coats for activities including chemicals and/or solutions. Masks for activities including off-gassing, fumes, or dust etc. Protective gloves. 	Low

BIOLOGICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Infection or illness	Exposure to elements in soil	Low		<ul style="list-style-type: none"> Plants are grown in a growing medium that is sterile. Students will not handle soil. Hand washing and cleaning stations are provided for Participants. Facilitators instruct Participants to wash hands following any handling of growing mediums. 	
	Exposure to elements in seawater	Low		<ul style="list-style-type: none"> Hand washing and cleaning stations are provided for Participants. Facilitators instruct Participants to wash hands following any handling of growing mediums. 	
Allergic Reaction or Anaphylaxis	Exposure to workshop materials, including organic matter.	Med	A, EI, PPE, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Any identified allergens will be removed from programming. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Lab coats for activities including chemicals and/or solutions. Masks for activities including off-gassing, fumes, or dust etc. Protective gloves. 	Low
Bite or sting	Exposure to insects during time outdoors	Low	M	<ul style="list-style-type: none"> Facilitators and Accompanying Staff monitor Participants while outside for learning experiences. Accompanying Staff monitor Participants while outside for breaks. 	

INGESTION / INHALATION HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Food Poisoning or Contamination	Food products provided by Frankston Tech School or produced by participants.	Low	A, En	<ul style="list-style-type: none"> Participants are always encouraged to use hand sanitizer, or wash hands, before any food making or eating activities. Hand sanitizing options are provided, where workshops are conducted in Frankston Tech School areas. A cleaning schedule has been established to ensure surfaces are cleaned regularly. Food products are stored in food-grade containers and refrigerated where required. Single use utensils and plates are provided. Food products are to be stored separately to any non-food safe chemicals to avoid cross-contamination. 	Low
Choke	Food products provided by Frankston Tech School or produced by participants, lodged in throat.	Low	M, T	<ul style="list-style-type: none"> Facilitators and/or Accompanying Staff monitor participants while engaging in eating activities. Facilitators undertake and maintain first aid training. 	Low

INGESTION / INHALATION HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Allergic Reaction or Anaphylaxis	Food products provided by Frankston Tech School or produced by participants.	Med	A, EI, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Where food is provided by Frankston Tech School, any identified allergens will be removed from the program where practical and substituted with non-allergenic options. Gluten-free products, as well as an associated set of appliances and utensils, are isolated for use with student groups who have identified allergen responses or intolerances. General use EpiPens in first aid kits are located in the Frankston Tech School staff office. 	Low
	Exposure to small inhalants (dust, fumes etc.) created through <i>making</i> activities.	Med	A, EI, PPE, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Any identified allergens will be removed from programming. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Lab coats for activities including chemicals and/or solutions. Masks for activities including off-gassing, fumes, or dust etc. Protective gloves. 	Low

ERGONOMIC HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Strain or Sprain	Strained eyes from poor location of screens.	Low	A	<ul style="list-style-type: none"> Multiple screens to be deployed in each room, to ensure participants have access to a screen at a suitable distance. 	Low
	Awkward working positions and/or repetitive actions.	Low	A, En, H	<ul style="list-style-type: none"> 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. Programs are designed to reduce instances of repetitive physical tasks. USB Mice and pads are offered as an alternative to track pad use for digital devices, where available. 	Low

ELECTRICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Electrocution or Electric Shock	Damaged equipment or tools.	Med	In	<ul style="list-style-type: none"> Facilitators inspect all equipment before use. 	Low
	Damaged or incorrectly installed cabling to equipment or tools.	Med	In	<ul style="list-style-type: none"> Facilitators inspect all equipment before use. Devices are to be regularly tested and tagged following Chisholm testing and tagging policy. Cables that are not frequently tested and tagged will be cyclically inspected to ensure that they are free from damage and removed from usage if they are. 	Low
	Spills of liquids onto electrical equipment.	Low	M	<ul style="list-style-type: none"> Participants are required to have drink bottles with closeable openings, if they are to be used in spaces with electrical equipment or tools. Open cups of water etc. are not to be used on tabletops where electrical equipment is in use. This will be monitored by Facilitators and Accompanying Staff. The above is communicated to Participants. 	Low
Burn or Chemical Burn	Overheated or leaking batteries.	Low	A	<ul style="list-style-type: none"> Exposed alkaline batteries are used for not more than 10 minutes and are collected by Facilitators. Participants are informed of the potential for batteries to become heated during activities. Rechargeable (lithium ion) batteries are stored in a secure location, inside fireproof bags. It is communicated to Participants that only Facilitators are to handle the charging of rechargeable batteries. Running water station and first-aid kit available for treatment of burns, cuts, and general injuries. 	Burns or injury from interactions with batteries.

PSYCHOSOCIAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Stress or Anxiety	In response to program demands.	Low	M	<ul style="list-style-type: none"> Facilitators and/or Accompanying Staff monitor participants while engaging in programs. Participants are offered the opportunity to step outside if discomfort becomes too high. Wellbeing spaces are offered for Participant use, if needed. 	Low
Bullying or Harassment	Exposure to online harassment.	Low	M	<ul style="list-style-type: none"> Facilitators and/or Accompanying Staff monitor participants while engaging with devices. Where able, devices will be 'locked' or placed into 'Kiosk mode' to reduce access to the internet. 	Low

*Further risk identification and mitigation strategies are available in the Child Safety risk assessment.

TECHNOLOGICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Strain or Sprain	Strained eyes from poor location of screens.	Low	A	Multiple screens to be deployed in each room, to ensure participants have access to a screen at a suitable distance.	Low
Data / Privacy Breach	Either by Participants accessing/distributing data, or by external parties accessing Participant data.	Low	A, M	<ul style="list-style-type: none"> Any identifiable student information is to be stored on a secure, records managed SharePoint, and destroyed within 7 days of us. Facilitators and/or Accompanying Staff monitor participants while engaging with devices. Participants are reminded of expectations surrounding use of devices during their time at Frankston Tech School, and any associated programs. Devices periodically have their data deleted to ensure any offending material is inaccessible by other Participants using the devices. Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings. 	Low
Exposure to inappropriate materials	Either by improper use of devices, or by having inappropriate materials shared without consent.	Low	A, M	<ul style="list-style-type: none"> Facilitators and/or Accompanying Staff monitor participants while engaging with devices. Participants are reminded of expectations surrounding use of devices during their time at Frankston Tech School, and any associated programs. Devices periodically have their data deleted to ensure any offending material is inaccessible by other Participants using the devices. <p>Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings.</p>	Low
Online bullying	Accessed, intentionally or unintentionally, through digital devices.	Low	A, M	<ul style="list-style-type: none"> Participants are reminded of expectations surrounding use of devices during their time at Frankston Tech School. Devices periodically have their data deleted to ensure any offending material is inaccessible by other Participants using the devices. Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings. Participants are monitored by Facilitators and Accompanying Staff during their use of Frankston Tech School devices. 	Low

SECURITY & EMERGENCY HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Assault, violence, or threat	By known persons participating in programming.	Low	A, M, T	<ul style="list-style-type: none"> Facilitators and/or Accompanying Staff monitor participants while engaging in programs. Escalation procedures are continually revised and communicated to Frankston Tech School Staff. Frankston Tech School Staff engage in regular training, including Mental Health First Aid and Behaviour Management, 	Low
	By unknown persons who have gained access to the space.	Medium	A, M, T	<ul style="list-style-type: none"> Frankston Tech School is designed with a point of control at the entrance – doors can be set to 'exit only' during program times, to ensure unwanted persons can not gain access. Escalation procedures are continually revised and communicated to Frankston Tech School Staff. Frankston Tech School Staff engage in regular training, including Mental Health First Aid and Behaviour Management, 	Low
Injury	Failure of emergency equipment.	Low	In	<ul style="list-style-type: none"> Emergency equipment is checked regularly by Chisholm, following Chisholm policies. 	Low

TRANSPORT HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Exposure to elements, distress and/or exhaustion.	Bus delivers students to the wrong address or drop-off point.		A	<ul style="list-style-type: none"> Partner Schools are provided with contact details for the bus company, as well as Frankston Tech School contact. Bus company is provided with correct details and these are confirmed in advance in writing. 	
	Due to traffic bus is unable to park directly next to the bus stop. Participants disembark onto the road.		A M	<ul style="list-style-type: none"> Frankston Tech School 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. 	
	Students may be exposed to weather while waiting for the bus.		A	<ul style="list-style-type: none"> Bus company will be advised that groups travelling in 1-3 buses should stagger their drop off and pick-up times. Frankston Tech school staff can assist teachers with pick-up and drop-off duties with large groups. 	
	Students are exposed to bad weather when arriving at Frankston Tech School.		A,	<ul style="list-style-type: none"> Umbrellas will be provided for students when meeting them at the bus drop-off point. 	

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	Diana Gilbert
HSR/Employee representative	To Be Elected
Employee(s)	Operations Coordinator, STEAM Technician, Head of Programs, STEAM Teachers
Person Responsible for implementation or escalation	Diana Gilbert