

RISK ASSESSMENT / JSEA









ACTIVITY/ TASK: DESIGN SPRINTS / SKILLS CHALLENGES _____ LOCATION: NEWCASTLE MUSEUM / TAFE HAMILTON CAMPUS _____

CONDUCTED BY: ERICA ROACH _____ IN CONSULTATION WITH: _____ DATE CONDUCTED: 23/9/2024 _____

REVIEWED BY: KIM WEST _____ COMMENTS: _____ DATE REVIEWED: 23/9/2024 _____

Reason for this risk assessment– refer to the [Procedure for WHS Risk Management](#)

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|---|---|--|---|--|---|
| <input type="checkbox"/> Workplace Change | <input type="checkbox"/> Procure new plant | <input type="checkbox"/> New chemical or storage | <input type="checkbox"/> Staff work travel | <input type="checkbox"/> Student excursion | <input checked="" type="checkbox"/> Other (specify) – High School Student program |
| <input type="checkbox"/> Work task / activity | <input type="checkbox"/> Commission new plant | <input type="checkbox"/> Maintenance activity | <input type="checkbox"/> Remote or lone working | <input type="checkbox"/> Student off-site activity | |
| <input type="checkbox"/> New building/ facility | <input type="checkbox"/> Decommission plant | <input type="checkbox"/> Lease or contract | <input type="checkbox"/> Public event | <input type="checkbox"/> Student work placement | |

RISK ASSESSMENT SUMMARY			
PLANT / VEHICLES / SUBSTANCES INVOLVED _____ _____ _____ _____ _____	LICENSES / PERMITS <input type="checkbox"/> Driver's licence <input type="checkbox"/> High Risk Work License <input type="checkbox"/> Plant operators license <input type="checkbox"/> Work at heights <input type="checkbox"/> Confined space entry permit <input type="checkbox"/> Hot work / permit to work <input type="checkbox"/> Other -	What are the top 5 risks for this activity / task? 1. Slips/Trips/Falls _____ 2. Incorrect Evacuation procedure followed _____ 3. Lack of knowledge and/or site awareness _____ 4. Medical conditions or allergies _____ 5. Uneven surfaces and trip hazards _____	What are the top 5 safety controls? 1. BE AWARE OF WALKWAYS AND PATHS _____ 2. LISTEN TO SUPERVISOR/INSTRUCTIONS _____ 3. SAFETY AND SITE INDUCTION _____ 4. SECURITY STAFF TRAINED IN FIRST AID _____ 5. HAZARDS DELINEATED WITH SIGNAGE. ADVISE CAUTION. _____
REQUIRED PROTECTIVE CLOTHING AND PPE <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> </div> <input checked="" type="checkbox"/> OTHER (SPECIFY) – APPROPRIATE WALKING SHOES		OTHER DOCUMENTS NEEDED TO MANAGE THE RISKS <i>e.g. Procedure / SOP / work instruction, safety data sheet (SDS), inspection checklists, health declarations etc</i> . - Destination NSW Policies & Procedures, Safe Operating Procedures/Operators Manuals - Pre & Post Operational Checks	
ARRANGEMENTS FOR FIRST AID AND EMERGENCIES . Security to be notified of any vehicles parking on site. - Qualified First Aid Officers and Security Officers First Aid - Security contact number readily available in case of emergency. - Emergency Response Plan - Report any incident/injury within 60 Minutes (or, as soon as possible) to Workplace Health and Safety Dept of Education			

HAZARD CHECKLIST

Environment

- Weather
- Hot or cold conditions
- Air quality
- Noise
- UV exposure
- Slip/trip hazards
- Drowning

Substances

- Hazardous chemicals
- Explosives
- Flammable substances
- Toxic substances/ pesticides
- Inhalable / respirable dust
- Exhaust or other fumes

Physical

- Pressure
- Stored energy – mechanical

Psychological and Social

- Stress
- Fatigue
- Violence / aggression
- Drugs and alcohol
- Isolation
- Bullying and/or harassment
- Communication barriers

Biological

- Animal or insect bite
- Riding or handling
- Zoonosis
- Infectious agents
- Needle-stick / sharps
- Bodily fluids
- Contaminated waste

Mechanical

- Traffic

RISK ASSESSMENT MATRIX

	CONSEQUENCE				
	Negligible	Minor	Medium	Major	Severe
LIKELIHOOD					
<i>Almost Certain</i>	9 Medium	15 High	18 High	23 Critical	25 Critical
<i>Likely</i>	7 Low	12 Medium	17 High	20 High	24 Critical
<i>Possible</i>	4 Low	10 Medium	13 Medium	19 High	22 High
<i>Unlikely</i>	2 Very low	5 Low	11 Medium	14 Medium	21 High
<i>Rare</i>	1 Very low	3 Very low	6 Low	8 Low	16 Medium

- Stored energy - electrical
- Stored energy – chemical
- Confined spaces
- Fall from height
- Manual tasks / ergonomic

Electrical

- Overhead power lines
- Underground power lines
- Arc welding
- Power tools / leads
- Electrical work
- Portable power generators
- Wet environments

- Driving
- Forklifts, Cranes etc.
- Rotating / moving parts
- Crushing
- Shearing, cutting, stabbing
- Vibration

Environmental

- Air emissions
- Release to stormwater
- Chemical spill
- Soil/groundwater contamination
- Asbestos
- Radioactive waste
- Waste disposal

Likelihood description	
Almost certain	Expected to occur in most circumstances.
Likely	Can be expected to occur several times in the life of the particular work practice.
Possible	Might occur occasionally in the life of the particular work practice.
Unlikely	Not likely to occur, but could happen at some time.
Rare	May happen but only in exceptional circumstances.
Consequence description	
Severe	Fatality and/or severe injury resulting in amputation or life support.
Major	Hospital admission, and / or long periods off work and/or permanent impairment.
Medium	Injury/illness requiring minor medical treatment, short duration lost time.
Minor	First Aid treatment only. No lost time.
Negligible	Does not require first aid. Minor discomfort.

Risk Assessment

ACTIVITY / SITUATION / LOCATION	HAZARDS	RISK SCORE	CONTROLS	NEW SCORE
Movement of visitors	Potential for slips, trips and falls etc	Med	<ul style="list-style-type: none"> * Adequate supervision of students at all times - TAFE teacher mentors. * Only designated walkways and footpaths to be used throughout the tour. * Conducted pre-visit site inspection * Recommendation of no running on site. * Safety talk regarding stairs and uneven surfaces around the site. 	Very Low
Entry to premises/site	Slips, trips and falls Unknown persons on site posing safety risk.	Med	<ul style="list-style-type: none"> * Basic site induction to be completed - at a minimum convey information on evacuation and assembly points in the event of emergencies * Briefing of activities to be conducted as part of welcome * Groups to be accompanied at all times whilst on site 	Very Low
Contact with vehicles and traffic	Movement of vehicles on site - staff, students or visitors may be struck by moving vehicles	High	<ul style="list-style-type: none"> * Beware of other members of the general public arriving and leaving premises on foot * Beware of other members of the general public when arriving and leaving premises in own transport when moving through car park * Keep group together when moving through high traffic areas * Use identified crossings on site (if identified) 	Very Low
Potential slips, trips and falls etc	Potential injury as a result or trip on: <ul style="list-style-type: none"> * damaged or wearing carpet * uneven surfaces * spillage of water or liquids on surfaces * obstructed walkways * concrete paths. 	Low	<ul style="list-style-type: none"> * Visual inspection of surfaces, walkways and doorways to be conducted as part of pre-site walk around * Ensure potential hazards are reported to tour leader * Ensure any injury or near miss is reported to the incident line as soon as possible * Trip hazards identified with signage 	Very Low
Evacuation/alarm/emergency/first aid	Not being familiar with evacuation procedures	Low	<ul style="list-style-type: none"> * Emergency eueuation points advised 	Very Low
Appropriate dress to visit sections	Potential injury to persons taking part in planned activities	Med	<ul style="list-style-type: none"> * Provide pre-notification of safety requirements (PPE) to visiting groups prior to planned activity. * Visitors advised to wear closed-in shoes. * Listen to instructions when walking 	Very Low

ACTIVITY / SITUATION / LOCATION	HAZARDS	RISK SCORE	CONTROLS	NEW SCORE
Hazards at Museum / TAFE campus	Potential hazards may include: * slips, trips and falls * noise * cuts and abrasions	Med	Sample control measures may include: * Adhere to signage and listen to instructions * Wearing of closed in shoes	Very Low
Risk of contracting COVID-19 virus or other airbourne illness	Contraction of COVID-19 virus	Med	* Organiser to ask that anyone feeling unwell morning of tour to stay home	Med
First Aid	Unknown medical conditions eg: asthma, diabetes, epilepsy or allergic reaction Lack of appropriate first aid equipment eg: defibrillator	Med	* First aid arrangements must be organised with appropriate staff on site prior to visit * Ensure group supervisor accompanying group has obtained and is aware of any medical conditions prior to arrival	Low
Emergency Management First Aid Incident Reporting	First Aid Evacuation Student/Visitor Behaviour HAZARDS, INCIDENTS, AND INJURY RESPONSES	High	* Teacher/Students site-specific induction provided by DNSW staff including training of Emergency Procedures and Evacuation Points * First Aid administered by First Aid Officer * In emergency evacuations/lockdowns follow instructions and move toward designated assembly points in line with TAFE Emergency Management Procedures. * Injuries outside of first aid scope result in calling of ambulance/emergency services * Incident/injury reporting procedure followed via call logged with WHS Hotline * Ensure TAFE Incident, Hazard or near miss reporting procedures are followed (even if an incident seems minor at the time, if in doubt report it)	Low
Photographing of event	Unknown cultural and personal circumstances	Med	* Communicate with intended visitors that the capture of images will take place * Obtain permission to use images with Media Consent Form * Clearly identify where images may be used upfront eg: Facebook, newsletters or other promotional avenues	Low

ACTIVITY / SITUATION / LOCATION	HAZARDS	RISK SCORE	CONTROLS	NEW SCORE
Planning the event - Communication of expectations	Information about tour is not clearly communicated	Low	<ul style="list-style-type: none"> * Regular communication has been carried out with both internal and external parties (eg phone liaison, emails) * Staff briefing and overview circulated to all staff participating. Information to include: Event overview, room set-up, site maps, risk assessment form, security, evacuation procedures, expectations 	Low

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