



Canberra Space Centre

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HEALTH, SAFETY AND ENVIRONMENT ASSESSMENT – October 2020 CANBERRA SPACE CENTRE

CSIRO acknowledges that assessment and control of health, safety and environmental risk is an important process and one that is integral to achieving its strategic intent. Risk assessment of all CSIRO work and sites is intended as a planning activity to prevent incidents, injury, illness, property damage and environmental degradation as well as assist CSIRO comply with health, safety and environmental legislation.

CSIRO will identify workplace hazards that pose a risk to people and the environment, assess the magnitude of these risks and apply appropriate operational controls.

COVID-19 CONTROLS

The Canberra Space Centre is following all recommended safety and hygiene guidelines for the protection of visitors and staff in relation to the COVID-19 pandemic. Additional information about our response is outlined in the document below.

The Canberra Space Centre (located on the grounds of the Canberra Deep Space Communication Complex – CDSCC) is a public centre providing school groups with an education program in a safe and comfortable setting. The exhibits and school programs are assessed regularly for identification and assessment of hazards that may pose a threat to visiting school groups. Staff trained in administration of first aid are on call at CDSCC at all times during school visits.

Identified hazards are examined against a hierarchy of controls to determine whether it is possible to eliminate the hazard completely or minimise the consequences.

Following is an assessment of identified health and safety hazards that visiting school groups may be exposed to during a booked visit to the Canberra Space Centre. The assessment includes identified controls to manage the risk and inherent and residual risk calculations. The inherent and residual risks are calculated using the Risk Assessment Module (see pages 2 and 3).

Child Safety Statement

CSIRO-CDSCC follows protocols for ensuring the emotional and physical safety of children visiting the Canberra Space Centre facility, specifically from improper violations of privacy, sexual harassment, bullying and abuse.

CSIRO-CDSCC's purpose is to achieve a consistent approach to protecting children visiting Canberra Space Centre from emotional and physical mistreatment.

Canberra Space Centre's staff are briefed to ensure that they understand their obligations to respect the rights and privacy of all children, and to implement this policy of child protection.

All presenting staff at the Canberra Space Centre have current Working with Vulnerable People (WwVP) clearance as mandated by the ACT government. CSIRO keeps a record of this clearance.

CSIRO HSE Risk Matrix

CONSEQUENCE (Con) RATINGS	
Descriptor	Definition
Catastrophic	Single fatality Permanent or severe health effects for one or more staff members Major release of toxic pollutants resulting in long term damage to environment and / or significant compensation costs
Major	Extensive injuries or Serious health impacts Significant release of toxic pollutants Localised impact with significant clean up costs
Moderate	Medical treatment required and notification to regulator Transient release of pollutants Localised impact with no long term damage and minimal clean-up costs
Minor	First Aid injury or Health impact Brief transient release of pollutants that does require notification to regulator Relatively minor clean up costs
Insignificant	No injuries Brief transient release of pollutants – contained on site and does not require notification to regulators No immediate impact but requires some remedial action

LIKELIHOOD (Li) RATINGS	
Descriptor	Definition
Almost Certain	Almost certain the event will happen several times. Chronic risk with history of occurrence
Likely	Likely to occur
Possible	Has occurred with the defined consequence
Unlikely	Low probability that the situation in the defined consequences will occur
Rare	Very unlikely that the situation in the defined consequences will occur

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	S	S	H	H	H
Likely	M	S	S	H	H
Possible	L	M	S	H	H
Unlikely	L	L	M	S	H
Rare	L	L	M	S	S

H	High Risk
S	Significant Risk
M	Medium Risk
L	Low Risk

Canberra Deep Space Communication Complex – Risk Assessment – School Groups and Visitors

As part of the booking process for school excursion and tour groups, each group is provided a copy of the Risk Assessment. An annual review is conducted of the Risk Assessment to identify any changes or updates required. All groups are confined within the vicinity of the Visitor Centre (indoors/outdoors) and do not enter the site.

Risk Assessment – Canberra Deep Space Communication Complex – Visitor/School/Group Visits

Note: This risk assessment is intended as a guide only. It is the individual school's responsibility to conduct their own risk assessment prior to visiting.

Specific Hazard	Description of task/Activity	Inherent Risk			Controls – Existing and Proposed	Residual Risk		
		C	L	IR		C	L	RR
Fall on uneven grass and dirt surfaces around public carpark	Adults and children running in carpark area and surrounds external to the Visitor Centre	Moderate	Possible	Significant	<u>Existing:</u> Teachers should supervise students at all times and ensure students wear appropriate footwear.	Moderate	Unlikely	Medium
Person hit by moving vehicle (Arrival / Depart – Carpark)	The CDSCC public car park caters for all types of vehicles including buses. All visitors including students will have to walk through this area.	Major	Possible	High	<u>Existing:</u> All visitors should exercise caution when moving through this car park area. Teachers/group co-ordinator should instruct all students to exercise caution whilst moving through the car park area and supervise all students when moving through the car park area. Speed limits set in carpark, warning signs and marked and raised pedestrian crossing and no visual obstructions.	Minor	Rare	Low

Slips, trips and falls in the centre and grounds	The CDSCC Visitor Centre contains variety of exhibits, interactive displays and native gardens.	Moderate	Unlikely	Medium	<u>Existing:</u> Visitor Centre staff to monitor all visitors (including students) to ensure that they stay in public areas and that they do not run or climb on structures or exhibits. Teachers/group co-ordinator should specifically instruct students not to run around or climb on any structures and exhibits. Students must stay within public access areas. Staff should supervise students at all times and ensure students wear appropriate footwear.	Insignificant	Unlikely	Low
Cigarette Smoke	People smoking in outdoor areas and eating areas	Minor	Possible	Medium	Signage indicating no smoking areas.	Minor	Rare	Low
Fall from low levels	Falls from low garden retaining walls, outdoor furniture and garden stairs	Minor	Unlikely	Low	Supervision of children when in the company of staff.	Minor	Rare	Low
Fall in children's playground	Fall from playground equipment	Moderate	Possible	Significant	Playground maintained to Australian Standard and regular independent audit/assessment of playground identifying and removing pinch points and hazards. Soft-fall material maintained and regularly replaced.	Minor	Rare	Low
Fall from antenna structure exhibit	Fall from climbing antenna (quadrapod) structure	Moderate	Possible	Significant	Signage indicating not to climb structure and barriers erected to prevent access to structure	Insignificant	Rare	Low

Automatic and gas return doors	Impact with door during opening or closing process	Minor	Rare	Low	Regular maintenance on door mechanisms to ensure correct operation and sensors set at correct levels/distances	Insignificant	Rare	Low
Impact with exhibits	Impact with exhibits (freestanding and wall-mounted), display cases, computer bench-tops	Insignificant	Possible	Low	Children supervised by adults, teachers and staff.	Insignificant	Rare	Low
Sunburn, dehydration or heat stroke.	Visitors, students and staff using outdoor facilities may be exposed to the elements. Summer temperatures can be very high in the Canberra region and can often reach 40°C or higher.	Moderate	Moderate	Medium	<u>Existing:</u> Teachers/group co-ordinator should ensure that all students wear hats and sun screen. Students should also drink water and stay within shaded areas when possible. Staff should limit the amount of time students spend outside on very hot days. Visitor Centre staff to monitor all visitors, to be aware of heat stress and to provide appropriate first aid action if required.	Minor	Rare	Low

Bites from wildlife (Snakes / Spiders)	Snakes and spiders are possible in the Canberra region during both the summer and winter months. Visitors including students may encounter them while exploring the grounds. Attacks by swooping/nesting birds is possible in springtime.	Moderate	Possible	High	<u>Existing:</u> CDSCC regularly monitor and manage wildlife within the grounds. CSIRO staff are trained in first aid and have bites and stings treatment equipment. Teachers/group co-ordinator should check the ground surface and report snakes and spiders to CSIRO Staff. Students should also be instructed to be cautious of snakes and spiders and not touch these creatures if spotted. Students should be instructed to not to enter gardens. Signs erected to warn of swooping birds. Minimise exposure time outdoors.	Minor	Unlikely	Low
Electric shock	Electrical shock from powered equipment (eg: computers) and power outlets	Moderate	Unlikely	Medium	Electrical equipment maintained, power cords tested and checked. Power outlets fitted with approved childproof plugs.	Insignificant	Rare	Low
Allergic reaction to food/drinks	Allergic reaction to food and drinks served in Deep Space Cafe.	Moderate	Possible	Significant	School groups required to notify staff of students at risk and to carry appropriate medications. Cafe staff maintains food preparation and storage areas to reduce risk of contamination.	Minor	Unlikely	Low

COVID19 Response – Canberra Deep Space Communication Complex – Visitor/School/Group Visits

Note: This risk assessment is intended as a guide only. It is the individual school's responsibility to conduct their own risk assessment prior to visiting.

Specific Hazard	Description of task/Activity	Inherent Risk			Controls – Existing and Proposed	Residual Risk		
		C	L	IR		C	L	RR
Response to infectious diseases (eg: COVID-19)	Staff or guests presenting with clear symptoms; contact tracing	Moderate	Possible	Medium	Staff are advised to not attend work and where applicable self-isolate and seek medical advice. Guests presenting with symptoms are separated from other guests and where practicable, depart the centre and seek medical advice. All guests must register either via written or electronic records. ACT Government contact tracing app is available in the centre for guests to register with ACT Health for contact tracing records. Guests presenting ill who do not have the app, contact details will be obtained and if necessary a follow-up call to be made to check whether an infectious disease has been diagnosed. Records to be kept of other visitors that may have had contact with that person and if an infection was identified, a notification is to be provided to known visiting groups, general advice provided via social media and a report provided to medical authorities.	Minor	Unlikely	Low

Response to infectious diseases (eg: COVID-19)	Staff and facilities hygiene	Moderate	Possible	Medium	<p>Staff are trained in proper hand-washing techniques and adequate hand-washing liquids are supplied. Staff will have antibacterial wipes available and will use hand sanitiser regularly.</p> <p>Staff and cleaners are disinfecting surfaces regularly, including interactive displays, door handles, table surfaces, toilet and food service areas, with additional checks during peak periods and before and after visits by large groups.</p> <p>Antibacterial aerosols are being used from automatic dispensers to reduce airborne risks.</p>	Insignificant	Rare	Low
Response to infectious diseases (eg: COVID-19)	Guest hygiene	Moderate	Possible	Medium	<p>At entries and in exhibition areas, antiseptic liquids and sanitiser dispensers are supplied to reduce cross contamination. Washrooms are stocked with liquid hand soap, sanitiser dispensers and handwashing instruction posters displayed. Tissues, paper towels and disposal bins provided. Waste bins are regularly emptied to keep the area clean, tidy and safe.</p>	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Staff interacting with guests, schools and large groups	Moderate	Possible	Medium	<p>Staff will be advised to wear face masks and to maintain physical distancing where applicable.</p> <p>Staff will maintain proper hygiene (eg: hand washing/sanitising after interactions)</p> <p>Adequate PPE (eg: masks) will be available to staff.</p>	Minor	Unlikely	Low

Response to infectious diseases (eg: COVID-19)	Schools and large groups; physical distancing; hygiene; contact tracing	Moderate	Possible	Medium	<p>Schools and large groups that have booked visits will be required to regularly use hygiene measures to reduce contamination (eg: wash hands, minimise touching of surfaces, and wear masks if necessary).</p> <p>Schools and large groups will be required to maintain physical distancing where necessary.</p> <p>Signage will act as reminders to maintain distancing.</p> <p>Seating will be minimised to maintain distancing measures.</p> <p>Schools and large groups will be required to complete contact tracing information and health declarations before arriving.</p> <p>Schools and large groups will have to provide information on locations that they have been to before arriving for their visit (eg: schools to provide itineraries).</p>	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Public toilets	Moderate	Possible	Medium	<p>Regular cleaning and disinfecting of indoor and outdoor toilets being conducted by inducted and trained cleaners.</p> <p>Installation of signage on recommended hand washing procedures.</p> <p>Hand soap and sanitiser available.</p> <p>Hand dryers removed and paper towels available.</p> <p>Waste bins emptied regularly throughout the day.</p> <p>Thorough cleaning of toilet surfaces, floors, tiles, touch points (ie: door and cubicle handles, toilet seats, flush buttons etc).</p> <p>Aerosol disinfectant dispenser sprays in use.</p>	Minor	Unlikely	Low

Response to infectious diseases (eg: COVID-19)	Outdoor areas (ie: picnic tables) and water fountains; playground	Moderate	Possible	Medium	Outdoor tables to be cleaned regularly and signage installed to promote hygiene and physical distancing. Water fountain closed off from public use. Playground is regularly cleaned and disinfectant fogging machine used.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	School and tour group bus drivers	Moderate	Possible	Medium	Required to follow all hygiene and distancing recommendations. Must complete a health and travel declaration on arrival.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Entries and exits	Moderate	Possible	Medium	Main entry to facility will be divided with clear entry and exit lanes. Signage will recommend hygiene and distancing information. Hand sanitiser dispensers will be available at entry/exit points. Doors with push button access will be marked to note that sanitiser should be used before and after use.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Communications	Moderate	Possible	Medium	Make use of website and social media channels, email and direct phone contact to keep public, schools and groups informed of any changes or recommendations on visiting the centre. Keep ACT Health authorities and CSIRO informed of any incidents or identified outbreaks or updates received from visitors, schools etc.	Minor	Unlikely	Low

Response to infectious diseases (eg: COVID-19)	Café and shop area	Moderate	Possible	Medium	<p>Staff are trained in proper hand-washing techniques, food handling requirements and have adequate hand-washing liquids and facilities available. Staff will have antibacterial wipes available and will use hand sanitiser regularly. Staff and cleaners are disinfecting surfaces regularly, including food service areas, tables, chairs, doors, floors and other surfaces. Additional checks during peak periods and before and after visits by large groups. Antibacterial aerosols are being used from automatic dispensers to reduce airborne risks. Entries and exits to the café have antiseptic liquids and sanitiser dispensers available to reduce cross contamination. Washrooms are stocked with liquid hand soap, sanitiser dispensers and handwashing instruction posters displayed. Tissues, paper towels and disposal bins provided. Waste bins are regularly emptied to keep the area clean, tidy and safe. Recommend that hand sanitiser is used before and after entering shop area to reduce cross contamination from handling stock goods. Recommend use of contactless payments and reduce use of paper and coin currency. Sneeze shield installed at register and food service area. Mats or floor markings recommending distancing measures. Tables and chairs reduced to meet recommended capacity and distancing measures.</p>	Minor	Unlikely	Low
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