



Canberra Deep Space Communication Complex

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HEALTH, SAFETY AND ENVIRONMENT ASSESSMENT – September 2023 CANBERRA SPACE CENTRE/CANBERRA DEEP SPACE COMMUNICATION COMPLEX VISITOR 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. Staffs 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 General 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.

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.

PHYSICAL AND ENVIRONMENTAL - OUTDOORS								
Specific Hazard	Description	Inherent Risk			Controls	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 carpark	Moderate	Possible	Significant	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	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	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
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	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	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

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
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PHYSICAL AND ENVIRONMENTAL – INDOORS								
Specific Hazard	Description	Inherent Risk			Controls	Residual Risk		
		C	L	IR		C	L	RR
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	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
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	Moderate	Possible	Low	Children supervised by adults, teachers and staff.	Insignificant	Rare	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
Noise and lighting	Impact of noise from theatres and lighting levels.	Moderate	Unlikely	Medium	Noise levels from theatre are kept low to avoid impact on persons with auditory issues. Lighting levels are low, and flicker free LED lighting used throughout the Visitor Centre.	Insignificant	Rare	Low

PSYCHOSOCIAL								
Specific Hazard	Description	Inherent Risk			Controls	Residual Risk		
		C	L	IR		C	L	RR
Student working in unknown environment	Environmental hazards/emergencies	Moderate	Possible	Significant	Visitors are provided with an induction on arrival to site (eg. fire exits, alarms, toilets, expected behaviours).	Insignificant	Rare	Low
Involves being alone with children	Inappropriate conversations/interactions/abuse	Major	Unlikely	Significant	Staff, affiliates and volunteers have current valid paid/employee working with children check/vulnerable people checks. More than one adult present during visit eg. two staff members or staff member and teacher. Students are observed at all times and are not left in spaces where they are away from the main group or unable to be observed. If in an emergency situation the supervising teacher or the tour group leader needs to remove themselves from the space, CSIRO staff member will remain in an open access area which is easily visible and have teachers contact number at start of tour. If possible, they will call in additional staff member.	Insignificant	Rare	Low

Harm, including accidental harm and risk of harm or abuse	Recruited staff/volunteers may not be equipped with the knowledge and awareness for working with children. i.e. lack of awareness of CSIRO Child safe policy, procedures, Commonwealth Child Safe Framework and National Principles.	Major	Possible	Significant	<p>All CSIRO staff and volunteers participating in programs must read the following documents and acknowledge in writing to the CSIRO organiser that they have done so:</p> <ul style="list-style-type: none"> ○ CSIRO's privacy obligations ○ CSIRO Code of Conduct ○ CSIRO's Child Safe Policy ○ CSIRO's Child Safe Procedure ○ Child protection behaviours ○ Reporting obligations ○ Mandatory reporting – further guidance ○ Mandatory reporting by State and Territory <p>CSIRO Child Safe Policy is publicly available on CSIRO.au - https://www.csiro.au/en/about/policies/child-safe-policy</p> <p>Visitors/parent/guardians are aware that they can report child safety concerns to the Child Safe Officer – childsafecofficer@csiro.au or conductcomplaints@csiro.au</p> <p>Staff will report non-urgent child safety issues to their line manager and the Child Safe Officer – childsafecofficer@csiro.au at the earliest opportunity.</p>	Insignificant	Rare	Low
Suspected abuse or disclosure of abuse	Non-compliance with Mandatory reporting obligations, as per the relevant jurisdiction in which the suspicion of child abuse or harm (or risk of child abuse or harm) is raised.	Major	Possible	Significant	<p>Staff/volunteers will report information about child related 'incidents' to their line manager and the Child Safe Office – childsafecofficer@csiro.au at the earliest opportunity.</p> <p>Child Safe Officer available for volunteers seeking clarification on legal reporting requirements.</p>	Insignificant	Rare	Low
Emotional distress	A child may become upset or reports an incident of harm that needs to be followed up or reported.	Major	Possible	Significant	<p>Relevant contact numbers/details are available for Child Safe Office, Lifeline, Beyond Blue, Emergency Services, etc.</p> <p>Teachers/supervisors are aware of their options if they wish to report anything to / about CSIRO. Complaints can be reported to childsafecofficer@csiro.au or conductcomplaints@csiro.au.</p>	Insignificant	Rare	Low

Demonstrating skills	Inappropriate contact/abuse of power	Moderate	Possible	Significant	No physical contact is expected, however if it is required permission will be sought from the child/young person and teacher first and more than one adult will be present. All adults are aware of CSIRO's Child Safe procedures and policies and understand their obligations for interactions and reporting. All CSIRO staff/volunteers have read all the CSIRO child related documents including CSIRO Code of Conduct, Child Safe Policy, Protection Behaviours and Child Safe Procedure.	Insignificant	Rare	Low
Special needs	Physical, emotional, cultural requirements/sensitivities	Moderate	Possible	Significant	CSIRO staff will check with teachers if any students have special needs or requirements which will be considered when planning activities to ensure a physically and emotionally safe learning environment. Content/activities are designed to be culturally safe and inclusive.	Insignificant	Rare	Low
Adult has perceived level of authority	Physical/emotional harm, inappropriate conversations, contact.	Major	Possible	Significant	Teachers will be available at all times to directly supervise students. There will always be more than one adult supervising students. All adults are aware of CSIRO's Child Safe procedures and policies, understand their state obligations for interactions and reporting. All CSIRO staff and those involved have read all the CSIRO Child related documents including CSIRO Code of Conduct, Child Safe Policy, Protection Behaviours and Child Safe Procedure.	Insignificant	Rare	Low

OTHER								
Specific Hazard	Description	Inherent Risk			Controls	Residual Risk		
		C	L	IR		C	L	RR
Access to personal information.	Sharing or collecting personal contact information or having inappropriate conversations.	Moderate	Possible	Significant	<p>No personal details (eg. email, phone number, social media) is collected or shared between CSIRO staff, affiliates, volunteers and children/young people.</p> <p>Only in the event of an injury or abuse report is a minimum amount of required information about children/young people is collected by CSIRO.</p> <p>If collected information must be kept, it is stored appropriately (eg. CSIRO official record keeping system Content Manager) and access is limited to supervisors on a 'needs to know basis' who have a valid WWCC/VP.</p> <p>Staff are not permitted to be in a situation where they are alone with a student/person to hold an inappropriate conversation. Staff are always in the presence of another staff member or supervising adult (eg: teacher/guardian)</p>	Insignificant	Unlikely	Low
Taking photos/images	Unauthorised use of images containing children/young people	Major	Possible	Significant	<p>Prior informed consent to be obtained from children/young people AND their parent/guardian on the CSIRO Talent Release Form prior to use of their image (eg. photos, video).</p> <p>If images are used only the child/young person's name OR school to be included to 'deidentify' images.</p>	Minor	Rare	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.

INFECTIOUS DISEASES								
Specific Hazard	Specific Hazard	Specific Hazard			Specific Hazard	Specific Hazard		
		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. If an infection was identified from staff or visiting guests, a notification is to be provided to known visiting groups as appropriate, and a report provided to medical authorities as appropriate.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Staff and facilities hygiene	Moderate	Possible	Medium	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. 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.	Insignificant	Rare	Low
Response to infectious diseases (eg: COVID-19)	Guest hygiene	Moderate	Possible	Medium	At entries and in exhibition areas, antiseptic liquids and sanitiser dispensers are supplied to reduce cross contamination. Washrooms are stocked with liquid hand soap and handwashing instruction posters displayed. Paper towels and disposal bins provided. Waste bins are regularly emptied to keep the area clean, tidy and safe.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Staff interacting with guests, schools and large groups	Moderate	Possible	Medium	Staff will be advised to wear face masks and/or to maintain physical distancing where applicable. Staff will maintain proper hygiene (eg: hand washing/sanitising after interactions) Adequate PPE (eg: masks) will be available to staff.	Minor	Unlikely	Low

Response to infectious diseases (eg: COVID-19)	Schools and large groups; physical distancing; hygiene; contact tracing	Moderate	Possible	Medium	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). Schools and large groups will be required to maintain physical distancing where necessary. Signage will act as reminders to maintain distancing.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Public toilets	Moderate	Possible	Medium	Regular cleaning and disinfecting of indoor and outdoor toilets being conducted by inducted and trained cleaners. Installation of signage on recommended hand washing procedures. Hand soap and sanitiser available. Waste bins emptied regularly throughout the day. Thorough cleaning of toilet surfaces, floors, tiles, touch points (ie: door and cubicle handles, toilet seats, flush buttons etc).	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.	Minor	Unlikely	Low
Response to infectious diseases (eg: COVID-19)	Entries and exits	Moderate	Possible	Medium	Signage will recommend hygiene and distancing information. Hand sanitiser dispensers will be available at entry/exit points.	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.</p> <p>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. provided. Waste bins are regularly emptied to keep the area clean, tidy and safe.</p> <p>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.</p> <p>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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