



Child Safety Activity Risk Assessment



To support consistent identification and management of child related risks in CSIRO activities, risk assessments with specific consideration of child safety risks should be completed as part of any risk assessments being undertaken for your work and projects. This includes considering whether there are any risks of accidental harm, re-traumatisation, physical, psychological or any other form of abuse including online abuse and mitigation strategies. You may include these considerations in your HSE activity-based risk assessments or use this child safe activity risk register.

WHO is involved			
Name/s staff/Affiliate completing assessment:	Glen Nagle	Donesafe risk Number:	RIS70868
Business Unit / ESS involved:	Space and Astronomy	Date of event/activity:	Ongoing
Location / site:	Visitor's Centre and site, Tidbinbilla, ACT	Number of attendees (approx.):	School groups, 10,000+ students annually
Brief description of event/activity/program:	School groups attend education programs in the visitor centre. Varying age groups from primary through to high school. Guided programs with students and teachers, from the point of arrival at the Complex, to completion of their 90-minute education program visit. The same guidelines are followed for any visiting group, including families on drop-in visits or special event activities held on or off site.		

Attach the completed child safe risk assessment to the risk section in Donesafe.
Additional support is available from the child Safe Officer childsafecofficer@csiro.au
Information is available on the CSIRO intranet – [Child-safety-in-CSIRO - MyCSIRO](#)

WHAT are the hazards of the activities (select all items that are applicable – note that there may be other hazards not on this list#)

DEGREE OF ISOLATION	DEGREE OF PHYSICAL CONTACT	CHILD LABOUR	ACCESS TO PROPERTY
<input checked="" type="checkbox"/> involves being alone with children?	<input checked="" type="checkbox"/> involves demonstrating skill to children?	<input type="checkbox"/> possibility that activity will lead to the employment of children?	<input type="checkbox"/> has access to personal/confidential information?
<input checked="" type="checkbox"/> involves activities that are away from organisation location?	<input type="checkbox"/> position involves need for physical contact/touching children?	<input type="checkbox"/> possibility that activity will lead to the removal of children from school?	<input checked="" type="checkbox"/> adult has a perceived or actual level of authority? (from child perspective)
<input type="checkbox"/> involves meeting one-on-one with children?	<input type="checkbox"/> involves providing a personal service? (washing, dressing, toileting)	<input type="checkbox"/> possibility that activity will lead to children being employed in hazardous work?	VULNERABILITY OF CHILD/CHILDREN
<input type="checkbox"/> involves unpredictable or remote settings?	DEGREE OF MONOPOLY	VULNERABILITY OF PARENT/CARER	<input checked="" type="checkbox"/> engages with children whose true or cognitive age impacts on their ability to protect themselves?
ONLINE CONTACT OR ACCESS TO PERSONAL DETAILS	<input type="checkbox"/> involves personnel having unsupervised contact with children?	<input type="checkbox"/> engages with parents whose true or cognitive age impacts on their ability to protect their children?	<input checked="" type="checkbox"/> engages with children who have challenges that contribute to their vulnerability?
<input type="checkbox"/> involves online access to a child's or children's personal and/or confidential information	<input type="checkbox"/> involves transporting children?	<input type="checkbox"/> engages with parents who have challenges that contribute to their ability to provide care? (psychosocial, situational)	OTHER
<input type="checkbox"/> inadequate/missing safe options for children to report unwanted attention or inappropriate behaviour by others?	<input type="checkbox"/> Involves one or more of the following: One-on-one supervision, overnight supervision, out of town activities, advising or offering guidance to children or spending extended periods of time with children e.g. camps?	<input type="checkbox"/> engages with parents who do not have many support systems?	
<input type="checkbox"/> involves educating children and supporting adults on cyber safety?	<input type="checkbox"/> contributes to important decisions regarding the future of children?	SKILLS AND KNOWLEDGE REQUIRED	
<input type="checkbox"/> involves supervising child-to-child online contact?	<input type="checkbox"/> engages with children who do not have many support systems?	<input checked="" type="checkbox"/> requires specific skills, knowledge, qualifications or service eligibility requirements to undertake a child related position?	
<input type="checkbox"/> involves direct one-on-one or group access to children online?		<input type="checkbox"/>	

Risk	Sources
Accidental Harm	Unsafe physical environment, poor supervision, high-risk activities
Re-traumatisation of survivors in the workplace and vicarious trauma	<ul style="list-style-type: none"> Practices are not trauma informed Support services available to staff are not well known and used Support services are not trained in trauma informed practices and are not appropriate to respond to victims of sexual abuse
Physical Abuse	Physical punishment, physical assault, pushing, shoving etc.
Psychological Abuse	Bullying, intimidation, threats
Neglect	Lack of supervision, not meeting specific needs of children
Sexual Abuse	Sexual assault and/or exploitation, grooming, inappropriate touching, inappropriate conversations
Cultural Abuse	Lack of cultural respect, racism or other vilification
Online Abuse	Grooming, abuse via texts, emails or other social media

Controls			
	Level 1: Eliminate	Level 2: Engineer, Substitute	Level 3: Admin, PPE
Recruitment (Staff, Affiliates, volunteers) (re- traumatisation, psychological abuse, neglect, sexual and cultural abuse)	Procedure that eliminates working with a child or young person alone.	Ensure that staff, affiliates and volunteers that do not have current valid working with children check/vulnerable people checks are substituted for a qualified person in any project or program of work.	<ul style="list-style-type: none"> Police and reference checks for all new CSIRO staff and affiliates Working with Children/Vulnerable people checks (<i>validity depends on Jurisdiction</i>) Induction Processes Child safety training
Safe Environment (Accidental Harm)		Identified risks managed through physical intervention such as restricted access to areas with risk, removal of hazards in play areas etc. Removal of trip and fall hazards.	<ul style="list-style-type: none"> First aid kits and first aid officers available on sites
Communications (online abuse, psychological abuse, online grooming)	Project design ensures communication is not with the individual child or young person. I.e. shared mailboxes, not sharing individual email addresses, telephone numbers		<ul style="list-style-type: none"> Appropriate policies are in place (e.g. Social Media, Privacy and Internet use) Information on Children's rights and how to report any issue is available in a child friendly format
Trauma informed practice (online abuse, psychological abuse)	Project design ensures no online contact.		<ul style="list-style-type: none"> All information and guidance contains a warning to staff/affiliates/volunteers about the content Staff are provided with training about vicarious trauma Staff are provided with appropriately trained support and assistance to deal with re-traumatisation or vicarious trauma
Responding to issues/disclosures (re- traumatisation, psychological abuse, neglect, sexual and cultural abuse)	Child can disclose to one adult, but another adult needs to be always in line of sight	Build safe disclosure spaces, have central contact for adults or children to email issues	<ul style="list-style-type: none"> Child safety training (trauma informed training) Escalation procedures Complaints and disclosure procedures

ASSESS the risks of the activities

CONSEQUENCE (credible risk)		LIKELIHOOD	IMPACT	RISK SCORE																																											
Significant	Fatality, permanent/severe impairment	Almost Certain	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Consequences</th> </tr> <tr> <th>Likelihood</th> <th>Neg</th> <th>Minor</th> <th>Mod</th> <th>Major</th> <th>Sig</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> <td>S</td> </tr> <tr> <td>Likely</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> </tr> <tr> <td>Rare</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> </tr> </tbody> </table>		Consequences					Likelihood	Neg	Minor	Mod	Major	Sig	Almost certain	H	H	VH	VH	S	Likely	Med	H	H	VH	VH	Possible	Low	Med	H	H	VH	Unlikely	Low	Low	Med	H	H	Rare	Low	Low	Low	Med	H	Severe	Authorisation by Senior Manager to proceed
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Whole site/significant multiple equipment damage Long term damage from toxic pollutants Significant legal breach, loss of licences	> 90% chance of the risk occurring or Has occurred in the last year or is expected to occur in the next year	Very High	Authorisation by Senior Manager to proceed																																												
Major	Permanent/major impairment		Likely	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Consequences</th> </tr> <tr> <th>Likelihood</th> <th>Neg</th> <th>Minor</th> <th>Mod</th> <th>Major</th> <th>Sig</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> <td>S</td> </tr> <tr> <td>Likely</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> </tr> <tr> <td>Rare</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> </tr> </tbody> </table>		Consequences					Likelihood	Neg	Minor	Mod	Major	Sig	Almost certain	H	H	VH	VH	S	Likely	Med	H	H	VH	VH	Possible	Low	Med	H	H	VH	Unlikely	Low	Low	Med	H	H	Rare	Low	Low	Low	Med	H	High
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Whole building/major multiple equipment damage Prolonged damage from toxic pollutants Major legal breach, loss of one licence	60-90% chance of the risk occurring or Has occurred in the last 2 years or is expected to occur in the next 2 years	Medium	Authorisation by Line Manage to proceed																																												
Moderate	Reversible medium term impairment		Possible	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Consequences</th> </tr> <tr> <th>Likelihood</th> <th>Neg</th> <th>Minor</th> <th>Mod</th> <th>Major</th> <th>Sig</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> <td>S</td> </tr> <tr> <td>Likely</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> </tr> <tr> <td>Rare</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> </tr> </tbody> </table>		Consequences					Likelihood	Neg	Minor	Mod	Major	Sig	Almost certain	H	H	VH	VH	S	Likely	Med	H	H	VH	VH	Possible	Low	Med	H	H	VH	Unlikely	Low	Low	Med	H	H	Rare	Low	Low	Low	Med	H	Low
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Partial building/moderate multiple equipment damage Short term damage from toxic pollutants Moderate legal breach, non-compliance	40-60% chance of the risk occurring or Has occurred in the last 3 years or is expected to occur in the next 3 years	Unlikely	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Consequences</th> </tr> <tr> <th>Likelihood</th> <th>Neg</th> <th>Minor</th> <th>Mod</th> <th>Major</th> <th>Sig</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> <td>S</td> </tr> <tr> <td>Likely</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> </tr> <tr> <td>Rare</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> </tr> </tbody> </table>		Consequences					Likelihood	Neg	Minor	Mod	Major	Sig	Almost certain	H	H	VH	VH	S	Likely	Med	H	H	VH	VH	Possible	Low	Med	H	H	VH	Unlikely	Low	Low	Med	H	H	Rare	Low	Low	Low	Med	H		
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Moderate single/moderate multiple equipment damage Transient damage from toxic pollutants Minor legal breach, no sanctions	10-40% chance of the risk occurring or Has occurred in the last 4 years or is expected to occur in the next 4 years	Rare	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Consequences</th> </tr> <tr> <th>Likelihood</th> <th>Neg</th> <th>Minor</th> <th>Mod</th> <th>Major</th> <th>Sig</th> </tr> </thead> <tbody> <tr> <td>Almost certain</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> <td>S</td> </tr> <tr> <td>Likely</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> <td>VH</td> </tr> <tr> <td>Possible</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> <td>VH</td> </tr> <tr> <td>Unlikely</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> <td>H</td> </tr> <tr> <td>Rare</td> <td>Low</td> <td>Low</td> <td>Low</td> <td>Med</td> <td>H</td> </tr> </tbody> </table>		Consequences					Likelihood	Neg	Minor	Mod	Major	Sig	Almost certain	H	H	VH	VH	S	Likely	Med	H	H	VH	VH	Possible	Low	Med	H	H	VH	Unlikely	Low	Low	Med	H	H	Rare	Low	Low	Low	Med	H		
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Temporary restriction to single piece equipment Transient damage, no external report Minor legal failing with no breach	<10% chance of the risk occurring or Has occurred in the last 5 years or is expected to occur in the next 5 years																																														

CHOOSE the most appropriate and most effective risk controls for the activities												
HAZARD	CREDIBLE RISK Interaction with people/property/ environment/other hazards	C	INHERENT RISK		CONTROLS: Effective, tangible, measurable Level 1: Eliminate Level 2: Engineer, Substitute Level 3: Admin, PPE	C	RESIDUAL RISK		ADDITIONAL CONTROLS TO BE IMPLEMENTED	BY WHOM	BY WHEN	☒
			L	IR			L	RR				
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	High	All CSIRO staff (including short talks from CSIRO scientists) and volunteers participating in programs must read the following documents and acknowledge in writing to the CSIRO organiser that they have done so. Staff will reply to email with statement that they have read and understood the relevant documents and the email will be kept as record. <ul style="list-style-type: none">○ CSIRO's <u>privacy obligations</u>○ CSIRO <u>Code of Conduct</u>○ CSIRO's <u>Child Safe Policy</u>○ CSIRO's <u>Child Safe Procedure</u>○ <u>Child protection behaviours</u>○ <u>Reporting obligations</u>	Major	Rare	Medium	CSIRO Child Safe Policy is publicly available on CSIRO.au - https://www.csiro.au/en/about/policies/child-safe-policy Visitors/parent/guardians are aware that they can report child safety concerns to the Child Safe Officer – childsafecofficer@csiro.au or conductcomplaints@csiro.au	GN	05/24	☒
Suspected abuse or disclosure of abuse	Non-compliance with all 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.				First aid is available should it be required. Child Safe Officer available for anyone seeking clarification on legal reporting requirements.				Information will be provided via the booking confirmation and a notice at reception. 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>Activities outside Visitors Centre</p> <p>Student working in an unknown environment</p>	<p>Environmental hazards/emergencies/biological hazards</p>	<p>Moderate</p>	<p>Possible</p>	<p>High</p>	<p>Visitors are provided with an induction on arrival to site (eg. fire exits, toilets, alarms) as well as advised to keep a look out for snakes whilst on site.</p> <p>Teachers are advised that they must supervise children at all times.</p> <p>PPE equipment to be provided if required, depending on activities involved.</p> <p>Known medical conditions to be shared with CDSCC staff on the day for HSE purposes, this information will be securely destroyed and not kept after the students have departed.</p> <p>Students are not permitted to access the café or public toilets unless supervised by a teacher, parent or guardian at all times.</p> <p>Students are not left alone with a CSIRO staff member. There should be two adults present at all times.</p> <p>For any time that students are outside the Visitor's Centre a first aid kit will be readily/quickly available at all times. Visitors are advised they must remain with the group (not wander off) and comply with all directions given by CSIRO staff. Appropriate clothing, footwear to be worn and adults and students told to remain vigilant, particularly during warmer months, for snakes.</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Medium</p>	<p>Staff are trained in evacuation procedures in the event of an emergency. Fire wardens and first aid officers are on site and available if required.</p> <p>Any personal information collected (eg medical information) will be destroyed securely (shredded, security bin) when students depart.</p> <p>Staff are trained in evacuation procedures in the event of an emergency. Fire wardens and first aid officers are on site and available if required.</p> <p>If there is an emergency and CSIRO staff member needs to leave the students for a short time they must ensure that a parent/teacher is notified and present and made aware of their supervisory responsibilities.</p>	<p>GN</p>	<p>05/24</p>	<p><input checked="" type="checkbox"/></p>
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<p>Involves being alone with a child</p>	<p>Inappropriate conversations/ interactions/ physical/emotional/psychological abuse</p>	<p>Major</p>	<p>Possible</p>	<p>High</p>	<p>Ensure that staff, affiliates and volunteers interacting with children/young people have current valid paid/employee working with children check/vulnerable people check for the state where the work is being done.</p> <p>Always more than one adult supervising students, and teachers have been briefed on supervisory expectations of them as part of the ratio.</p> <p>If a child becomes overstimulated and needs time away from the group they will be able to sit in a quiet space where the child and space can be clearly seen by the teacher and or designated staff member, while recouping. Students are not permitted to leave the Visitor's Centre alone.</p>	<p>Major</p>	<p>Rare</p>	<p>Medium</p>	<p>Copies of CSIRO employee WWCC to be sent to csirowwcc@csiro.au to be recorded.</p> <p>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.</p>	<p>GN</p>	<p>05/24</p>	<p><input checked="" type="checkbox"/></p>
<p>Emotional distress</p>	<p>A child may become upset or reports an incident of harm that needs to be followed up or reported.</p>	<p>Major</p>	<p>Possible</p>	<p>High</p>	<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 childsafeofficer@csiro.au or conductcomplaints@csiro.au.</p>	<p>Major</p>	<p>Rare</p>	<p>Medium</p>		<p>GN</p>	<p>05/24</p>	<p><input checked="" type="checkbox"/></p>

Demonstrating skills	Inappropriate contact/abuse of power	Major	Possible	High	<p>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.</p> <p>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.</p>	Major	Rare	Medium		GN	05/24	<input checked="" type="checkbox"/>
Special needs May engage with children that may not have many support systems	Physical, emotional, cultural requirements/sensitivities	Major	Rare	Medium	<p>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.</p> <p>Content/activities are designed to be culturally and safe and inclusive and age appropriate.</p> <p>Staff are appropriately trained to deal with diversity and sensitive to the caring needs of students and parents.</p>	Major	Rare	Medium		GN	05/24	<input checked="" type="checkbox"/>

Adult has perceived level of authority	Physical/emotional harm, inappropriate conversations, contact.	Major	Rare	Medium	<p>Teachers will be available at all times to directly supervise students. There will always be more than one adult supervising students.</p> <p>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.</p>	Major	Rare	Medium	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)	GN	05/24	<input checked="" type="checkbox"/>
Access to personal information/ Taking photos/images	Unauthorised use of images containing children/young people	Major	Rare	Medium	<p>No personal details (eg. email, phone number, social media) is collected or shared between CSIRO staff, affiliates, volunteers and children/young people. 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>Any information collected must 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.</p> <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>	Major	Rare	Medium	If images are used only the child/young persons name OR school to be included to 'deidentify' images.	GN	05/24	<input checked="" type="checkbox"/>

C = Consequences (does not change with controls), L = Likelihood (should reduce with controls), IR = Inherent Risk Score, RR = Residual Risk Score (with controls in place)

CHOOSE the most appropriate and most effective risk controls for the activities												
HAZARD	CREDIBLE RISK Interaction with people/property/ environment/other hazards	C	INHERENT RISK		CONTROLS: Effective, tangible, measurable Level 1: Eliminate Level 2: Engineer, Substitute Level 3: Admin, PPE	C	RESIDUAL RISK		ADDITIONAL CONTROLS TO BE IMPLEMENTED	BY WHOM	BY WHEN	ü
			L	IR			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	High	Teachers/parents should supervise students at all times and ensure students wear appropriate footwear.	Moderate	Unlikely	Medium	VC and CDSCC grounds staff to regularly check areas around the carpark and visitor centre for hazards and implement fixes where necessary.	GN	05/24	<input checked="" type="checkbox"/>
Person hit by moving vehicle (Arrival / Departure – 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 and CDSCC host 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.	Major	Rare	Medium		GN	05/24	<input checked="" type="checkbox"/>
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. and CDSCC host/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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Cigarette Smoke	People smoking in outdoor areas and eating areas	Minor	Possible	Medium	Signage indicating no smoking areas.	Minor	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>

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. Coordination with teachers/supervisors to ensure appropriate attention and warnings are directed to students.	Minor	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Fall in children's playground	Fall from playground equipment	Moderate	Possible	High	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.	Moderate	Rare	Low	Regular checks of playground conducted by VC staff.	GN	05/24	<input checked="" type="checkbox"/>
Fall from antenna structure exhibit	Fall from climbing antenna (quadrapod) structure	Moderate	Possible	High	Signage indicating not to climb structure and barriers erected to prevent access to structure	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
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	Possible	High	CDSCC host/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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>

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.	Major	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. CDSCC host/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 not to enter gardens. Signs erected to warn of swooping birds. Minimise exposure time outdoors.	Major	Unlikely	High	First aid kit and First Aid Officer are readily available should they be required. For urgent, severe cases and ambulance will be called to the site to transport the patient.	GN	05/24	<input checked="" type="checkbox"/>
Allergic reaction to food/drinks	Allergic reaction to food and drinks served in Deep Space Cafe.	Moderate	Possible	High	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.	Moderate	Unlikely	Medium		GN	05/24	<input checked="" type="checkbox"/>
Automatic and gas return doors	Impact with door during opening or closing process	Minor	Unlikely	Low	Regular maintenance on door mechanisms to ensure correct operation and sensors set at correct levels/distances	Minor	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
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.	Moderate	Rare	Low	First aid available if required.	GN	05/24	<input checked="" type="checkbox"/>
Electric shock	Electrical shock from powered equipment (eg: computers) and power outlets	Major	Unlikely	High	Electrical equipment maintained, power cords tested and checked. Power outlets fitted with approved childproof plugs.	Major	Rare	Medium	First aid kit and First Aid Officer are readily available should they be required. For urgent, severe cases and ambulance will be called to the site to transport the patient.	GN	05/24	<input checked="" type="checkbox"/>

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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Staff or guests presenting with clear symptoms; contact tracing	Moderate	Possible	High	Staff/visitors are advised to not attend work/site 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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Staff and facilities hygiene	Moderate	Possible	High	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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Guest hygiene	Moderate	Possible	High	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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Staff interacting with guests, schools and large groups	Moderate	Possible	High	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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>

Response to infectious diseases (eg: COVID-19)	Schools and large groups; physical distancing; hygiene; contact tracing	Moderate	Possible	High	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.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Public toilets	Moderate	Possible	High	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).	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	School and tour group bus drivers	Moderate	Possible	High	Required to follow all hygiene and distancing recommendations.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Entries and exits	Moderate	Possible	High	Signage will recommend hygiene and distancing information. Hand sanitiser dispensers will be available at entry/exit points.	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>

Response to infectious diseases (eg: COVID-19)	Communications	Moderate	Possible	High	<p>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.</p> <p>Keep ACT Health authorities and CSIRO informed of any incidents or identified outbreaks or updates received from visitors, schools etc.</p>	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>
Response to infectious diseases (eg: COVID-19)	Café and shop area	Moderate	Possible	High	<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.</p> <p>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.</p> <p>Mats or floor markings recommending distancing measures. Tables and chairs reduced to meet recommended capacity and distancing measures.</p>	Moderate	Rare	Low		GN	05/24	<input checked="" type="checkbox"/>