Health and Safety Risk Assessment

Activity / Task / Location: Experiment Fest Event, Callaghan and Ourimbah Campuses.	Reviewed / Approved By: A/Prof Troy Gaston Signature and Date: 29 – May - 2025
Risk Assessment Developed by: Name and position: Brooke Allars, Project Support Officer CESE	Revision Date & Reason for Revision: Version 1 - Version 2 -
Summary of task / activity: The delivery of the STEM event, Experiment Fest to visiting high schools. The purpose of this form is to assist in the identification, analysis, evaluation and treatment of risks to child safety that occur within the University's operations.	

Hazard Identification and initial Risk Rating			Control measures and Residual Risk Rating		Remaining Hazards	Actions required
What are the steps of the activity / items of equipment?	**What are the potential hazards?**	**Risk Rating based on Risk Matrix**	**What control methods or measures will be used to reduce the likelihood and/or the consequence of an illness or injury from those hazards?**	**Residual Risk Rating based on Risk Matrix**	**What hazard remains?**	**What additional actions are required (by who and in what timeframe) to raise the level of control?**
High School students (minors), attend on campus	Staff member or volunteer commits inappropriate behaviour	Medium	Staff members have undertaken the university's Code of Conduct training. Staff members involved in Experiment Fest are advised of their obligations in relation to the implementation of child safe standards for the event and the University Child Safety and Wellbeing Policy in our event briefing documentation.	Low	Staff breach Child safety and Wellbeing policy, outrightly observed, reported by another staff member, volunteer, member of the public or a student.	Individuals contact the following areas as outlined in section 6 - support (Child Safety and Wellbeing Policy) Students - Counselling Service Volunteers - Human Resource Services

			No departmental staff member shall be permitted to be unaccompanied with a minor. Partnering schools are to provide the required number of accompanying staff members for supervision. (1x Teacher per session) Teachers are instructed that they hold sole responsibility for supervision of students during break times. Volunteers to hold the volunteer WWCC, which is reviewed by an internal member of staff. All students are instructed to notify teachers, and not departmental staff, when accessing toilets or other areas outside of laboratory spaces.		Behaviour is suspected.	Researchers - Research Ethics and Integrity Unit Staff- Human Resource Services Suppliers - Procure to Pay Third Party Providers (Domestic) - Pro Vice-Chancellor Education Innovation Third Party Providers (Global) - Office of the Deputy Vice-Chancellor Global University Security and police/emergency services. Report behaviour to school and teaching staff in attendance.
High School students (minors), attend on campus	School student commits inappropriate behaviour	Medium	Partnering schools are to provide the required number of accompanying staff members for supervision. (1x Teacher per session). High visibility and extensive supervision provided by both departmental staff and participating school staff (high teacher:student ratios). Facilitation Staff provide safety briefings and the commencement of each session. All students are instructed to notify teachers, and not departmental	Low	School student commits inappropriate behaviour, damage to property, threatening behaviour to staff, volunteers, other students and members of the public.	Behaviour is reported to teaching staff in attendance, security and police as required.

			staff, when accessing toilets or other areas outside of laboratory spaces.			
Toilets: Students will be required to use public facilities accessible to the wider university community.	Lack of supervision in the toilet space. General public, staff or other minors using toilets behave inappropriately.	High	Toilets are located in close proximity/directly outside of the labs, with single accessible toilets available which can be used to avoid shared wash stations, (in addition to the Male and Female toilets available), Teachers are instructed that they hold sole responsibility for supervision of students during break times.	Low		As above
High School students (minors), attend on campus	Risk that child safety concerns are not reported.	Medium	Staff are trained in UON's Child Safety policy. Policies and procedures specific to departmental actions are developed and communicated to all staff. Child safety is a discussion item in staff meetings. Teachers informed that anyone can make a report of threatening, concerning or inappropriate behaviour on University Campus to Campus Care by contacting them, or via this secure online form.	Low	Instances of child safety concerns are not reported until after the event	As above

Summary of Requirements based on Risk Assessment	
Training, Licences and Competency Requirements	University's Staff Code of Conduct training. Volunteer Working with Children Check for volunteers.

Relevant Procedures and SOPs	https://www.newcastle.edu.au/current-staff/our-organisation/governance/legal-and-compliance/child-safe-organisation
Relevant Legislation, Codes of Practice, Australian Standards	NSW WHS Act 2011 & NSW WHS Regulations 2017. National Principles for Child Safe Organisations: NSW Child Safe Standards Child Protection (Working With Children) Act 2012

Acknowledgement of review: I have read and understood contents related to this Risk Assessment and agreed to follow all associated control measures. If changes to my task are required or new hazards are identified, I will review and amend this Risk Assessment where appropriate.					
Name:	**Brooke Allars**	**Date:**	21/05/2025	**Signature:**	BAllars
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Health and Safety Risk Matrix

Likelihood

Consequence (Severity / Impact)		Rare	Unlikely	Possible	Likely	Almost Certain
	Extreme	**Medium**	**Medium**	**High**	**Very high**	**Very high**
	Major	**Medium**	**Medium**	**Medium**	**High**	**Very high**
	Moderate	**Low**	**Low**	**Medium**	**Medium**	**High**
	Minor	**Very low**	**Low**	**Low**	**Medium**	**Medium**
	Insignificant	**Very low**	**Very low**	**Low**	**Low**	**Low**

The risk treatment involves dealing with risks where the residual risk rating is determined to be unacceptable. Timeframe for implementation of risk controls based on risk rating:

- **Very High:** This residual risk rating is determined to be unacceptable. Activity to stop. Interim controls enacted within **24 hours**.

- **High**: This residual risk rating is determined to be acceptable (pending review of the University risk appetite) but requires immediate assessment and senior staff consideration; development of a detailed prevention and response plan, and consideration given to the range of treatments, including exiting/ceasing the activity unless the rating can be reduced to a level of medium or less; regular monitoring and reporting to the relevant management/steering committee. Target resolution should be within **1 month**.

- **Medium:** This residual risk rating is determined to be acceptable (pending review of the University risk appetite) but requires immediate assessment and senior staff consideration; development of a mitigation plan; regular monitoring and reporting to the relevant management/steering committee. Target resolution (ideally reduction to low level of risk) should be within **3 months**.

- **Low**: This residual risk rating is determined to be acceptable (pending review of the University risk appetite) but requires development of a mitigation plan, and review of the effectiveness of existing controls. Target resolution should be within **one year.**

- **Very Low:** This residual risk rating is determined to be tolerable (pending review of the University risk appetite) with routine processes and controls **reviewed regularly**.

Health and Safety Consequence and Likelihood Definitions Tables

Consequence (Severity / Impact)	Risk Category			
	Health and Safety	Physical Environment	Health and Safety Regulatory Compliance	Operational and other health and safety risk
Insignificant	No injury but hazard or near miss requires reporting and follow up action.	No harm to the environment. Impact does not extend beyond site boundary. No requirement for clean-up/remediation costs	Event does not result in a penalty or legal action. No reporting to Regulator required.	Localised inconvenience.
Minor	Potential first aid or medical treatment required – but no lost time.	Minimal damage to the environment. Impact contained within site boundary and environment can recover with minimal clean up.	Reporting to the Regulator required. Regulatory consequence limited to standard enquiries and some minor corrective action in the short to medium term.	Disruption to operations (1 day or less).
Moderate	Potential lost time injury requiring time off work - but non-permanent disability.	Temporary damage to the environment. Impact of incident extends beyond site boundary. Some clean-up/remediation costs.	Notifiable / reportable to the Regulator required. Regulatory consequence requires immediate corrective action.	Disruption to operations (1-7 days).
Major	Potential long term injury or illness with permanent disability.	Major site disruption or temporary site closure. Impact of incident may extend well beyond site boundary. Significant clean-up/remediation costs.	Notifiable / reportable to the Regulator required. Prosecution and/or penalty. Regulatory consequence requires a project to correct.	Significant disruption to operations (8 days to 2 months). Will require operational resources reallocation.
Extreme	Potential fatality. Incidents of possible self-harm. One or more persons die.	Temporary or permanent site closure. Significant impact on the environment with significant clean up/remediation.	Notifiable / reportable to the Regulator required, leading to external investigation. Prosecution and/or penalty likely to apply and immediate action required.	Significant disruption to operations (> 2 months). Ability of the University to continue to function under threat.

Likelihood	Risk Category			
	Health and Safety	Physical Environment	Health and Safety Regulatory Compliance	Operational and other health and safety risk
Rare	The risk could occur but only in exceptional circumstances. Once in a 20 year period. <5% probability of occurring.			
Unlikely	The risk is unusual and could occur. It has happened. Once every 10 years. 5 - 30% probability of occurring.			
Possible	The risk might occur. It has happened but not often. Once every 5 years. 30 - 60% probability of occurring.			
Likely	The risk could occur in most circumstances. It is known to have occurred on occasions. Once every 2 years. 60 - 90% probability of occurring.			
Almost Certain	The risk is expected to occur or is a common occurrence. It occurs frequently. Once a year or multiple times over 12 months. >90% probability of occurring.			