

<b>Ra No./ERMS Ref:</b>	<b>Date:</b> 13 <sup>th</sup> March 2026	<b>Version No.:</b> 1.0	<b>Review Date:</b> 13 <sup>th</sup> March 2027	<b>Authorised by:</b> Jesse Chambers, Deputy Head, Learning Programs
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### STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

<b>Location name:</b> Buxton Contemporary	<b>Building No.:</b> 868 Southbank	<b>Room No.:</b> See description of Risk Assessment	<b>Assessed by:</b> Jesse Chambers	<b>HSR/Employee representative:</b> To be elected
<b>Description of activity/task:</b> Use of galleries and education space at Buxton Contemporary and associated areas for the purposes of delivering educational gallery tours and artmaking workshop as part of secondary school Learning Experiences. Students use a range of craft materials, equipment under supervision, and devices during the tours and workshops.				
<b>Workplace conditions (Describe layout and physical conditions - including access and egress)</b> As per Hazard Identification table (following).				
<b>List systems of work for the activity/task:</b>		All staff are trained on equipment for use in education programs. SOPs are made available for all equipment required.		
<ul style="list-style-type: none"> <li>● Training</li> <li>● SOPs</li> <li>● Emergency situations</li> </ul>	<ul style="list-style-type: none"> <li>● Inspections</li> <li>● Existing controls</li> </ul>			
<b>Is there past experience with the activity/task that may assist in the assessment?</b>		This excursion consists of gallery tours, which have their own exhibition risk assessment for schools, and a workshop covered by this risk assessment. Venue risk assessments for Buxton Contemporary should be read in conjunction with this document.		
<ul style="list-style-type: none"> <li>● Existing controls</li> <li>● Industry standards</li> <li>● Training</li> </ul>	<ul style="list-style-type: none"> <li>● SOPs</li> <li>● Incidents &amp; near-hits</li> <li>● Incident Investigation</li> </ul>	<ul style="list-style-type: none"> <li>● Standards</li> <li>● Legislation &amp; Codes</li> <li>● Guidance material</li> </ul>		

**STEP 2: RISK RATING – RISK MATRIX AND DEFINITIONS**

Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Severe
Almost certain		Medium	High	High	Extreme	Extreme
Likely		Medium	Medium	High	Extreme	Extreme
Possible		Low	Medium	Medium	High	Extreme
Unlikely		Low	Low	Medium	High	High
Rare		Low	Low	Low	Medium	High

Likelihood
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)
Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)
Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)
Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence
Insignificant – First aid treatment, minor injury, no time off work
Minor – Single occurrence of medical treatment, minor injury, no time off work
Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work
Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work
Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

Risk Rating Priority for Action			
	Risk acceptance guide	Action	Recommended action time frame
Extreme	Not acceptable	Cease or isolate source of risk	Immediate
		Implement further risk controls	Up to 1 month
High	Generally (in most circumstances) not acceptable	Monitor, review and document controls	Ongoing
		Implement risk controls if reasonably practicable	1 to 3 months
Medium	Generally (in most circumstances) acceptable	Monitor, review and document controls	Ongoing
		Implement risk controls if reasonably practicable	3 to 6 months
Low	Acceptable	Monitor and review	Ongoing

### STEP 3 – IDENTIFY HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS

For each of the following prompts:

- **Review the prompts/examples** for each hazard that may potentially exist for the activity/task;
- Determine and record an **inherent risk score** by using the risk matrix;
- In the **comments** box, describe when and where the hazard is present;
- Specify the risk **control type**, for each current or proposed risk control;
- Provide a **control description** for each inherent or proposed risk control;
- Where **proposed risk control(s)** have been identified complete an [Health & Safety: Action plan](#);
- Determine the **residual risk score** using the risk matrix

#### Hierarchy of Control (Control Type)

- El – Elimination
- S – Substitution
- En – Engineering      Is – Isolation      G – Guarding
- Sh – Shielding
- A – Administrative      T – Training      In – Inspection
- M – Monitoring      H – Health Monitoring
- P – PPE

Physical Hazard Identification	Inherent Risk Score	Comments (when/where hazard is present)	Control Type	Control Description (Current and Proposed)	Residual Risk Score
Being cut or stabbed	Low	Cut or stab from improper handling of general materials located in the space.	M T A	Facilitators monitor participant behavior in the space.  Scissors and cutting implements are stored away from view.  Facilitators demonstrate and encourage safe use of tools for participant use, with hazards identified and communicated.	Low
	Low	Injury sustained from equipment that is not in good working quality (damaged parts, electrical components etc.).	In A	ICT equipment is cyclically inspected to ensure free from damage. Devices are periodically inspected according to a cyclical maintenance schedule to ensure proper working order. Electrical equipment and tools are 'tested and tagged', and maintained, in line with University of Melbourne requirements.  first-aid kit available for treatment of burns, cuts, and general injuries.	Low
Struck, crushed or entangled	Low	Hair, loose item, or jewelry caught in moving parts.	Is M	Where possible, moving parts are to be inaccessible/enclosed away to minimise the opportunity of things being caught in them. When not possible, long hair, loose items or jewelry items are to be tied back or removed. Facilitators are vigilant to ensure that there are no loose objects that can be caught in moving parts.	Low
Slip, trip or fall	Low	Slip, trip or fall caused by spills of mixtures or materials.	M En	Spills of mixtures or materials are cleaned immediately. Brooms or mops are available, or cones and markers are used to identify potential hazards. Light levels are controlled and adjusted by facilitators to ensure clear visibility of potential hazards.  Spills that occur in other parts of M&C that Learning Experience staff are made aware of will be escalated to front of house staff.	Low
	Low	Trip or fall from cables attached to appliances or electronic devices.	M Is En	Cables are:  1. Hidden under cable tracks or isolated from participants. 2. Power outlets are located in the floor to minimise the length of cable required.  The space is monitored to ensure no loose cables are present.	Low

	Medium	Tripping over devices that are either being operated on the floor or have been left on the floor.	M	Facilitators are to remind participants not to leave devices or objects on the floor that are not in use. They will periodically move around the room ensuring that pathways are clear, and objects are put away when required.	Low
	Low	Injury sustained from the set up, facilitation, or pack down of a program at participating venues for an incursion.	En T In	Lightweight materials and equipment options will be selected where possible. Where significant set-up/pack-down is required, proper manual handling and ergonomic protocols will be followed. Heavy items will be carried by two or more people. Materials and equipment are inspected to ensure they are fit for use. Facilitators will be trained in methods for handling the equipment.  Equipment will be placed in sturdy cases for transport. These will have handles or wheels for ease of transport.	Low
<b>Other hazard identification</b>	<b>Inherent Risk Score</b>	<b>Comments (when/where hazard is present)</b>	<b>Control Type</b>	<b>Control Description (Current and Proposed)</b>	<b>Residual Risk Score</b>
Irritation or reaction	Medium	Irritation or reaction (incl. anaphylactic reaction) caused by exposure to adhesives.  Irritation or reaction (incl. anaphylactic reaction) caused by exposure to solutions.  Irritation or reaction (incl. anaphylactic reaction) caused by exposure to small inhalants (dust, fumes etc.) created through <i>making</i> activities.  Irritation or reaction (incl. anaphylactic reaction) caused by exposure to workshop materials, including organic matter.  Irritation or reaction (incl. anaphylactic reaction) caused by exposure to animals.	A EI PPE S	School staff are required to provide any known allergen information in advance of learning experiences. Any identified allergens will be removed. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> <li>• Lab coats for activities including chemicals and/or solutions.</li> <li>• Protective eyewear when required.</li> </ul> General use EpiPens are available in AED kits located at Science Gallery Ground Floor for application by trained School Staff.	Low
Burns	Medium	Fire from batteries (in storage)	A En	Rechargeable (lithium ion) batteries are stored in a secure location, inside fire-proof bags. It is communicated to participants that only Facilitators are to handle rechargeable batteries.	Low
	Medium	Fire from electrical fault or other.	A M	Facilitators inspect equipment prior to workshops to ensure they are in proper working order. Electrical equipment and tools are 'tested and tagged', and maintained, in line with University of Melbourne requirements.	Low
	Low	Electronics overheating because of too much electric flow/short circuit etc.	In En	Regularly inspect electrical devices to ensure there are no exposed wires and/or faults. Devices are to be disconnected from power sources immediately if a fault or smoke is detected. If a short circuit is detected, the electricity source should be disconnected. The building is fully RCD protected to minimise the opportunity for electronic short circuiting.	Low
Computer usage	Low	Electric shock as a result of spillages onto devices.	A En	Participants are advised not to have open cups of liquid near devices when using them.  iPads have cases to protect from spillages.	Low
	Low	Injury from respective actions or sustained awkward postured.	A En	iPads have stands for participants to use should they wish.  Provision of regular defined breaks during lengthy computer-based tasks.	Low

Noise	Low	Injury sustained from exposure to loud or sustained noise.	M En	Doors can be closed to minimise noise from the gallery. Any audio content used in workshops is checked for its volume before presentation.	Low
Chemicals	Low	Injury or illness from chemical exposure.	Is S	Chemicals are stored away from participants in cupboards. Non-toxic alternatives are used where possible.	Low
Electric shock	Medium	Damage in charging cables could lead to electrocution.	In En	Equipment is regularly inspected for faults. Any faulty equipment is immediately isolated and removed from service. Devices are electrically tested and tagged.	Medium
General office	Low	Injury sustained from improper use of general purpose stationery supplies including: Pens, textas, paper, clipboards etc.	M A	M&C Learning Experiences staff monitor participants using general purpose stationery equipment.	Low
Supervision	Low	Participants may sustain injury while not under the direct supervision of teaching staff (e.g., in bathrooms)	M A	Participants are requested to seek permission from a supervising teacher to use the bathroom or other unattended spaces. M&C Learning Experiences staff are never to assume supervisory responsibilities.	Low
Fumes	Low	Fumes from melting thermoplastic	A	Vacuum forming machine to not be used in confined spaces.	Low
	Low	Electrical fault could lead to smoke fumes.	In	Regularly inspect electrical devices for exposed wires and/or faults every 3 months. Devices are to be disconnected from power sources immediately if a fault or smoke is detected.	
Inappropriate Content	Low	Exposure to inappropriate content accessed through digital devices (incl. iPads, Laptops, Phones).	M A	Students are reminded of expectations surrounding use of devices during their time at Science Gallery Melbourne and any associated programs. Devices periodically have their data deleted to ensure any offending material is inaccessible by other students using the devices. Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings. Students are monitored during their use of STEM Centre of Excellence devices and should not be left alone with the devices.	Low

**STEP 4 – IMPLEMENTATION AND CONSULTATION PROCESS**

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [Health & Safety: Action plan](#) has been completed, reviewed and signed off where proposed controls have been identified.

Obtain the authorisation of the management representative.

Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted.

**Record below the names of the persons consulted.**

<b>Management representative</b>	Deputy Head, Learning Programs	<b>HSR/Employee representative</b>	To be elected
<b>Employee(s)</b>	Jesse Chambers	<b>Employee(s)</b>	
<b>Employee(s)</b>		<b>Employee(s)</b>	
<b>Person Responsible for implementation or escalation</b>	Dr Ryan Jeffries		

**Extra writing room - use this page to enter extended comments or descriptions**

For use in conjunction with the [Health & Safety: Risk management requirements](#).

For further information, refer to <https://safety.unimelb.edu.au/safety-topics/OHSMS/Risk-register-and-risk-assessments> or contact your [Health and Safety Business Partner](#).