



Risk Management Assessment – UNE Discovery Voyager

The process of enabling the achievement of the University's objectives

Cost Centre	School of Science & Technology	Date of Risk Assessment	10/08/2016
Unit / Project	UNE Discovery Voyager Schools Program 2017		
Activity or Process Details	The Discovery Voyager program is a STEAM outreach program targeting K-10 in rural, remote and low SES schools around NSW. Students take part in hands-on activities that explore soil science, chemistry, the physics of sound, exercise science, School of Ants, palaeontology, natural history collections, Latin and art.		
UNE Venues involved	No UNE venues for this program are used as the team are all on location in participating schools.		

Business Objectives

What are the Cost Centre or Unit / Project business objectives against which the activity or process is being risk assessed?

Cost Centre / Unit / Project Business Objectives
1. Community engagement activity for the Faculty of Science, hands on activities and demonstrations for year K-10 students
2. To promote science and enhance aspirations of students to pursue continuing education in STEAM.
3. To enhance UNE's brand and reputation.

Risk Assessment

In the Risk Assessment table below please indicate:

- 1. What risks are UNE exposed to in undertaking the activity or process?
- 2. What current controls are in place to manage the risks, how are the controls performing and do they need improvement?

Assistance with the Risk Management Assessment

Please contact

UNE Audit & Risk Unit

Tel: +61 2 6773 3887

Email: risk.mgt@une.edu.au

Risk Management Assessment – UNE Discovery Voyager

The process of enabling the achievement of the University's objectives

	Area of Risk to business objectives	Current Controls in place by the Cost Centre	Control Officer(s)
1	<p><u>Attendance</u></p> <p>Is there clear communication to participants regarding date, duration and operating hours of the event? Are there attendance estimates? Are there sufficient event staff to manage attendance estimates?</p>	<p>a) <i>Communication of Event schedule</i> – email and phone direct to schools. b) <i>Attendance estimates</i> – For school shows; approximately 15-25 students per activity for 3-4 activities totalling in 100-150 kids plus teachers and schools staff. For fete’s National Science Week events etc. numbers may vary. c) <i>Staffing numbers</i> – Eight UNE casual and fixed term staff are responsible for developing and delivering this pilot program.</p>	<ul style="list-style-type: none"> • Kirsti Abbott
2	<p><u>Location – Varied NSW School Locations</u></p> <p>Is there clarity on all event locations and back-up locations including:</p> <ul style="list-style-type: none"> • Suitability • Exposure to poor weather 	<p>a) <i>Location suitability</i> – Schools provide the required facilities including classroom, school Oval/hall or lab spaces. b) <i>Exposure to poor weather</i> – Use of appropriate school facilities including COLAs and/or halls and classrooms if cold, wet or too windy to be outside. Teachers advised to ensure students have hats and any other appropriate weather protection.</p>	<ul style="list-style-type: none"> • Kirsti Abbott
4	<p><u>Communication - Event Management</u></p> <p>Are all event personnel aware of the Event Management Procedures? Is there scope in the planning of the event for notifying stakeholders of all material late event changes? Is there a change control process?</p>	<p>a) <i>Event Management Procedures</i> – Arrival protocol, emails and phone direct to schools. b) <i>Late event changes</i> – communication via phone and email between staff and participating school</p>	<ul style="list-style-type: none"> • Kirsti Abbott
5	<p><u>Communication - Emergency Response</u></p> <p>Are all necessary:</p> <ul style="list-style-type: none"> • event staff and volunteers, • emergency and public safety officers, • incident reporting teams, and • trouble-shooters, aware of their roles and responsibilities? 	<p>a) <i>Communication – Emergency Response</i>–Routine risk assessment, appropriate safety training. All activities supervised by staff and students. Teachers present. Relevant school emergency evacuation procedures, UNE Incident Management Plan</p>	<ul style="list-style-type: none"> • Kirsti Abbott
6	<p><u>Operational Safety</u></p> <p>Are there operational safety checks regarding:</p> <ul style="list-style-type: none"> • all event equipment, • site inspections of facilities and premises, • Facilities fire safety inspection? 	<p>a) <i>Equipment safety</i> –OHS equipment safety checks, Laboratory activities supervised and appropriate PPE provided b) <i>Facilities safety</i> – School/venue OHS assurances. Onsite risk assessment by staff c) <i>Fire Safety</i> – Chemical fire extinguisher, equipment inspected by appropriated UNE Fire Safety equipment inspector. d) <i>Licenses & checks</i> – All necessary licences and Working with Children checks updated.</p>	<ul style="list-style-type: none"> • Kirsti Abbott

Risk Management Assessment – UNE Discovery Voyager

The process of enabling the achievement of the University's objectives

<p><u>7</u></p>	<p>Medical Services: Has there been an assessment of the need for an emergency medical services plan for the events addressing:</p> <ul style="list-style-type: none"> • on-sight medical stations (first aid & first response) • emergency procedures and ambulance access, 	<p>a) <i>On-sight medical stations</i> – Relevant School safety procedures. UNE staff First Aid Officers. b) <i>Emergency Procedures</i> – Relevant School Safety and Security, Relevant School Fire Wardens and Fire Safety Officer, Relevant School venue emergency evacuation procedures. c) <i>UNE Discovery staff first aid officers</i></p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p><u>8</u></p>	<p>Food Services and Concessions Have the event organisers developed a Food Services Plan which includes:</p> <ul style="list-style-type: none"> • food related contracts, • adherence to health codes, • food for children, and people with food intolerances, • alcohol sales, • clean-up and maintenance, • washroom facilities, • pricing and cash handling, • adequacy of utilities, power & water? 	<p>a) <i>Food Services</i> –No food services are provided b) <i>Cleaning & maintenance</i> – performed by UNE Discovery Voyager team.</p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p><u>9</u></p>	<p>Crowd Management Are there plans in place for management of crowd movement, behaviours and panic triggers? Is there planning for:</p> <ul style="list-style-type: none"> • crowd seating and movement, • prohibited areas and behaviours, • alcohol sales and consumption, • services for disabled & elderly, • public address systems, • emergency evacuation areas? 	<p>a) <i>Crowd management</i> –Discovery Voyager staff, teachers and Schools staff b) <i>Parking</i> – Provided by relevant participating school c) <i>Emergency Evacuation Areas</i> – As per participating School procedure.</p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p><u>10</u></p>	<p>Parking Plans & Traffic Control Have you addressed in your parking plans:</p> <ul style="list-style-type: none"> • emergency vehicle parking and emergency access routes, • parking costs, insurance and possible liability and illegal parking, <p>Have you examined: traffic control plans which address pedestrian safety, street events, public transportation, motorcades, etc</p>	<p>a) <i>Parking</i> - Parking provided by participating school b) <i>Parking costs</i> – Parking fees may be incurred depending on the location of the school</p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p><u>11</u></p>	<p>Command Post Do you have a security command post? Do you have a media and public relation policy regarding security incidents?</p>	<p>a) <i>Security Command Post</i> – No command post relevant b) <i>Media & PR</i> - UNE Incident Management and School procedure</p>	<ul style="list-style-type: none"> • Kirsti Abbott

Risk Management Assessment – UNE Discovery Voyager

The process of enabling the achievement of the University's objectives

<p>12</p>	<p>Security Plan Does the event have an adequate security plan which includes:</p> <ul style="list-style-type: none"> • security needs assessment, • identification of unique risk factors, • site plans and maps, • coordination with other authorities, • command posts & emergency plan, • personnel & security job descriptions, • communications, transportation, • emergency procedures? 	<p>a) <i>Security Plan</i> – Undertaken by Discovery Voyager team b) <i>Risk factors</i> - <i>staff running activities complete risk assessments</i> teachers responsible for student safety tripping/falling - adequate time between activities, no need for running minor cuts – activities supervised and risk controls in place minor burns – activities supervised and risk controls in place sunburn – Activities to be set up in the shade or indoors – teachers advised to bring sunscreen and hats. Bites/stings – minimise insect handling or use tools Inhalation or ingestion of soil particles – proper instruction Shock – warn students prior to chemical reaction</p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p>13</p>	<p>Disaster Plans Do you have disaster/emergency procedures covering:</p> <ul style="list-style-type: none"> • Fires or damage to buildings, • severe weather, • transportation breakdowns or road closures, • severe injuries, • criminal and civil disruption, • bomb threats, • emergency evacuations and • incident reporting procedures? 	<p>a) <i>Disaster Plan</i> – Discovery Voyager team will implement the official disaster protocol of UNE Incident Management. Transportation breakdowns will be managed by staff in accordance with the Discovery Voyager travelling risk assessments and procedures. In the case of severe weather, staff will follow the instructions of local authorities and management to ensure safety.</p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p>14</p>	<p>Travel What are the risks associated with country travel to remote schools?</p> <ul style="list-style-type: none"> • late and early driving, • fatigue, • animals/livestock on road, • basic supplies, • driving conditions, • first aid supplies? 	<p>a) <i>Travel associated risks</i>- Travel will contribute a large number of risks to UNE Discovery employees relating to each of those mentioned aside. All members of the UNE Discovery team will be responsible for monitoring these risks in an ongoing fashion, and identifying ways in which to negate risk. Late and early driving may not be avoidable due to the commitments of the bus and personnel, therefore staff members will share these driving responsibilities so to ensure that driving is not occurring in a fatigued state. All people within the bus will remain vigilant for wildlife and stock on the road, especially during the high risk times of early morning and late night. Basic supplies including water and non-perishable food will be carried in the bus at all times in case of emergency, as will a first aid kit.</p>	<ul style="list-style-type: none"> • Kirsti Abbott
<p>15</p>	<p>Discovery Personnel Staff working on the UNE Discovery Program will need to meet expectations relating to UNE Contracts of Employment and other licenses/checks</p> <ul style="list-style-type: none"> • NSW Working with Children Check, • Chemical Transport License. 	<p>a) <i>Personnel</i>- being employed by UNE to deliver the UNE Discovery program will need to maintain high levels of professionalism as identified by their UNE Staff Contracts. It is the responsibility of the Control Officer(s) to ensure that prior to any new UNE Discovery Staff member being involved in the program, that they have completed the necessary UNE staff contract, and other associated formalities to ensure that they understand their responsibilities in the program. The control officer (s) will also need to ensure that the NSW Working with Children Check is completed prior to any work being completed by a new member of the UNE Discovery team.</p>	<ul style="list-style-type: none"> • Kirsti Abbott

Risk Management Assessment – UNE Discovery Voyager

The process of enabling the achievement of the University's objectives

<p><u>16</u></p>	<p>Activities</p> <p>Activities being delivered to students off campus may have small amounts of risk associated which will need to be assessed and negated where necessary:</p> <ul style="list-style-type: none"> • Physical Injury, • Chemical injury 	<p>a) UNE Discovery will identify an implement strategies to negate risk upon arrival on school grounds, to both UNE Discovery Staff members and students /staff in attendance</p> <p>b) Risk of physical injury to students may be minimised by correctly selecting a safe surface upon which to complete physical activities, and clearly identifying any risks to students</p> <p>c) Students will be seated away from the risk of any chemical risk, caused by the use of chemicals with harmful properties. UNE Discovery staff members will be using the correct PPE so to avoid personal injury (including lab coats, glasses, gloves, implements and sight screens where necessary)</p> <p>d) It is the responsibility of the Control Officer(s) to ensure that additional risk assessment documents are completed for any fieldwork activities to be completed as part of the UNE Discovery program</p>	<ul style="list-style-type: none"> • Kirsti Abbott
-------------------------	---	--	---