RISK ASSESSMENT: ICT USAGE

FRANKSTON TECH SCHOOL

Business area:	Frankston Tech School	Campus:	Frankston	Building/Room/Area:	FR-F, Frankston Tech School	Revision number:	02
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STEP 1 – ASSESSMENT INFORMATION

Description of activity/task:

Participants and staff will interact with a variety of ICT devices as they undertake learning experiences in Frankston Tech School, and associated spaces.

Workplace conditions:

As per Hazard Identification table (following).

Systems of work for the activity/task:

Emergency situations, existing controls, inspections, training.

Relevant past experience:

STEP 2: RISK RATING – RISK MATRIX AND DEFINITIONS

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	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 Implement further risk controls Monitor, review and document controls	Immediate Up to 1 month ongoing
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	1 to 3 months ongoing
Medium	Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	3 to 6 months Ongoing
Low	Acceptable	Monitor and review	Ongoing

STEP 3 – HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS

Hierarchy of Control (Control Type)

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

Definitions

Equipment

Items, often powered (electrical, digital, or mechanical), that support or enable a task or process. Equipment is usually fixed in place or requires setup/operation, and may be shared by multiple users.
Examples: 3D printers, laser cutters, VR headsets, microscopes, ovens, computers.

Tools

Items used to carry out a specific making task, either powered (electric, battery) or hand-operated.
Examples: screwdrivers, soldering irons, drills, jigsaws, pliers, scalpels, stationary.

Utensils

Simple, hand-operated items, predominantly for food preparation, or used in scientific experiments.
Examples: mixing bowls, spatulas, beakers.

Frankston Tech School Staff

Any staff member of Frankston Tech School.

Facilitators

Frankston Tech School teaching staff.

Accompanying Staff

Any person who regularly holds duty of care for the attending participants.
Examples: School teacher, lecturer/tutor, coordinator.

Participants

Anyone attending a program at Frankston Tech School, who isn't Frankston Tech Schol Staff or an Accompanying Staff.

PHYSICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Slip, Trip, or Fall	Device cables/accessories – both unplugged and plugged – in walkway or circulation spaces.	Med	M, Is, En, A	• Cables are hidden under cable tracks or isolated from Participants. • Power outlets are located in the floor or ceiling to minimise the length of cable required. • The space is monitored to ensure no loose cables are present. • Devices are to be charged before programs. • Participants are advised to bring a fully charged device if providing their own.	Low
Cut, Stab, or Puncture	Equipment, tools or utensils that are not in good working quality (damaged parts, electrical components etc).	Low	El, In	• Facilitators inspect all equipment before use. • Where glass implements are used in workshops, they are to be toughened glass (eg. pyrex).	Low
Struck, Crush, Pinch, or Entanglement	Falling large equipment.	Low	En, A	• Where possible, large pieces of equipment are kept on slip-resistant mats (if they do not have slip-resistant footings of their own). • Where appropriate, freestanding equipment should be weighed down. • Participants are instructed not to move large pieces of equipment.	Low

ERGONOMIC HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Strain or Sprain	Strained eyes from poor location of screens.	Low	A	• Multiple screens to be deployed in each room, to ensure participants have access to a screen at a suitable distance.	Low
	Awkward working positions and/or repetitive actions.	Low	A, En, H	• Participant behavior is monitored by facilitation staff and changes to programming are made based on observations. • Furniture is pre-selected in consideration of the task, ensuring that it is an appropriate height for the users. • Breaks are scheduled during long periods of repetitive activity. • Programs are designed to reduce instances of repetitive physical tasks. • USB Mice and pads are offered as an alternative to track pad use for digital devices, where available.	Low

ELECTRICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Electrocution or Electric Shock	Damaged equipment or tools.	Med	In	• Facilitators inspect all equipment before use.	Low
	Damaged or incorrectly installed cabling to equipment or tools.	Med	In	• Facilitators inspect all equipment before use. • Devices are to be regularly tested and tagged following Chisholm testing and tagging policy. • Cables that are not frequently tested and tagged will be cyclically inspected to ensure that they are free from damage and removed from usage if they are.	Low
	Spills of liquids onto electrical equipment.	Low	M	• Participants are required to have drink bottles with closeable openings, if they are to be used in spaces with electrical equipment or tools. • Open cups of water etc. are not to be used on tabletops where electrical equipment is in use. This will be monitored by Facilitators and Accompanying Staff. • The above is communicated to Participants.	Low

TECHNOLOGICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Strain or Sprain	Strained eyes from poor location of screens.	Low	A	Multiple screens to be deployed in each room, to ensure participants have access to a screen at a suitable distance.	Low
Data / Privacy Breach	Either by Participants accessing/distributing data, or by external parties accessing Participant data.	Low	A, M	• Any identifiable student information is to be stored on a secure, records managed SharePoint, and destroyed within 7 days of us. • Facilitators and/or Accompanying Staff monitor participants while engaging with devices. • Participants are reminded of expectations surrounding use of devices during their time at Frankston Tech School, and any associated programs. • Devices periodically have their data deleted to ensure any offending material is inaccessible by other Participants using the devices. • Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings.	Low

TECHNOLOGICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Exposure to inappropriate materials	Either by improper use of devices, or by having inappropriate materials shared without consent.	Low	A, M	• Facilitators and/or Accompanying Staff monitor participants while engaging with devices. • Participants are reminded of expectations surrounding use of devices during their time at Frankston Tech School, and any associated programs. • Devices periodically have their data deleted to ensure any offending material is inaccessible by other Participants using the devices. Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings.	Low
Online bullying	Accessed, intentionally or unintentionally, through digital devices.	Low	A, M	• Participants are reminded of expectations surrounding use of devices during their time at Frankston Tech School. • Devices periodically have their data deleted to ensure any offending material is inaccessible by other Participants using the devices. • Child safety and processes surrounding inappropriate material are discussed during onboarding and in staff meetings. • Participants are monitored by Facilitators and Accompanying Staff during their use of Frankston Tech School 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.

Management representative	Diana Gilbert
HSR/Employee representative	To Be Elected
Employee(s)	Operations Coordinator, STEAM Technician, Head of Programs, STEAM Teachers
Person Responsible for implementation or escalation	Diana Gilbert