

RISK ASSESSMENT FORM
Unit / Department Name: Museum & Gallery
Activity to be assessed: Museum & Gallery Education programs

Location: 14 MacMahon Street, Hurstville

Date Completed: 25-Jul-23

Review Date: 01-Jul-25

Have there been any past incidents/injuries associated with this activity that should be considered? (If yes describe)
Name of Assessors involved in Risk: Bethany MacRae (Coordinator), Laura Martinez (acting Education and Public Programs Officer)

Assessment completed by: Laura Martinez

Risk Assessment Approved and Signed:
Signature: Bethany MacRae **Date:** 01-Aug-23
Coordinator: Bethany MacRae
Signature: Justin Yeomans **Date:** 07-Aug-23
Manager: Justin Yeomans

What activity / task needs to be done and what is the hazard/ what could go wrong?	If uncontrolled what is the potential consequence?	If uncontrolled what is the potential likelihood?	Initial Risk Score	What is currently in place to eliminate/control the Risk?	With controls what is the potential consequence?	With control what is the potential likelihood?	Residual Risk Score	Are additional controls required?	If yes, describe the additional controls / treatment could be implemented to eliminate / control the risk? This could include a Safe Work Method Statement (SWMS).	Person responsible for implementing additional controls. (Insert name or Business reference if entered into online system)	Due Date	Is a SWMS required? If risk is unacceptable, high or extreme, a SWMS is required. Medium risk, maybe considered on a case by case basis.	SWMS Reference Number
Use of electrical equipment Incorrect use; Trip hazard; Possible electrocution; Damage to equipment	3	C	MODERATE	Relevant WH&S and safe handling procedures to be followed All electrical equipment has been tagged and tested to ensure compliance Any cables/leads will be taped down and secured to eliminate trip hazards All powered items to be monitored regularly	4	D	LOW	NO					
Use of hazardous material Contact with glues, paints and solvents Ingestion of materials Incident with equipment (scissors, rulers)	3	D	MODERATE	Material Safety Data Sheets available Staff present to monitor material usage and supervise activities Non-toxic materials and safety equipment purchased where available	4	E	VERY LOW	NO					
Medical emergency Injury to staff, artist or general public; Incident requiring medical attention	2	C	HIGH	First Aid Kit accessible First Aid officer identified for site Clear access for emergency vehicle Complete incident report to reduce future risk	4	E	VERY LOW	NO					
Trip and Slip hazards Equipment, leads, obstructions and unusual surfaces in and around the space Potential to slip on smooth surfaces/spills on tiles/polished wood flooring in Museum & Gallery Injury from Museum & Gallery items or furniture falling on visitor if bumped and not secure	4	C	MODERATE	Relevant WH&S and safe handling procedures to be followed Any cables/leads will be taped down and secured to eliminate trip hazards Tables and chairs to be arranged on even surfaces, with a clear buffer area creating clear walkways Ensure adequate lighting Clean up any spills Participants briefed on safety and expected conduct while at venue Unfixed objects in spaces monitored by staff, and where possible, tracking and covered plinths used Complete incident report to reduce future risk	4	D	LOW	NO					
Vandalism, theft and damage Of Museum & Gallery items and of the general public's belongings	3	C	MODERATE	Equipment is monitored by staff and returned at the end of the program Staff personal belongings stored in a secure location Appropriate insurance obtained Complete incident report to reduce future risk Valuable equipment to be identified and locked away or supervised during the event Incidents to be documented with a formal incident report	4	D	LOW	NO					
School excursions Possible injury to students	4	C	MODERATE	Students to be supervised and coordinated by their teachers at all times Museum & Gallery staff to assist in the monitoring of students and hazards Students briefed on safe conduct whilst in Museum spaces First aid supplies available and first aid officer contactable	4	D	LOW	NO					
Unauthorised photography of children Risk of photo distributed online Risk of identity being exposed	4	C	MODERATE	Staff to monitor spaces and observe participants taking photos Relevant Museum & Gallery staff have a Working with Children Check Museum & Gallery staff obtain written permission from school before taking photographs of children's programs	4	D	LOW	YES	Visitors, parents and carers are advised that photography of children other than their own is forbidden.				

<p>Outdoor activities Hazards arising from an outdoor environment such as potential sunburn or wet weather incidents Public nuisance</p>	4	B	MODERATE	<p>Staff to inspect area and remove any potential hazards, or make note of them and advise participants</p> <p>Courtyard fence prevents people from directly accessing carpark</p> <p>Teachers to monitor students during street tour, where students walk along MacMahon street without crossing any street</p> <p>Staff to monitor program and respond to participant needs where appropriate</p> <p>Participants advised to wear appropriate clothing for the activities</p> <p>Noise kept to a minimum</p> <p>Minimise time spent outside when possible</p>	4	D	LOW	NO					
<p>Abuse Risk of physical, sexual or verbal abuse Risk of dangerous or inappropriate behaviour, of visitors causing injury to themselves/others</p>	3	C	MODERATE	<p>Staff to monitor the space and observe general public to prevent any incidents</p> <p>Teachers to remain with students at all times</p> <p>Relevant staff to have a Working with Children Check</p> <p>First Aid officer on site</p> <p>Complete incident report to reduce future risk</p>	4	D	LOW	YES	Ensure more than 1 staff member rostered on to events & Coordinator to check status of WWCC.				
<p>Child abduction A person who is not a parent or guardian removes child from the Museum & Gallery</p>	1	E	MODERATE	<p>Follow procedure and contact Police and complete incident report</p> <p>Teachers to remain with students at all times</p> <p>Relevant Museum & Gallery staff have Working with Children Checks</p>	2	E	LOW	NO					
<p>Child leaving the premises unsupervised A child leaves the Museum & Gallery without telling staff A parent or guardian removing child from Museum & Gallery without telling staff</p>	3	D	MODERATE	<p>Teachers to remain with students/children at all times</p> <p>Teachers to accompany children to and from bathrooms, and monitor children moving between rooms</p> <p>Staff members are rostered on for all children's programs plus staff monitoring the reception desk</p> <p>Children informed of the rules before the start of the class</p> <p>Relevant staff have a Working with Children Check</p>	4	E	VERY LOW	NO					
<p>Hygiene and cleaning Risk of sickness</p>	3	D	MODERATE	<p>Interactives are cleaned after every session.</p> <p>Soap available with hand washing signage.</p> <p>Professional building cleaned daily.</p> <p>Cleaning chemicals supplied by Council and safety sheet circulated to staff. Hand sanitiser available for public and staff. Cleaning spray at service desk and workroom.</p> <p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water. Nitrile gloves available for cleaning.</p> <p>Encourage contactless payment options.</p>	4	D	LOW	NO					
<p>Public Access/ Crowd Control Risk of blocked access and congestion throughout Museum & Gallery and courtyard area</p>	4	C	MEDIUM	<p>Staff designated to invigilate each space and entry way</p> <p>Clear emergency exits at all times</p> <p>Any potential hazards to be removed prior to public access</p> <p>In case of an emergency, staff will follow GRC evacuation procedures</p>	4	D	LOW	NO					

Risk Matrix		Likelihood					
		A	B	C	D	E	
Consequence	Catastrophic Multiple deaths or permanent disability, LTI > 10days, long term production loss, fatality potential > 500k, investigation under WHS Act.	1	EXTREME	EXTREME	HIGH	HIGH	MODERATE
	Major Single death, long term or serious injury, LTI 7-10days, major production loss, severe pollution \$500k-500k, major breach WHS Act.	2	EXTREME	HIGH	HIGH	MODERATE	LOW
	Moderate Medical treatment injury, LTI 3-7 days, moderate production loss, significant pollution \$150k - \$500k, minor breach of WHS Act.	3	HIGH	HIGH	MODERATE	MODERATE	LOW
	Minor First aid required, LTI 3 days or less, some production loss, low level pollution \$25k - \$150k.	4	HIGH	MODERATE	MODERATE	LOW	VERY LOW
	Negligible Minor no injury, no lost time, minor production loss, minimal pollution, less than \$25k.	5	MODERATE	LOW	LOW	VERY LOW	VERY LOW

Hierarchy of Control	
CONTROL	DESCRIPTION
Elimination	Eliminate the hazard
Substitute	Provide an alternative that is capable of performing the same task and is safer to use
Isolate	Provide or construct a physical barrier or guard
Engineer	Alter or redesign tools, equipment or work processes
Administration	Develop policies, procedures, guidelines, training, instruction and supervision about the hazard
PPE	Personal equipment designed to protect the individual from the hazard

1A	EXTREME
2A	EXTREME
3A	HIGH
4A	HIGH
5A	MODERATE
1B	EXTREME
2B	HIGH
3B	HIGH
4B	MODERATE
5B	LOW
1C	HIGH
2C	HIGH
3C	MODERATE
4C	MODERATE
5C	LOW
1D	HIGH
2D	MODERATE
3D	MODERATE
4D	LOW
5D	VERY LOW
1E	MODERATE
2E	LOW
3E	LOW
4E	VERY LOW
5E	VERY LOW

Safety Action Timeframe Requirements		
RISK RATING	IMMEDIATE FIX / TAG OUT / HAZARD ISOLATION BY	CORRECTIVE ACTION FINALISED BY
EXTREME	Immediately	2 weeks
HIGH	Immediately	2 weeks
MODERATE	24 hrs	1 month
LOW	1 week	1 month
VERY LOW	1 week	6 months