



SA Maritime Museum Risk Assessment

Exhibitions, activities, and events are deemed as hazardous environments, and as such it is a requirement that all undertake a suitable and sufficient Risk Assessment for each event/exhibition/activity hosted by HTSA.

Activity / Exhibition / Event Name or Working Title:	Museum Education Visit	Risk Assessment No (admin to provide)
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Risk Assessment Type:	<input type="checkbox"/> Event	<input type="checkbox"/> Exhibition	<input checked="" type="checkbox"/> Activity	<input type="checkbox"/> External	<input checked="" type="checkbox"/> Internal
Location of external exhibition/activity or event (if applicable): SA Maritime Museum					

Division/Directorate:	SA Maritime Museum	Date:	23/10/19
Location:	SA Maritime Museum 'bond store' location (main museum)		

Prepared by:	Name:	Position:	Signature:	Date:
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2.	Amber Berkelaar	WHS & HR Manager		5/3/20
3.				

PROCESS: Risk Assessments should be completed by at least 2 persons, including a person involved with the project.

- Use the chart on page two to identify which hazards apply to the project
- Elaborate on any "y" answers in the main risk assessment form
- Refer to the Risk Assessment Table to determine the Risk Rating for each hazard
- List the Controls / Treatment that will be implemented
- Refer to the Risk Assessment Table to determine the Residual Risk Rating for each hazard
- Provide the completed Risk Assessment to the project/division manager for review and approval.
- Any Corrective Actions that cannot be completed within 24 hours are to be placed on the Corrective Action Register
- This Risk Assessment is to be reviewed at any point when the project changes

Provide a brief description of the event/exhibition (please attach any supporting documents such as floorplans):

Delivery of Education Program at the museum with visiting school groups.




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HAZARDS	RISKS	Hazard present (y/n)?
Chemicals e.g. paints, adhesives, battery acid,	harmful, corrosive, toxic, irritant	N
Combustible materials e.g. paper, cloth, plastics	fire	N
Darkened Rooms	collision, trips, inability to see exits	N
Dust e.g. sanding, sawing, plaster etc.	asthma, skin sensitisation, eye and respiratory irritation, fire, false fire alarms	N
Electricity	power tools	N
	wiring/connections	N
	trailing cables	N
Hot surfaces e.g. bulbs, casings, equipment	burns, fire	N
Inappropriate Storage	obstruction, trips, fire hazard	N
Items Suspended From Ceiling	falling objects (ceiling or exhibit)	Y
Loading & Unloading	strain, sprain, crush injury	N
Machinery e.g. moving parts, cogs, belts	traps, nips, pinches	Y
Manual Handling	strain, sprain, crush injury	N
Noise	damage to hearing, nuisance	N
Organic Matter e.g. animal, vegetable etc.	infestation, putrefaction, vermin, smells	N
Pressure systems	explosion, sudden pressure release	N



HAZARDS	RISKS	Hazard present (y/n)?
Protrusions e.g. scaffolding, wood, Sharp Edges glass, metal, wood	scratches, abrasion, eye injuries, cuts, collision injuries	Y
Solvent Based Substances e.g. white spirit, paint, paint stripper	flammable	N
Special lighting	ultra violet	N
	lasers	N
	strobe	N
Waste	domestic	N
	specialist e.g. chemical	difficult, expensive or impossible disposal
	sharps e.g. blades, glass	puncture wounds, cuts and scratches
	dust e.g. sawdust, plaster dust	asthma, skin sensitisation, eye and respiratory irritation, fire
	organic e.g. animal, veg.	difficult, expensive or impossible disposal
		burns, fire, eye damage, false fire alarms
Welding/Brazing		N
Heights		
	Display items on floor	falls, falling objects
		Slips, trips, falls
		Glass walling
Other Hazards (please list)	Medical condition	Requiring treatment (eg first aid, asthma, etc)
	Child separated from Group	Emotional distress
	Interaction w/ member of public	Various

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Hazard Type Reference Table

ID No.	Hazard Type	Hazard Description	Task/Item	Existing Hazard Controls	(h) Hazardous Substances			(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others		
					L	C	R							
0	Refer hazard type ref table	Detail the hazards identified in the checklist on page 2	Describe the situation which results in the hazard	For each hazard list the existing measures to be applied	L	C	R					Manager to sign		
1	D	Slips, trips and falls	Some flooring in museum may be uneven; Some exhibitions may display items on the floor; Basement – designated walkway;	Require students to move at walking speed only (no running); Advise students to take special care when courtyard is wet due to weather; Uneven surfaces within the museum are marked; Hand rails installed with stairs;	4	2	2			4	2	2	Teachers / supervising adults are required to supervise children during the visit.	IR 
2	M	Medical condition (eg asthma, allergic reaction, seizure etc)	Pre-existing condition; Allergy due to environment;	Staff are trained in First Aid; First aid kits located on site, appropriate for group size; AED located on site; Staff trained in use of AED;	4	2	2			4	2	2	Teachers / supervising adults to ensure all medical equipment (eg inhaler, medication, epi-pen) is on hand during visits.	IR 
3	M	Sun-stroke, sunburn, hypothermia, etc	Exposure to elements;	Shaded places available outside; Activities may be modified according to weather; Drinking fountain available on-site;	1	3	1			1	3	1	Schools to assess weather conditions prior to visit.	IR 

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ID No.	Hazard Type	Hazard Description	Task/Item	Existing Hazard Controls	Risk Level - with existing Controls	Controls / Treatments to be implemented	Residual Risk Level - After C/A implemented	Comments	Residual Risk Acceptance (Initial and
4	M	Various	Physical and/or sexual assault;	<p>All staff and volunteers undertake a Working with Child Check;</p> <p>Working with Children Policy and Code of Conduct enforced;</p> <p>Museum staff numbers are adjusted according to scheduled visits;</p> <p>Security cameras in place at museum entrance;</p> <p>Museum Officers regularly patrol museum;</p> <p>Duress alarm installed at front desk;</p>	<p>High</p> <p>Medium</p> <p>Medium</p>		<p>High</p> <p>Medium</p> <p>Medium</p>	<p>Schools to be aware that the museum is open to the public during education programs.</p>	<p>IR</p> 
5	M	Emotional distress/panic	Child becoming separated from group or being unaccounted for;	<p>Security cameras installed in museum entrance;</p> <p>Front desk staffed at all times;</p> <p>Supervising adult / teacher ratio enforced regarding group sizes;</p> <p>Small physical footprint;</p>	<p>High</p> <p>Medium</p> <p>Medium</p>		<p>High</p> <p>Medium</p> <p>Medium</p>	<p>Students to be supervised by teachers / supervising adults at all times during visits.</p> <p>SAMM recommends that an adult be positioned at the front and back of the groups during museum visits.</p> <p>SAMM recommends regular group counts during visits.</p>	<p>IR</p> 

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AS AT 21/09/2016

		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No injuries	First aid treatment required <u>and/or</u>	Medical treatment required but no permanent disability <u>and/or</u>	Inpatient Hospitalisation <u>and/or</u>	Fatality/Fatalities or
			no permanent disability <u>and/or</u>	lost time injuries less than 5 days	actual or potential disability <u>and/or</u>	Severe permanent disability
			lost time injuries less than a day		lost time injuries greater than 5 days	
Almost Certain 5	The event is expected to occur (Once a week or daily)	Medium	Medium	High	Extreme	Extreme
Likely 4	The event will probably occur in most circumstances (Once a month)	Medium	Medium	High	High	Extreme
Possible 3	The event <i>should</i> occur at some time (Once a year)	Low	Medium	Medium	High	High
Unlikely 2	The event <i>may</i> occur at some time (Once in 5 years)	Low	Low	Medium	Medium	High
Rare 1	The event <i>may</i> only occur in exceptional circumstances (Once in 10 years)	Low	Low	Low	Medium	High
Likelihood						
Extreme Risk:	Intolerable risk - action by Executive – Identify and Implement corrective actions immediately					
High Risk:	Action by Senior Management- Identify and Implement corrective actions by the completed date and monitor controls					
Medium Risk:	Action by Management - Identify and Implement corrective actions by the completed date and monitor controls.					
Low Risk:	Manage by routine procedures. Monitor and maintain for effectiveness					

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