

WHS Management System – Form



Form No.	FM 3.6.1	Version	14	Date	Nov 2016	Review Date	Nov 2019
----------	----------	---------	----	------	----------	-------------	----------

WHS Risk Assessment Form

Process / Task:	Self guided visitation by a group	The higher the Residual Risk, the higher the priority for implementation of Controls		
Site Location:	Newcastle Museum	<input checked="" type="checkbox"/> HIGH Residual Risk (25-20)	<input type="checkbox"/> MEDIUM Residual Risk (19-11)	<input type="checkbox"/> LOW Residual Risk (10-1)
Date of Assessment: (Date that the RAF was first completed or was Biennially Reviewed)	31/11/2018	Eliminate or control the risk immediately. Written work procedure required. Eg SWMS. Communicate & train all employees then begin job.	Eliminate or control the risk before work commences. No formal written work procedure required. Communicate & train all employees then begin job.	No formal written work procedure required. Communicate & train all employees then begin job.
Assessment completed by:	Emma Best			

Approved by: Julie Baird (print name) *Julie Baird* (signature) Either a signature / ECM 'Note' must be used to indicate approval Note in ECM? Yes or A signature is used

Person's consulted during the development of this RAF: Bree Rooney, Justin Collins, Grant Hall, Julie Baird

Legislation / Codes of Practices / Standards / Chapters & Clauses referenced: [Work Health and Safety Act 2011](#).

Evaluation of available information (eg Safety Data Sheets, Manufacturers Manuals, other risk assessments): N/A

Level of supervision required: Continuous Intermittent Infrequent Not required

WHS Safety Signs: Copy and paste in any applicable Safety Signs from [FM 3.6.3 WHS Safety Signs](#)

Hazard / Danger Signs N/A PPE Required: N/A

Minor Reviews or Updates: minor corrections, small additions or updates. *All changes should be added in italics so that they are readily identifiable in the RAF.*
 Last updated on:
 Last updated by:
 Previous version ECM No:

Records of past incidents, illness & disease
from this process / task in past 3 years: Head bumps

Potential emergency situations
from this process / task: Car accidents

Self guided groups are exposed to a range of hazards within the museum. Each activity/area the group visits and is involved in are listed below. In order to inform booked groups prior to their arrival this risk assessment and supporting documents are provided to groups. Any groups not booked in are to be provided with documentation upon arrival. Food and drink are allowed in The Link Gallery and the Foyer, no food or drink allowed in A Newcastle Story, Fire and Earth and Supernova & Mininova

Groups with children and people with disabilities are required to have set ratios to adults/carers as advised by Audience Engagement staff. A First Aid kit is kept at the front desk of the Museum and a trained First Aid staff member is on at all times during open hours.

Activity	Hazard	Initial Risk Rating		Can you Eliminate the Hazard?	Hierarchy of Control Measures If 'No', work through the controls sequentially. Tick and provide further detail on the control selected: Substitution, Isolation, Engineering, Administration, Personal Protective Equipment. Add the applicable WHS Safety Sign in the table on page 1	Residual Risk Rating		Person/s Responsible
		H/M/L	#			H/M/L	#	
Visiting the Fire and Earth Gallery	Tripping or falling on tiered seating in BHP exhibition	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Barricades in place, lip of seats in contrasting colour, carers to monitor group behaviour	L	6	Exhibition Team, Supervisory Carers
Visiting the Fire and Earth Gallery	Tripping or falling on ramps in BHP exhibition	L	5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Colour changes on ramp edge and thresh hold markers on ends of ramps minimise the risk, carers to monitor group behaviour	L	3	Exhibition Team, Supervisory Carers
Visiting the Fire and Earth Gallery	Being affected by loud noises, special effects and darkened area during BHP Sound & Light Show	L	5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE Visitor Services staff and automated voiceover warn of higher noise levels prior to the show. Enquiries made of people sensitive to these conditions and warned appropriately. Ear muffs available from Audience Engagement staff on request	L	3	Visitor Services & Audience Engagement staff

Visiting the Fire and Earth Gallery	Injury sustained by climbing into dioramas	L	5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Physical barriers in place to isolate area. Visitors encouraged in positive behaviour of looking at but not touching and climbing over /under barriers by Visitor Services staff. Carers to monitor group behaviour	L	3	Visitor Services & Audience Engagement staff, Supervisory Carers	
Visiting the Fire and Earth Gallery	Injury sustained by climbing onto large coal mining equipment	L	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Physical barriers in place to isolate area. Visitors encouraged in positive behaviour of looking at but not touching and climbing over /under barriers by Visitor Services staff. Carers to monitor group behaviour	L	3	Visitor Services & Audience Engagement staff Supervisory Carers	
Visiting Supernova	Inappropriate use of interactive modules	M	17	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Each interactive module has instructions of intended and safe use. Area is under roaming supervision by Visitor Services staff. Visitor Services staff check each module at start of day to ensure they are working. All electrical elements comply with OH&S standards, have completed risk assessments, and are tested regularly. Carers to monitor group behaviour	L	6	Exhibition team, Visitor Services & Audience Engagement staff, Supervisory Carers	
Visiting Supernova	Falling from ropes or sustaining rope burn while using the 'Levers' car interactive	L	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Appropriate use of interactive and instructions provided by signage. Roaming supervision by Visitor Services staff. Carers to monitor group behaviour	L	3	Exhibition team, Visitor Services & Audience Engagement staff, Supervisory Carers	
Visiting Mininova	Inappropriate use of Mininova play equipment	L	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Height restriction signage is displayed and signage for no shoes in designated area displayed. Soft fall compliance matting in Mininova. Roaming supervision by Visitor Services staff. Carers to monitor group behaviour	L	3	Exhibition team, Visitor Services & Audience Engagement staff, Supervisory Carers	
Visiting A Newcastle Story	Accessing the tram	L	9	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Tram has step and handles for aiding the public to get on and off. Signage to advise use of handles and large step being considered. Roaming supervision by Visitor Services staff. Tram cab is barricaded with Plexiglass and signed to stop access. Carers to	L	6	Exhibition team, Visitor Services & Audience Engagement staff, Supervisory Carers	

Risk Rating Matrix	CONSEQUENCE					CONSEQUENCE	LIKELIHOOD
	Catastrophic	Major	Moderate	Minor	Insignificant		
Almost Certain	25	23	20	16	11	Catastrophic: Single or multiple fatalities.	Almost certain: Is expected to occur in most circumstances. (common)
Likely	24	21	17	12	7	Major: Hospitalisation with potential to result in permanent impairment.	Likely: Will probably occur in most circumstances (Has happened).
Possible	22	18	13	8	4	Moderate: Person unable to resume normal duties in the short-medium term.	Possible: Might occur at some time (Could happen).
Unlikely	19	14	9	5	2	Minor: First aid or precautionary medical attention only. Person likely to immediately resume normal duties.	Unlikely: Could occur at some time (Not likely).
Rare	15	10	6	3	1	Insignificant: No injury / Minor first aid treatment only.	Rare: May occur only in exceptional circumstances (Practically impossible).

Implementation Priorities: High – 2 weeks, Medium – 1 month, Low – 3 months. Monitor and review risk control

