

Risk Assessment: Safety

Title:

Date:

Section A

Describe activity being assessed	Museum Twilight Markets		
Worksite Location:	TWRM		
Assessment Completed by:	Richelle McClymont	Date:	
Have staff members been consulted when developing Risk Assessment (names)	Mandy Hartfiel, Sofie Aurich, Brisstyle Markets		

Section B

Approvals	This document must be approved by the senior manager responsible for the work area where activities are carried out.		
Campus WHS Adviser (endorsement)		Signature/Date	
Manager Sign off		Signature/Date	
Person responsible for ensuring controls of risk assessment/SWMS are followed	Richelle McClymont		
Person responsible for review of risk controls	Richelle McClymont	Date of Review	
Collection Security Team (If risk assessment relates in any way to potential risk associated with Collections, either front or back of house)	Send via email to Lisa Porter (Chair of CST) lisa.porter@gm.qld.gov.au	Date of Review Approval / or recommendations to further minimize risks	

Staff briefing – (all staff conducting work in association with this Risk Assessment must be briefed as to hazard controls in place and sign off that they understand and will adhere to the specified hazard controls).

Sign off - Staff conducting the activity - (I have been fully briefed on the contents of the risk assessment, understand all identified hazards and will carry out all instructions as identified).

Name	Signature	Date	Name	Signature	Date

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The objective of a risk assessment is to identify anything that may have an unplanned impact on an activity, to rate the risk of an unplanned occurrence by evaluating likelihood and consequences, then to develop a treatment for risks so that after the treatment is applied the residual risk is acceptable. Note that the same hazard may need to be assessed for a number of consequences.

Using the Template: Complete the information pages 1&3. (2) Identify all risks and their likelihood and consequence. (3) Using the risk matrix determine the risk rating for each risk as follows. Identify the potential hazard and risk, move along the row to the relevant consequence(C); descend the consequence column to the corresponding likelihood(L) row; the cell where the consequence column and likelihood row meet gives the risk rating (R). (4) Refer to the Risk Response table to identify the action required for the risk rating. (5) Develop a risk treatment plan for each risk where this is required, to reduce the risk as far as is reasonable practicable. (6) Assess the residual risk rating after the treatment is applied and adjust the actions if the revised risk rating has not reduced.

Risk Matrix		Consequences (C) if risk occurs			
		Minor Reduced workforce capability/capacity affects operational processes. Localised first aid required.	Moderate Reduced workforce capability/capacity affects service quality. Injury/illness requires GP/medical treatment and may be limited lost time.	Major Reduced workforce capability/capacity unable to support key services. Serious injury or work caused illness requiring lost time. Hospital treatment required.	Severe Reduced workforce capability/capacity threatens long term service delivery. Death or permanent disablement, multiple hospital admissions.
Likelihood (L) of risk occurring	4=Almost Certain: Can probably expect it to occur in most circumstances during the activity. A >90% chance of this risk eventuating	Medium	High	Extreme	Extreme
	3=Likely: The event may occur at least once over the coming year A 61-90% chance of risk eventuating	Medium	High	High	Extreme
	2=Possible: The event may occur at some time. A 30-60% chance of this risk eventuating	Low	Medium	High	High
	1=Unlikely: Occurrence may occur but more likely not to occur. <30% chance of occurring	Low	Low	Medium	Medium

Section C

Risk Response Table

Risk rating	Response	Risk acceptability
Extreme	<ul style="list-style-type: none"> Activity must not proceed whilst any risks are rated EXTREME Advise manager immediately and identify ways of reducing risk level. 	Unacceptable
High	<ul style="list-style-type: none"> Activity should not proceed until risk rating reduced. Identify additional controls to process to reduce risk level. 	Unacceptable
Medium	<ul style="list-style-type: none"> Reported to Supervisor Risk treatment plan (eg. Safe work procedure) must be in place before activity begins 	Risk eventuation is tolerable under controlled circumstances
Low	<ul style="list-style-type: none"> Monitor the risk for changed conditions. No Further Action Required at this stage 	Acceptable

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Risk Assessment for this task/event

No.	Hazardous task/object and risk	Risk Rating			Treatments	Residual Risk			Person Responsible for Treatment	
		L	C	Risk		L	C	Risk	Name	Done/Date
1	Marquees <ul style="list-style-type: none"> Muscle Injury or minor scrapes caused when setting up marquees Hit by collapsing marquee Tripping on marquee ropes 	P U P	m M M i	L L L	<ul style="list-style-type: none"> Marquees are assembled by a minimum of 4 people for museum property Smaller markets stalls are set up by multiple people and management and insurance of stall holders is provided by market coordinators (BrisStyle Staff) Marquees are assembled as per instructions and securely secured to the ground using pegs and ropes Marquees are inspected during assembly to ensure they are in correct working order. Damaged marquees will not be used Marquee ropes and pegs are marked in yellow Adequate lighting is to be provided to ensure good visibility First aider available 	U U U	M M M i	L L L	Market coordinator BrisStyle Event manager	
2	Stage <ul style="list-style-type: none"> Tripping on chairs, stage, etc Tripping on raised cement area Tripping on sound system cables Being hit by toppling speakers, 	P P P U	m i L L L	L L L	<ul style="list-style-type: none"> Area well lit Clear pathways maintained for visitor flow Cement area clearly marked in yellow paint Sound system set up as late as possible by external provider Sound system staffed and monitored at all times Staff available to assist and monitor visitor behaviour 	U U U U	M i L L L	L L L	Market coordinator BrisStyle Event manager Buildings and facilities staff	
	Museum forecourt/grounds – under trees: Injured by falling tree branches	U	M o	L	<ul style="list-style-type: none"> Trees kept pruned and tidy Regular inspections carried out for deadwood or seed pods that may injure visitors 	U	M i	L	Buildings and facilities staff	
3	Overall site <ul style="list-style-type: none"> Lost children and being distressed Inappropriate behavior of adults towards children Striking, slipping, tripping, falling, crushing, entanglement in museum exhibits 	P U P	M i M o	L L L	<ul style="list-style-type: none"> Staff monitor visitors and are available to support families as required, use radios and speaker systems as per lost children procedures Staff able to follow general procedures to deal with inappropriate visitors Museum exhibits maintained and appropriate signage supplied identifying hazards as required 	U U U	M i L L	L L	Event manager Exhibition team FOH team	
4	Food Service <ul style="list-style-type: none"> Food poisoning Intoxication and inappropriate behaviour 	P P	M o	L L	<ul style="list-style-type: none"> Food service standards are followed, store holders are managed and covered by Bristyle markets risk assessment and insurance RSA standards are followed 	U U	M i	L L	Café manager Market coordinator BrisStyle	

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5	Museum Torchlight tours <ul style="list-style-type: none"> • People getting lost • Hitting, tripping, falling in low visibility situation 	P P	M i	L L	<ul style="list-style-type: none"> • Limited number of people allowed on tour • Staff to complete regular head counts • Visitors advised of safety risk regarding accessing the site in a low visibility situation • Torches provided to visitors • Tour is slow paced and accesses main public areas of the museum • Pathways used are appropriate for the numbers of visitors 	U U	M i	L L	Event manager Tour leader	
6	Traffic access to site to install and deinstall <ul style="list-style-type: none"> • Car hitting a staff member or visitor • 	P	M a	H	<ul style="list-style-type: none"> • Traffic management plan circulated to all stall holders • Traffic management plan limits speed of vehicles, • TM plan limits access times for vehicles to outside normal museum operating hours to reduce interaction with visitors • Staff in ticket office and Market coordinators are available to direct traffic • Gates are kept shut and locked until staff member is available to escort vehicle 	U	M i	L	Market coordinator BrisStyle Event manager Ticket office staff	
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NOTES Emergency assistance (including First Aid) is available at all times by going to or contacting (insert contact person here) on (insert phone number) or asking any QMN staff member for assistance.

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Appendix B Hierarchy of Control

The Work Health and Safety Act 2011 and the How to Manage Work Health and Safety Risks Code of Practice 2011 require risks to be eliminated, so far as reasonably practicable and if not possible then the following hierarchy to be followed to minimise WHS risk.

Selecting risk controls

1. **Eliminate** any risk to health or safety associated with the work by removing the hazard, such as stop using a hazardous chemical.
2. **Minimise** the risk to health or safety by using any one or any combination of the following controls:
 - **Substitute** the hazard, such as by using a new activity, procedure, item of plant, process or chemical.
 - **Isolate** persons from the hazard, such as by barriers, fencing or guardrails.
 - **Use engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide personal protective equipment (PPE)**, such as safety glasses, ear muffs/plugs, and hard hats.

