



WHS FORM

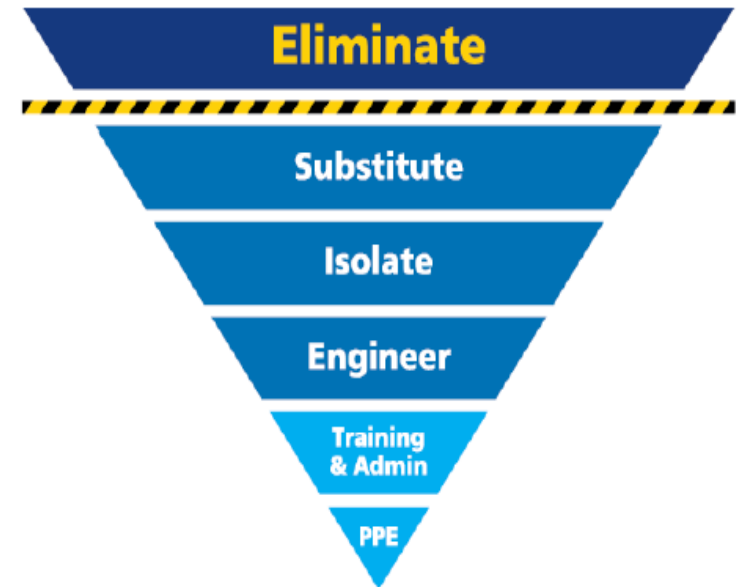
RISK ASSESSMENT

Gosford Regional Gallery: 36 Webb Street, East Gosford 2250
 Phone: 4304 7550
 ABN:

RISK ASSESSMENT TITLE	VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS	DEPARTMENT / UNIT	GOSFORD REGIONAL GALLERY
ACTIVITY DESCRIPTION	School garden and gallery tours, art workshops.	Content Manager Reference:	Tim Braham

ASSESSMENT COMPLETED BY	NAME (PRINT)	POSITION	SIGNATURE	NAME (PRINT)	POSITION	SIGNATURE
	Joanna O'Toole	Education and Public Programs officer		Tim Braham	Director	
APPROVAL MANAGER	TIM BRAHAM	DIRECTOR		APPROVAL DATE	18/05/23	

Work, Health & Safety/Public	May cause death, permanent disability and/or permanent ill health. Permanently unable to work.	Serious injury or illness such as hospitalisation as inpatient or permanent impairment. Injury or illness qualifies as 'Notifiable Incident' to regulator.	Injury or illness requiring health professional treatment, hospital outpatient and/or lost time >1 week.	Minor injury or illness resulting in <1 week lost time and/or requires first aid treatment.	No treatment required or minor first aid (e.g. bandaid or ice pack). No lost time returning to work within shift.
RATING	Catastrophic	Major	Moderate	Minor	Insignificant
ALMOST CERTAIN Almost certain to occur Once a year or more frequently (>85%)	Extreme 25	Extreme 23	High 20	Medium 16	Medium 11
LIKELY More than an even chance of occurring Once every 2 years (50%-85%)	Extreme 24	High 21	High 17	Medium 12	Low 7
POSSIBLE Could occur periodically Once every 5 years 21%-49%	High 22	High 18	Medium 13	Medium 8	Low 4
UNLIKELY It is possible for the event to occur, but it is unlikely to happen Once every 10 years 5%-20%	High 19	Medium 14	Medium 9	Low 5	Low 2
RARE Event that may occur very seldom and the chances of it happening are considered exceptionally remote Once every 20 years <5%	Medium 15	Medium 10	Low 6	Low 3	Low 1



Risk Rating & Action			
Hazard Score	Risk Level	Risk Acceptability	Immediate Action / Notification
23 to 25	Extreme	Intolerable	Immediate action required by Senior Management
17 to 22	High	Unacceptable	Senior Management attention required
8 to 16	Medium	Acceptable with continuous review only when either Reputation or Financial Consequence are the highest rated risk. Otherwise unacceptable.	Manage with consistent monitoring and action when required.
1 to 7	Low	Acceptable with periodic review	Manage by routine procedures

This is a controlled document. Always check the currency of this document on the Intranet before use.

STEP	STEP / AREA	HAZARD	CONSEQUENCE	RISK SCORE	CONTROLS	RISK SCORE	CONTROLS	RESPONSIBILITY
	<i>Break down into job steps or site areas.</i>	<i>What can cause harm?</i>	<i>What could go wrong?</i>	<i>See Risk Matrix</i>	<i>What control measures already exist?</i>	<i>See Risk Matrix</i>	<i>What can we do to reduce the risk further?</i>	<i>Who is to ensure this is completed?</i>
1	Gallery Tours	Trips, Collision with artwork	Breakage of artwork Minor falls	Low 1	Welcome and orientation talk includes the Rules of the Gallery- No running Do not touch artwork, Stand behind line away from artwork Supervision by teachers, in conjunction with Gallery staff and guides Emergency plan developed, displayed and communicated to teachers	1-7 Rare	Daily assessment of the gallery area by staff before and after tours	Professional gallery staff Trained gallery guides
2	Art workshops	Paints, crayons, scissors Emergencies Slips / trips	Minor cuts and falls	Low 3	Water-based paints and non-toxic crayons supplied for use only Safe use of scissors explained, and children supervised Emergency plan developed, displayed and communicated to teachers All spills cleaned up immediately, mops and warning signage available	1-7 Rare	Make sure all art materials are non-toxic Assess that the artmaking area is capable to adhere to a safe working environment for the number of students Ensure all professional artists are trained in WHS	Professional gallery staff Trained artists

This is a controlled document. Always check the currency of this document on the Intranet before use.

STEP	STEP / AREA	HAZARD	CONSEQUENCE	RISK SCORE	CONTROLS	RISK SCORE	CONTROLS	RESPONSIBILITY
	<i>Break down into job steps or site areas.</i>	<i>What can cause harm?</i>	<i>What could go wrong?</i>	<i>See Risk Matrix</i>	<i>What control measures already exist?</i>	<i>See Risk Matrix</i>	<i>What can we do to reduce the risk further?</i>	<i>Who is to ensure this is completed?</i>
3	Garden tours	Slips/trips Submersion in water Sun Cuts and bites/stings	Minor cuts and falls Accidental submersion in water Allergic reactions	Medium 13	Welcome and Orientation talk includes the rules of the Garden- No running, Do Not Lean over Railings Do not Walk on Pebble Beach Supervision by teachers, in conjunction with Gallery staff and guides Wear sunhat and sunscreen, avoid heat of the day First aid kit available, Gallery staff completed accredited First Aide training	8-16 possible	Daily assessment of the garden area by staff before and after tours	Professional gallery staff Trained Garden Guides

