

Master List		Description: Science Festival				Date: 07/08/2018 - 17/08/2018			Prepared By: Geoff Gardner						Approved By: Andrew Cutbush	
No.	Risk, Hazard or Issue	Context exposed or location staff are exposed to hazard	Workgroup	Control Summary Existing Controls to manage the risk/hazard / issue	Likelihood of Occurrence	Consequence	Initial Risk Rating	Additional Controls to be Implemented / Actions to better manage the risk	Comments	Revised Likelihood of Occurrence	Revised Consequence	Revised Risk Rating	OK to Proceed? YES or NO	Person responsible for managing the risk & implementation of additional controls / actions	By When	Relevant resources including Australian Standards or Intranet Pages etc.
1	Fire	Museum wide		Coordinated by Security & Fire Wardens.	Unlikely	Severe	High	Staff & Volunteers briefing on Sat & School dates re emergency procedures. All SEE Staff have First Aid Certificates.	Fire Evacuation Alarm. Check to see if adequate Fire Wardens. Consult with Security.	Unlikely	Severe	High	YES	Daily briefings Warden numbers - Security. Check sufficient number of radios. AMSF & Security.	Complete with daily monitoring	Emergency Evacuation Plan
2	Emergency evacuation due to bomb threat, fire alarm etc.	Museum wide		Coordinated by Security & Fire Wardens.	Unlikely	Severe	High	Inform Staff & Volunteers of the evacuation exits and meeting points at briefing on M-F & Sat and other emergency procedures.	Staff induction & updates from Security. Fire Evacuation Alarm and Site Lock Down alarm if necessary.	Unlikely	Severe	High	YES	Daily briefings - Security. AMSF check sufficient number of radios with Customer Service Manager	Complete with daily monitoring	Emergency Evacuation Plan
3	Site Lock-down	Museum wide		Coordinated by Security & Fire Wardens.	Unlikely	Severe	High	Inform Staff & Volunteers at briefing on M-F & Sat and other emergency procedures.	Staff induction & updates from Security. Site Lock Down alarm if necessary.	Unlikely	Severe	High	YES	Daily briefings - Security. AMSF check sufficient number of radios with Customer Service Manager	Complete with daily monitoring	Site Lock-down Plan
3	Overcrowding	Museum wide		Coordinated by Security. Assisted by AMSF Staff & volunteers	Possible	Minor	Medium	Speak with Security regarding extra security for peak periods	Schools need to pre-book, limiting workshop venues to 30 students, and gallery spaces to less than 80. 30+ volunteers to monitor. CCTV & communication with Security.	Unlikely	Insignificant	Low	YES	Daily briefings & staff roster -Check sufficient number of radios & volunteers	Monitored through bookings site & during event	Bookings and venues sheets
4	Lost child/students	Museum wide		Coordinated by AM Staff & Security	Rare	Severe	Medium	Lost Child Action Plan set in place by Security. Additional Security FOH.	Lost Child Action Plan. Students have labelled stickers with School, teacher name, teacher contact number, class group. School uniforms.	Rare	Minor	Low	YES	All staff & Security	Monitored during event	Lost Child Procedure, Arrival lists and daily programming
5	Prams creating trip hazard/blocking walkways	Museum wide		Coordinated by Security. Assisted by AMSF staff & Volunteers.	Possible	Minor	Medium	Pram parking stations throughout Museum	Need to minimize prams/strollers within Museum due to visitor numbers. Daily briefings will note pram parking/ pram awareness on Saturday. Noted on booking site about no prams in theatre spaces/shows.	Unlikely	Insignificant	Low	YES	Security. Signage for prams - AMSF staff	Monitored during event	Not available
6	Wet weather queuing	Crystal Hall/1892/Sydney Grammar/PCYC		Bollards in Crystal Hall to allow extra visitors to queue. Pre-bookings to minimise queues.	Possible	Minor	Medium	Bollards down ramp from Crystal Hall.	Pre bookings queues. Bollards in Crystal Hall.	Possible	Insignificant	Low	YES	Customer Service - FOH Admissions / AMSF staff	Monitored during event	Not available
7	Visitor / public aggression	Museum wide		Coordinated by Security.	Unlikely	Major	Medium	Staff awareness	Presenter and exhibitor induction and presenter packs outlining important factors which might occur.	Rare	Moderate	Low	YES	AMSF staff & Security	Monitored during event	Not available
8	Obstructing footpaths with queue	Entry points		Not an issue for normal operations.	Possible	Minor	Medium	Additional signage, bollards, CCTV monitoring & supervision	Visitors will queue up College Street. Buses will be greeted and classes taken to appropriate venue ASAP.	Unlikely	Insignificant	Low	YES	Festival Staff & volunteers rostered to monitor - Briefing. CCTV. Security	Monitored during event	Not available
9	Communication problems. Radios outage	Museum wide		Recent upgrade to digital. Greater reliability to previous radios.	Unlikely	Minor	Low	Recharge radios.	Mobile phones for staff.	Unlikely	Insignificant	Low	YES	Security	Monitored during event	Not available
10	Cleaners duties including toilets and garbage bins	Museum wide		Extra cleaners rostered on in peak times. AM staff communicate with Building Services. Extra bins for workshop venues.	Possible	Minor	Medium	Additional cleaning staff.	Extra cleaning roster pre-event and during peak periods. Staff monitoring & call Building Services if required.	Unlikely	Minor	Low	YES	Adequate cleaning staff & suitable duties - Building Services	Arrange cleaner rosters prior to event	Not available
11	Out of service toilets	Museum wide		Cleaners rostered on. AM staff communicate problems to Security & Building Services	Possible	Minor	Medium	Cleaners to monitor	AMSF discuss with Building Services	Rare	Minor	Low	YES	Cleaners, Building Services & Security	Monitored during event	Not available
12	Increased theft, loss of shop items & artefacts	Museum wide		Security CCTV, staff & volunteer monitoring.	Unlikely	Minor	Medium	Shop stock removed from Atrium.	Consult with Retail & Security	Rare	Insignificant	Low	YES	Security & Retail	Monitored during event	Not available
13	Lift outage	Lift A and B		Recent upgrades, CCTV and roving Security.	Possible	Minor	Medium	Security staff to monitor	Students asked not to use the lifts.	Unlikely	Minor	Low	YES	Security & Building Services	Monitored during event	Not available
14	Obstructed egress of visitors on walkway.	Entry walkway		New entrance walkway. Signage	Possible	Minor	Medium	Bollards, signage, staff & volunteers supervising	Volunteers and AMSF staff in bright t-shirts to assist visitor facilitation.	Possible	Insignificant	Low	YES	Bollards, staff & signage. Consult with FOH Admissions. AMSF.	Monitored during event	Not available
15	No show of numerous staff from e.g. transport issue	Museum wide		Rosters, contact details for staff, monitor transport info lines	Possible	Minor	Medium	Listing of staff phone numbers and contacts	Ensure roster and contact numbers available	Rare	Insignificant	Low	YES	Contact numbers of all rostered staff - AMSF to provide copy to Security.	Monitored during event	Staff rosters
16	PA out of order	Museum wide		Periodically tested by Security & Building Services.	Unlikely	Minor	Medium	Staff trained in operation.	Building Services, FOH to advise	Rare	Insignificant	Low	YES	Megaphones & training - Security	Monitored during event	Not available
17	Emergency incidence response. First aiders.	Museum wide		Security act as first response to first aid requirements.	Possible	Moderate	High	First Aid Kit available in Gallery One. Consult with Security	Science Engagement & Events staff have Current First Aid Certificates.	Possible	Minor	Medium	YES	Security & All staff	Monitored during event	Not available
18	Burns, scolds & irritations	Museum wide		Collection of Safety data sheets and presenter risk assessments	Possible	Minor	Medium	First Aid Kit available in Gallery One. Consult with Security	Ensure all Science demonstrations are wearing and supplying (where necessary) appropriate personal protective equipment (PPE).	Rare	Minor	Low	YES	Festival Staff to monitor - Briefing. CCTV. Security	Monitored during event	Not available
19	Electrical outage	Museum wide		Building Services contact tradesperson. Normal Operation.	Unlikely	Minor	Medium	Ensure Production A/V staff available for Launch.	Tag and Testing of electricals.	Rare	Minor	Low	YES	Building Services	Monitored during event	Not available
20	Extra waste bins	Museum wide		Book extra cleaning hours	Likely	Minor	Medium	Provide extra bins for workshops and key areas	Consult with Building Services	Rare	Insignificant	Low	YES	Building Services to organize additional pickup of dock waste bins	Arrange week prior to event	Not available
21	Chemical storage and waste	Museum wide		Collection of Safety data sheets and presenter risk assessments	Unlikely	Moderate	Medium	Provide adequate storage and sealed containers for disposal	Follow safe work practice and disposal procedures	Rare	Minor	Low	YES	Festival Staff to monitor - Briefing. CCTV. Security	Monitored during event	Lab safety guidelines for managing risks with chemicals
22	Garden damage (Garden under Crystal Hall)	William St. Under Croft		Not applicable at present	Possible	Minor	Medium	Speak with Security re possible lunch space for schools	No event bookings of Under croft.	Rare	Insignificant	Low	YES	AMSF staff Caterers & security	Monitored during event	Walkthrough with Building Services & WHS.
23	Publicity on social media.	Museum wide		Monitored by Digital Media Officer & Rohan	Unlikely	Minor	Low	IT to moderate wireless internet usage	Consult with Rohan & staff	Rare	Insignificant	Low	YES	Ellie onsite & monitoring social media. Consult with Rohan & Social Media Team.	Monitored during event	Not available
24	Seating for elderly / families etc.	Museum wide		Several seats located around the Museum	Possible	Minor	Medium	If raining AMSF discuss student meal areas. E.g. under croft, annexe?	No additional seats due to visitor numbers	Rare	Minor	Low	YES	AMSF staff & FOH Floor staff	Monitored during event	Not available
25	Gallery overcrowding	Museum wide		Not an issue for normal operations.	Possible	Minor	Medium	Roster to ensure staff & Volunteers closely monitor & act swiftly. School itineraries with pre-bookings for gallery spaces.	CCTV monitoring by Security, additional Volunteers & staff to closely monitor.	Unlikely	Minor	Low	YES	Security coordinate. AMSF & AM staff monitor closely.	Monitored during event	Venue Reports
26	Visitor movement / pinch points	Museum wide		Not an issue for normal operations.	Possible	Minor	Medium	Roster to ensure staff & Volunteers closely monitor & act swiftly. Discussed in morning briefing. School itineraries with pre-bookings for gallery spaces.	CCTV monitoring by Security, additional Volunteers & staff to closely monitor.	Unlikely	Insignificant	Low	YES	All staff	Monitored during event	Not available
27	Not enough toilets to cater for visitors	Museum wide		Not an issue for normal operations.	Possible	Minor	Medium	Roster to ensure staff & Volunteers closely monitor & act swiftly. Discussed in morning briefing. Additional cleaners during peak periods.	CCTV monitoring by Security, Building Services, cleaners, additional Volunteers & staff to closely monitor.	Rare	Minor	Low	YES	Building Services	Monitored during event	Not available
28	Use of the dinosaur Winny both inside & outside Museum	Ground floor & Level 2		Not an issue for previous operations with 'escorts' & trained staff inside costume.	Possible	Minor	Medium	Trained puppeteers & handlers	Winnie handlers	Unlikely	Insignificant	Low	YES	AMSF follow up with appropriate AM staff & handler/escort. AMSF to contact Security before Winnie starts for assistance.	Monitored during event	Not available
29	Visitors climbing & damaging displays/specimens including Wild Planet & Level 2 crocodile.	Ground & Level 2		Security & roving AM staff respond.	Unlikely	Moderate	Medium	Roster to ensure staff & Volunteers closely monitor & act swiftly. Discussed in morning briefing. Consult with teachers prior to attending.	CCTV monitoring by Security, additional Volunteers & staff to closely monitor. Teachers attend with students within Museum as supervision.	Rare	Minor	Low	YES	Staff roster including their duties & morning briefings. Copy to Security from AMSF.	Monitored during event	Not available