

Lake Macquarie City Council Risk Assessment ACT - MAC - School Visit



This document is a **Generic (controlled) activity Risk Assessment**

Work Area / Location	MAC Museum of Art and Culture				Find	Locate this document via the Full Controlled Document search on the Backyard	
Assessed By	Joanna Davies	Approved By	Jessica Dowdell	Date Due for Review	12 months	Audience	Schools, LMCC staff (MAC and LLAE)

WHS Aspects	Possible WHS Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Designing and planning schools programs and tours	Children at risk when working alone with tutor	M	<ul style="list-style-type: none"> Tutors and volunteers working with children will need to complete Working with Children Consent Form Council recruitment/procurement process Tutors supervised by Gallery staff and accompanying teachers Council's Code of Conduct	7 days	VA and PP Leader, VA and PP Officer	L
Conducting school programs and tours	Injury to participants and tutor in emergency evacuation	M	<ul style="list-style-type: none"> All tutors and contractors to undergo site induction and Council WHS Training All teachers and students made aware of the Art Museum's Emergency Evacuation Procedure Teachers to keep class roll and take during evacuation School Excursion Agreement completed prior to the visit and adhere to terms Emergency exits kept clear at all times	24 Hours	VA and PP Leader, VA and PP Officer	L
Conducting school programs and tours	Injury to participants through mishandling of equipment	M	<ul style="list-style-type: none"> Tutors undertake Council WHS induction training Tutors to complete and adhere to Workshop Tutor Agreement Trained and qualified Art Museum staff supervising tutor with accompanying teachers 	<30 days	VA and PP Leader, VA and PP Officer	L

<u>Likelihood</u>	<u>Consequence</u>	<u>Risk Rating</u>	<u>Timeframe</u> *	<u>Consequence if hazard occurs</u>	<u>Likelihood</u>			
					A	B	C	D
A = Almost Certain (Expected to occur)	1 = Catastrophic = Extreme pollution; Death or permanent disability; > \$500,000	E = Extreme	- Immed. - <24hr	1=Catastrophic	A	B	C	D
B = Likely (Will probably occur)	2 = Major = Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000	H = High	- < 7 days	2=Major	E	E	H	M
C = Possible (Might occur at sometime)	3 = Moderate = Significant pollution; Medical attention & off work; \$10,000 to \$50,000	M = Moderate	- < 30 days	3=Moderate	E	H	M	L
D = Unlikely (Not likely to occur)	4 = Minor = Low level pollution, First aid treatment; \$0.00 to \$10,000	L = Low	- < 6 mths	4=Minor	H	M	L	VL
		VL = Very Low	- <12 mths		M	L	VL	VL

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			<ul style="list-style-type: none"> • Strict direction and supervision of participants when using equipment • School Excursion Agreement completed and adhere to terms 			
Conducting outdoor school program and tours	Injury to staff, tutors and participants through sun exposure during Injury to staff and/or students (particularly young ones) due to falling or drowning in the lake Injury to staff, tutor and students due to fall from sculptures and/or trees during	M	<ul style="list-style-type: none"> • Adhere to Council Sun Safe Policy , provide sun block • Advise participants to bring hats and sun block at point of booking • School Excursion Agreement completed and adhere to terms • Students and/or teachers not to enter lake while on excursion. • Students and/or teachers not to climb trees and/or sculpture while on excursion. • Site induction process • Teachers to take responsibilities for safety of students. 	<7days	VA and PP Leader, VA and PP Officer	L

Environmental Aspects	Possible Environmental Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk
Designing and planning school programs	Damage to environment due to use of hazardous materials and or processes	M	<ul style="list-style-type: none"> • Where possible, do not use hazardous material or techniques • If any hazardous materials are used, tutor and Education and Public Programs Officer to prepare one-off risk assessment 	<7days	VA and PP Leader, VA and PP Officer	L
Conducting schools programs	Damage to environment due to washing hazardous substances down the sink Damage to environment due to use of hazardous materials	M	<ul style="list-style-type: none"> • Dispose of any hazardous material appropriately • Use all materials according to SDS • Do not use hazardous materials in children's workshops 	<7days	VA and PP Leader, VA and PP Officer	L

Quality Aspects	Possible Quality Impacts	Initial Risk Rating	Control Measures (first consideration should be seeking ways to Eliminate, Substitute, Isolate or Engineer out the hazard before implementing administrative controls or PPE)	Timeframe to implement (based on initial risk rating) *	Responsible Position/s	Residual Risk

Likelihood A = Almost Certain (Expected to occur) B = Likely (Will probably occur) C = Possible (Might occur at sometime) D = Unlikely (Not likely to occur)	Consequence 1 = Catastrophic = Extreme pollution; Death or permanent disability; > \$500,000 2 = Major = Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000 3 = Moderate = Significant pollution; Medical attention & off work; \$10,000 to \$50,000 4 = Minor = Low level pollution, First aid treatment; \$0.00 to \$10,000	Risk Rating E = Extreme - Immed. - <24hr H = High - < 7 days M = Moderate - < 30 days L = Low - < 6 mths VL = Very Low - <12 mths	Timeframe * - Immed. - <24hr - < 7 days - < 30 days - < 6 mths - <12 mths	Consequence if hazard occurs 1=Catastrophic 2=Major 3=Moderate 4=Minor	Likelihood			
					A	B	C	D
					E	E	H	M
					E	H	M	L
					H	M	L	VL
M	L	VL	VL					

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Conducting school programs	Substandard program delivery and outcomes	M	<ul style="list-style-type: none"> Plan program with school teachers and tutor according to Workshop Tutor Agreement, program guidelines and School Excursion Agreement Staff to supervise tutor Evaluate according to Workshop Evaluation Forms 	<7days	VA and PP Leader, VA and PP Officer	L

List **all Hazardous Chemicals** to be used in this process.
Note: All Hazardous Chemicals must be accompanied by a **Hazardous Chemical Risk Assessment** . Refer to **Hazardous Chemical – Process Control Document** for guidance.

The following people were consulted in the development of this risk assessment

Team Members	Team Name and / or Position
Jessica Dowdell	Lifelong Learning and Engagement Coordinator
Anna Scobie	Visual Arts and Public Programs Officer

Dissemination and Acknowledgement (How is this Risk Assessment to be communicated to ALL staff undertaking this task)

Method eg: Site Specific Induction or RA Training &/OR a Toolbox Talk, Team meeting etc	Evidence of dissemination eg: saved to TRIM, &/OR details recorded in Daily Diary or Worker Training Passport.
Tool Box talk, Site induction, Tutors Agreements, Booking Procedures	RM8

Document References (Acts, Regulation, Codes of Practices, Related Risk Assessments – including Hazardous Chemical, Manual Handling etc)

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