

## Corporate Safety Risk Assessment - PRHM Education Program

Permits required		Isolations required	
<input type="checkbox"/> Confined space	<input type="checkbox"/> High risk work rescue plan	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Hydraulic
<input type="checkbox"/> Work at height	<input type="checkbox"/> Excavation and trenching	<input type="checkbox"/> Electrical	<input type="checkbox"/> Pneumatic
<input type="checkbox"/> Hot work	<input type="checkbox"/> Grid mesh, flooring and guard rail removal	<b>Site access required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other (please specify):		<input type="checkbox"/> Details (if applicable):	

**Task Hazards** (Each hazard identified below must be assessed)

Chemicals/hazardous substances		High-risk activities	
Name/s of chemicals or hazardous substance: • • • <input type="checkbox"/> Safety Data Sheet (SDS) available		<input type="checkbox"/> Confined space	<input type="checkbox"/> Work at heights
		<input type="checkbox"/> Hot work	<input type="checkbox"/> Excavation, trenching or penetrations
		<input type="checkbox"/> Construction work	<input type="checkbox"/> Demolition
		<input type="checkbox"/> Other:	
Plant and equipment		Work location	
<input type="checkbox"/> Fixed plant	<input type="checkbox"/> Mobile plant	<input checked="" type="checkbox"/> Plants, animals or insects	<input type="checkbox"/> Contaminated / flammable atmosphere
<input type="checkbox"/> Vehicles/boats	<input type="checkbox"/> Hand tools	<input checked="" type="checkbox"/> Slips, trips and falls	<input type="checkbox"/> Work occurring in other areas
<input type="checkbox"/> Other:		<input type="checkbox"/> Biological hazards	<input type="checkbox"/> Fire
Manual tasks		People	
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Heavy lifting	<input type="checkbox"/> Remote or isolated work	<input type="checkbox"/> Contractors
<input type="checkbox"/> Awkward posture	<input type="checkbox"/> Sustained posture	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Visitors/land owners/public
<input type="checkbox"/> Other:		<input type="checkbox"/> Competency or training required	<input type="checkbox"/> Licence required
Facilities/built environment		Other Hazards	
<input type="checkbox"/> Buildings and fixtures	<input checked="" type="checkbox"/> On, in or adjacent to roadways	<input type="checkbox"/> Details (if applicable):	
<input type="checkbox"/> Open pits, trenches or tunnels	<input type="checkbox"/> Other:		

Formal Risk Management Steps			
<b>Step 1</b> Identify Hazards	Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people, plant, equipment or the environment. Hazards generally arise from the following aspects of work and their interaction: <ul style="list-style-type: none"> <li>Physical work environment.</li> <li>Equipment, materials and substances used.</li> <li>Work tasks and how they are performed.</li> <li>Work tasks design and management.</li> <li>Work tasks location.</li> </ul>	<b>Step 3</b> Control Risks	The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable.  In deciding how to control risks you must consult workers who will be directly affected by this decision. Their experience will help choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way the work is done.
<b>Step 2</b> Assess Risks	A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine: <ul style="list-style-type: none"> <li>The severity of a risk.</li> <li>Whether any existing control measures are effective.</li> <li>What action you should take to control the risk.</li> <li>How urgently the action needs to be taken.</li> </ul>	<b>Step 4</b> Monitor and Review	The control measures that are put in place should be reviewed regularly to make sure they work as planned. If problems are found, go back through the risk management steps, review your information and make further decisions about risk control.  Priority for review should be based on the seriousness of the risk. Control measures for serious risks should be reviewed more frequently.

Hierarchy of controls			
<b>1. Elimination</b>	<b>First option – most effective:</b> The most effective control measure involves eliminating the hazard and this removes all the associated risk. When managing risks, you must allow the hierarchy of control, starting at the top working downward.	<b>4. Engineering</b>	An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery.
<b>2. Substitution</b>	Substitute the identified hazard for something safe that will perform the same function for instance, replace solvent-based paints with water-based ones.	<b>5. Administrative</b>	Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task and use signs to warn people of a hazard.
<b>3. Isolation</b>	Isolate the risk from the individuals. This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.	<b>6. PPE</b>	Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

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Assess the likelihood and consequences from the hazards or risks						
		CONSEQUENCES				
		Insignificant No injury	Minor First aid injury	Moderate Medical treatment	Major Serious injury	Catastrophic Death
LIKELIHOOD	<b>Almost Certain</b> Is expected to occur most times	16 Med	10 High	6 Ext	3 Ext	1 Ext
	<b>Likely</b> Will probably occur most times	19 Med	14 high	9 High	5 Ext	2 Ext
	<b>Moderate</b> Might occur at some time	22 Low	18 Med	13 High	8 Ext	4 Ext
	<b>Unlikely</b> Could occur at some time	24 Low	21 Low	17 Med	12 High	7 Ext
	<b>Rare/Impossible</b> May occur in rare circumstances	25 Low	23 Low	20 Med	15 High	11 High

RANKING	RISK
1-8.	<b>Extreme</b> - Extreme risk, immediate action required
9-15.	<b>High</b> - High risk, prioritized action required
16-20	<b>Medium</b> - Moderate risk, planned action required
21-25	<b>Low</b> - Low risk, actioned by routine procedures

Note: When conducting a risk assessment always assess the risk before any control measure is put in place and identify the risk score. After control measures, have been considered risk levels must have been lowered to a Medium or preferably a Low.

Once Risk Assessment has been completed, transfer risks and controls to the Risk Control Action Plan (RCAP) for monitoring and review.

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Identify the Hazards		Risk Level before Controls	Control the Risk	By Who	By When
Identify the Task/s	What are the hazards associated with each task	Is the risk Low, Medium, High or Extreme	How will Hazards and Risks be Controlled	By whom (person and/or position)	By what date
All program & activities	Injury to body from trips and falls and using stairs.	Low	Students to be supervised at all times by teachers and accompanying adults. Students informed by museum staff please walk quietly when moving from activities and at any stage within the museum.	Museum staff, teachers, accompanying adults.	Ongoing
All program & activities	Risk of injury from objects that may be heavy or have sharp edges or from bumping or climbing onto objects.	Low	Students to be supervised at all times by teachers and accompanying adults. Objects that students can handle have been checked to make sure they are safe. Any touching of historic objects will be under the direct supervision and instruction of museum guide. Students must not be allowed to climb on any objects.	Museum staff, teachers, accompanying adults.	Ongoing
All programs and activities	Injury from a pre-existing medical condition such as asthma, allergies, diabetes	Low	Teachers are requested to advise the museum prior to arrival of students with any medical conditions such as asthma, diabetes, allergies. Teachers advised to bring first aid kit and any required medications.	Museum staff & teachers.	Ongoing
All programs and activities	Cuts, abrasions, insect bites/stings, grass, pollen and other allergies	Low	Students to be supervised at all times by teachers and accompanying adults, under instruction of a museum guide. Teachers to bring insect spray. Teachers advised to bring a first aid kit.	Museum staff & teachers	Ongoing
All programs and activities	Getting lost	Low	Students to be supervised at all times by teachers and accompanying adults, under instruction of a museum guide. All students are given clear instructions before starting activities. Students are not permitted to leave the group unless given permission and accompanied by an adult or teacher.	Museum staff, teachers, accompanying adults.	Ongoing
All programs and activities	Covid-19	Med	Adults and children are to stay home if unwell, have a cough, fever, sore throat, fatigue or shortness of breath. Hand sanitiser is placed around the venue for use between activities. Masks are encouraged during activities Directional signage to be followed when in the venue.	Teachers, accompanying adults and museum staff	Ongoing

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			Visitation numbers have been limited to ensure we adhere to the social distancing restrictions. Adhere to the social distancing recommendations at all times. Strictly adhere to all QLD Health directives regarding Covid-19.		
Lunch Breaks	Injury from a vehicle whilst crossing the road in the park	Med	Students to be supervised at all times by teachers and accompanying adults. Students alerted to the close proximity of the road and directed to not go near or cross the road without a teacher.	Museum staff, teachers, accompanying adults.	Ongoing
A suburban dream	Allergic reaction to cream or bread	Low	Students asked if they have any allergies prior to eating the butter and bread. Students not to eat the bread or butter if allergic.	Museum staff, teachers, accompanying adults.	Ongoing
A suburban dream	May not be suitable for students who do not like small spaces	Low	Make sure the pathways are clear. Keep class sizes to maximum of 15.	Museum staff, teachers, accompanying adults.	Ongoing
A suburban dream	Insect bites/stings	Low	Students to be supervised at all times by teachers and accompanying adults, under instruction of a museum guide. Teachers to bring insect spray. Teachers advised to bring a first aid kit.	Museum staff, teachers, accompanying adults.	Ongoing
A suburban dream	Covid-19	Med	Students are to sanitise hands before the activity commences. Maintain the current social distancing recommendations. Masks are encouraged during activities. Touch within the activity has been minimised. Museum staff are to sanitise the space after use. Gloves to be worn by facilitator when required.	Museum staff, teachers, accompanying adults.	Ongoing
Back to the slate board	May get fingers caught in wooden chairs which lift up.	Low	Students are asked to be careful of where they place their fingers when lifting the chairs and to sit still during class.	Museum staff, teachers, accompanying adults.	Ongoing
Back to the slate board	Covid-19	Med	Students are to sanitise hands before the activity commences. Slates and pencils to be wiped and sanitised after use. Masks are encouraged during activities. Museum staff are to sanitise the space after each group. Touch within the activity has been minimised.	Museum staff, teachers, accompanying adults.	Ongoing

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Identify the Task/s	What are the hazards associated with each task	Is the risk Low, Medium, High or Extreme	How will Hazards and Risks be Controlled	By whom (person and/or position)	By what date
			Gloves to be worn by facilitator when required.		
It's all fun and games	Cuts; abrasions; insect bites/stings; grass, pollen or other allergies; trips and falls.	Low	Students to be supervised at all times by teachers and accompanying adults, under instruction of a museum guide. Teachers to bring insect spray. Teachers advised to bring a first aid kit. All students are given clear instructions before starting activities. Museum staff to ensure correct equipment is used and students are supervised at all times.	Museum staff, teachers, accompanying adults.	Ongoing
It's all fun and games	Injury from sun and weather exposure	Low	Teachers are advised to make sure all students bring hats and wear sunscreen. Teachers advised that students need to bring a water bottle. Teachers advised to bring a first aid kit. This activity will be moved indoors in bad weather.	Museum staff, teachers, accompanying adults.	Ongoing
It's all fun and games	Covid-19	Med	Students are to sanitise hands before the activity commences. Maintain the current social distancing recommendations. Masks are encouraged during activities. Touch within the activity has been minimised. Museum staff are to sanitise the hoops after use. Gloves to be worn by facilitator when required.	Museum staff, teachers, accompanying adults.	Ongoing
Are you being served?	When handling weights, may drop weight on feet.	Low	Students are asked to handle weights with both hands. Students to be supervised at all times by teachers and accompanying adults, under instruction of a museum guide.	Museum staff, teachers, accompanying adults.	Ongoing
Are you being served?	Students may consume museum props.	Low	All students are given clear instructions before starting activities. Museum staff to explain props are not for human consumption. Students are instructed not to consume museum props. Non-toxic materials used to create museum props. Students to clean hands when finished handling objects/museum props.	Museum staff, teachers, accompanying adults.	Ongoing
Are you being served?	Covid-19	Med	Students are to sanitise hands before the activity commences. Maintain the current social distancing recommendations. Masks are encouraged during activities.	Museum staff, teachers, accompanying adults.	Ongoing

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Identify the Task/s	What are the hazards associated with each task	Is the risk Low, Medium, High or Extreme	How will Hazards and Risks be Controlled	By whom (person and/or position)	By what date
			Touch within the activity has been minimised. Museum staff are to sanitise props after use. Gloves to be worn by facilitator when required.		

**Note:** If the risk level is not reduced to an L or M, the risk assessment must go to your Supervisor to approve before any work starts.

<b>Additional Comments:</b>				
<b>Signature of Person Conducting the Assessment:</b>	Rebecca Piper	<b>Date:</b>	25/02/2021	
<b>Supervisor Comments:</b>	Approved			
<b>Supervisor Signature:</b>	Selina Clark	<b>Date:</b>	25/02/2021	

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