

Directorate: Cultural Facilities Corporation						Branch / Event: CMAG Onsite Self-guided Program Risk Register													
Risk Reference number	People Risk Category	Hazard Category for people Risks	The Risk:	Source/Hazard:	Impact / Outcome	Risk Owner	Risk Controls which are currently in place	Risk Rating				Risk Treatment Owner	Action to be Taken	Risk rating with additional controls				Monitoring and Reviewing	
			* What can happen? A Description of the risk.	* How can this happen? The Drivers to the risk. Contributor, Hazard or Source of the Risk	*What will be the outcome or effect, if what can happen does happen? Impact on the business objectives. The consequence.			*The officer responsible for managing the risk	* This field is for the risk controls that already exist and are currently managing the risk.	Consequence	Likelihood of consequence			Inherent Risk Rating (Original)	Control Effectiveness Rating	Consequence	Likelihood of consequence	Residual Risk Rating	Control Effectiveness Rating
1	People	Burns	Risk of burns.	Hot drinks.	Burn injuries such as scalding skin.  Moderate - serious injury causing hospitalisation or multiple medical treatment cases.	Assistant Director, Acc	<ul style="list-style-type: none"> <li>Hot drinks are excluded from the galleries and only allowed in the courtyard with lids on the containers, or in the café.</li> <li>CMAG staff are trained in Senior First Aid and is saved on g:drive and recorded on staff training spreadsheet, including renewal times.</li> <li>A first aid kit is kept in the CMAG Studio and in the Museum Assistants Office.</li> </ul>	3	2	Medium	Adequate	Assistant Director, Acc					Assistant Director, Acc	Annually or whenever an incident occurs.	
2	People	Fire Safety	CMAG EMERGENCY MANAGEMENT - Physical injury or death.	Poor evacuation or fire wardens cannot account for all persons.	Physical injury or death.	Director, CMAG	<ul style="list-style-type: none"> <li>Fire detection system, Fire fighting equipment (live reels, extinguishers etc), PA warning system at CMAG which are regularly inspected/tested.</li> <li>Effective lighting, signage and clear access and egress. Access / egress maintained for people physically challenged.</li> <li>CMAG staff are trained in Evacuation Procedures which are practiced annually at a minimum.</li> <li>CMAG staff are trained in Senior First Aid and is saved on g:drive and recorded on staff training spreadsheet, including renewal times.</li> <li>A first aid kit is kept in the CMAG Studio and in the Museum Assistants Office.</li> </ul>	4	2	Medium	Adequate	Director, CMAG					Assistant Directors, A&L&E&C	Annually or whenever an incident occurs.	
3	People	Physical	Physical injury.	Floor to ceiling glass walls looking out into courtyard in CMAG.	Physical injury such as broken bones, sprains, concussion, cuts, bruises, muscle strain.  Moderate - serious injury causing hospitalisation or multiple medical treatment cases.	Director, CMAG	<ul style="list-style-type: none"> <li>Access &amp; Learning (A&amp;L) staff are aware and advise education program participants as necessary.</li> <li>Silver vertical stripe stickers and tiles on the glass and pot plant placed in the prominent location to deter running students.</li> <li>CMAG staff are trained in Senior First Aid and is saved on g:drive and recorded on staff training spreadsheet, including renewal times.</li> <li>A first aid kit is kept in the CMAG Studio and in the Museum Assistants Office.</li> </ul>	2	3	Medium	Adequate	Director, CMAG					Assistant Director, Access	Annually or whenever an incident occurs.	

4	People	Occupational Violence	Physical or psychological injury.	Risk of harm from a student with specific needs.  Risk of injury due to inappropriate access considerations.	Minor injury.  Moderate - serious injury causing hospitalisation or multiple medical treatment cases.	Assistant Director, Access and Learning	<ul style="list-style-type: none"> <li>• Access &amp; Learning Officer (A&amp;LO) makes a pre visit call to the teacher to seek advice about students with specific needs or access considerations.</li> <li>• For students, identified by teachers, parents or carers with specific needs or access considerations the program can be modified in collaboration with the teacher, parent or carer.</li> <li>• A support person may attend the program to assist managing a child with identified specific needs or access considerations.</li> <li>• CMAG staff are trained in Senior First Aid and is saved on g:drive and recorded on staff training spreadsheet, including renewal times.</li> <li>• A first aid kit is kept in the CMAG Studio and in the Museum Assistants Office.</li> <li>• Incident reporting procedure in place.</li> </ul>	3	2	Medium	Adequate	Assistant Director, Access and Learning				Assistant Director, Access and Learning	Annually or whenever an incident occurs.
5	People	Slips, Trips & Falls	Physical injury.	Tripping on the red and white stripy mats.  Running in the gallery.  Possible unsecured cords (Visitors plugging in laptops, loose cords in work areas).  Stairways and ramp (Main Foyer, Open Collection etc.).	Physical injury such as broken bones, sprains, concussion, cuts, bruises, muscle strain.  Moderate - serious injury causing hospitalisation or multiple medical treatment cases.	Assistant Director, Access and Learning	<ul style="list-style-type: none"> <li>• In the pre-visit information and at the introduction the A&amp;LO demonstrates appropriate gallery behaviour including 'safe hands' and 'walking bodies', and discusses reasons for not touching the artworks.</li> <li>• Teachers are responsible for appropriate gallery behaviour management during their visit to CMAG.</li> <li>• A&amp;LO requests visitors to secure cords to laptops etc.</li> <li>• Students are requested to place large bags in a holding place.</li> <li>• Students are warned about tripping on the mat.</li> <li>• Students are requested to walk in single file on stairs, holding the rail. An adult is placed at the top and bottom of the stairway.</li> <li>• CMAG staff regularly monitor visits in gallery spaces.</li> <li>• A&amp;LO will ensure that all education materials in the gallery are packed away before and after the visit.</li> <li>• CMAG staff are trained in Senior First Aid and is saved on g:drive and recorded on staff training spreadsheet, including renewal times.</li> <li>• A first aid kit is kept in the CMAG Studio and in the Museum Assistants Office.</li> </ul>	3	2	Medium	Adequate	Assistant Director, Access and Learning				Assistant Director, Access and Learning	Annually or whenever an incident occurs or new equipment is introduced.
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