

## MHM Risks and Hazards Assessment April 2023

| 1. Background Information   |                            |                                 |  |
|-----------------------------|----------------------------|---------------------------------|--|
| <b>Museum:</b>              | Melbourne Holocaust Museum | <b>Date:</b>                    | 21 November 2023   |
| <b>Next Review Date:</b>    | Jan 2024                   |                                 |  |
| <b>Title of Assessment:</b> | Museum Risks & Hazards     | <b>Assessment conducted by:</b> | Head of Operations: Gary Pianko<br>Manager People & Culture: Anna Berhang<br>Manager, 5-12 Education, Curriculum and Programs: Tracey Collie |

| 2. Risks and Hazards Assessment |   |   |             |   |
|---------------------------------|---|---|-------------|---|
| Risks & Hazards Description     |   | Current Risk Controls   | Risk Rating | Additional Information  |
| 1                               | Medical Incidents   | <ul style="list-style-type: none"> <li>All MHM Education staff are trained for the following medical incidents:               <ul style="list-style-type: none"> <li>Choking</li> <li>cardiopulmonary resuscitation</li> <li>situations requiring defibrillator use</li> </ul> </li> <li>Defibrillators are onsite</li> <li>First aid kits are onsite</li> </ul>  | High        | MHM advises schools to: <ul style="list-style-type: none"> <li>bring their own first aid kit</li> <li>have first aid trained staff in attendance, and</li> <li>follow all relevant DE required protocols</li> </ul> |
| 2                               | Integrity of the MHM's security staff, employees and volunteers | <ul style="list-style-type: none"> <li>All personnel who work or volunteer at the MHM must pass a police check and hold a current/valid working with children's certificate OR hold a current/valid Victorian Institute of Teaching registration.</li> <li>The MHM is compliant with the Victorian child safety standards, including policy requirements, code of conduct and reporting obligations</li> </ul>                      | Low         | Teachers are with students at all times whilst at the MHM<br><br>Victorian DE teacher to student ratios are required  |
| 3                               | Building Emergencies, i.e. Fire                                 | <ul style="list-style-type: none"> <li>The building is equipped with fire systems which are compliant with current building codes, this includes 100s of smoke detectors and a wet sprinkler system throughout the building. There is constant fire monitoring and monthly testing of all equipment including emergency address systems</li> <li>Building Emergency Management Procedures are currently being rolled out</li> </ul> | Low         |   |
| 4                               | Stairs  | <ul style="list-style-type: none"> <li>Nonslip strips on all stairs</li> <li>Handrails for all staircases</li> <li>Daily cleaning protocols</li> <li>Lift access to all floors for people who have mobility issues</li> </ul>   | Low         | MHM advises schools to instruct students and teachers to wear appropriate clothing and closed toe footwear.   |

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| 5                               | Zip hot water taps in kitchens<br>Hot water in bathrooms | <ul style="list-style-type: none"> <li>Students and teachers are advised not to access kitchen areas</li> <li>Hot water taps are temperature limited to avoid the potential for burns</li> </ul>   | Low         |   |
| 6                               | Floor surfaces   | <ul style="list-style-type: none"> <li>Nonslip timber, tiled, linoleum and metal surfaces have been installed throughout the building.</li> <li>Daily cleaning protocols</li> </ul>  | Low         | MHM advises schools to instruct students and teachers to wear appropriate clothing and closed toe footwear. |
| 7                               | Loading and unloading of Bags into and out of bag cages  | <ul style="list-style-type: none"> <li>MHM Security and MHM staff and volunteers supervise the process</li> <li>Heavier bags are placed on the bottom shelves</li> <li>Cages are pre-positioned in place so no students ever move the cages</li> <li>The highest quality cages have been purchased. This includes extremely sturdy/high grade lockable wheels</li> </ul> | Low         | MHM advises teachers to also supervise bags being loaded into and taken out of bag cages                    |
| 8                               | Doors  | <ul style="list-style-type: none"> <li>All doors are either soft close or automatic sliding doors</li> <li>Automatic doors are regularly serviced against a maintenance contract</li> </ul>  | Low         |   |
| 9                               | Construction areas within the Museum (Exhibition areas)  | <ul style="list-style-type: none"> <li>All construction areas are out of bounds to teachers and students</li> <li>Students and teachers are always under the instruction of MHM staff who are highly aware that no-one is to enter construction areas</li> </ul>   | Low         |   |
| 10                              | Eternal flame - Ground Floor Terrace                     | <ul style="list-style-type: none"> <li>The flame is small and in the middle of a large marble circle. It is very difficult to gain access to the flame.</li> <li>Students are instructed not to climb on the marble memorial</li> </ul>  | Low         |   |
| 11                              | Balconies & Terraces throughout building                 | <ul style="list-style-type: none"> <li>All balcony and terraced areas throughout the building have balustrades and garden bed heights which meet all very current building code requirements</li> <li>Tiles are regularly pressure cleaned to mitigate slip risks</li> <li>Areas are kept clean and maintained by MHM's gardening contractors</li> </ul>                 | Low         | MHM advises teachers to supervise students in these areas   |
| 12                              | Pillars of Witness Statues – Ground Floor Terrace        | <ul style="list-style-type: none"> <li>Students are instructed not to climb on the Pillars of Witness Statues</li> </ul>   | Low         |   |

| <b>2. Risks and Hazards Assessment</b> |                  |  |                    |                               |  |
|--|------------------|--|--------------------|-------------------------------|--|
| <b>Risks &amp; Hazards Description</b> |                  | <b>Current Risk Controls</b>   | <b>Risk Rating</b> | <b>Additional Information</b> |  |
| <b>13</b>                              | External Threats | <ul style="list-style-type: none"> <li>• Highly trained security staff onsite at all times.</li> <li>• Close collaboration with Victoria Police and other security service providers.</li> <li>• The building incorporates numerous emergency management elements.</li> <li>• The MHM conducts emergency training drills.</li> <li>• The MHM has an Emergency Management Plan in place.</li> <li>• The MHM has Relevant Emergency Management Committees in place.</li> </ul> | Medium             |                               |  |

**1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

| Descriptor    | Level | Definition                                     |
|---------------|-------|--|
| Insignificant | 1     | No injury                                      |
| Minor         | 2     | Injury/ ill health requiring first aid         |
| Moderate      | 3     | Injury/ill health requiring medical attention  |
| Major         | 4     | Injury/ill health requiring hospital admission |
| Severe        | 5     | Fatality                                       |

**2. Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

| Descriptor     | Level | Definition   |
|----------------|-------|--|
| Rare           | 1     | May occur somewhere, sometime (“once in a life time / once in a hundred years”)  |
| Unlikely       | 2     | May occur somewhere within the Department over an extended period of time  |
| Possible       | 3     | May occur several times across the Department or a region over a period of time  |
| Likely         | 4     | May be anticipated multiple times over a period of time<br>May occur once every few repetitions of the activity or event |
| Almost Certain | 5     | Prone to occur regularly<br>It is anticipated for each repetition of the activity of event                               |

**3. Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

| Likelihood     | Consequence   |        |          |         |         |
|----------------|---------------|--------|----------|---------|---------|
|                | Insignificant | Minor  | Moderate | Major   | Severe  |
| Almost Certain | Medium        | High   | Extreme  | Extreme | Extreme |
| Likely         | Medium        | Medium | High     | Extreme | Extreme |
| Possible       | Low           | Medium | Medium   | High    | Extreme |
| Unlikely       | Low           | Low    | Medium   | Medium  | High    |
| Rare           | Low           | Low    | Low      | Medium  | Medium  |

**4. Risk Level/Rating and Actions**

| Descriptor      | Definition  |
|-----------------|---|
| <b>Extreme:</b> | Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken immediately. Cease associated activity.     |
| <b>High:</b>    | Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken within 48 hours of notification.            |
| <b>Medium:</b>  | Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days. |
| <b>Low</b>      | Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.     |