

## MHM Risks and Hazards Assessment April 2023

1. Background Information			
<b>Museum:</b>	Melbourne Holocaust Museum	<b>Date:</b>	11 April 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 Manager People & Culture: Anna Berhang 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  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.

2. Risks and Hazards Assessment				
Risks & Hazards Description		Current Risk Controls	Risk Rating	Additional Information
5	Zip hot water taps in kitchens 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	

**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 May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly 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.