

MHM Risks and Hazards Assessment Jul 2025

1. Background Information			
Museum:	Melbourne Holocaust Museum	Date:	July 21 2026
Next Review Date:	July 2027	Approved:	Chief Operating Officer: Gary Pianko
Title of Assessment:	Museum Risks & Hazards	Assessment conducted by:	Chief Operating Officer: Gary Pianko Operations Manager: Georgina Alexander

2. Risks and Hazards Assessment				
Risks & Hazards Description		Current Risk Controls	Risk Rating	Additional Information
1	Medical Incidents	- All MHM Education staff are trained for the following medical incidents: - Choking - Cardiopulmonary resuscitation - Situations requiring defibrillator use - Defibrillators are onsite - First aid kits are onsite	High	MHM advises schools to: - bring their own first aid kit - have first aid trained staff in attendance, and - follow all relevant DE required protocols
2	Integrity of the MHM's security staff, employees and volunteers	- All staff who work at the MHM must have passed a police check and hold a current working with children certificate or Victorian Institute of Teaching (VIT) Registration. All volunteers at the MHM must hold a current working with children's certificate OR VIT registration. - The MHM is compliant with the Victorian child safety standards, including policy requirements, code of conduct and reporting obligations	Low	Teachers are always with students whilst at the MHM Victorian DE teacher to student ratios is required
3	Building Emergencies, i.e. Fire	- The building is equipped with fire systems which are compliant with all building code requirements, this includes 100s of smoke detectors and a wet sprinkler system throughout the building. There are constant fire panel monitoring and monthly testing of all equipment including emergency address systems - Building Emergency Management Procedures are in place and all staff have been trained. Staff participate in evacuation and lockdown drills regularly. Several MHM staff are fire trained.	Low	
4	Stairs	- Nonslip strips on all stairs - Handrails for all staircase - Daily cleaning protocols	Low	MHM advises schools to instruct students and teachers to wear

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		Lift access to all floors for people who have mobility issues		appropriate clothing and closed toe footwear.
5	Zip hot water taps in kitchens Hot water in bathrooms	- Students and teachers are not permitted to access kitchen areas - Hot water taps are temperature limited to avoid the potential for burns	Low	
6	Floor surfaces	- Nonslip timber, tiled, linoleum and metal surfaces have been installed throughout the building. - Daily cleaning protocols	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	- MHM Security and MHM staff and volunteers supervise the process - Heavier bags are placed on the bottom shelves - Cages are pre-positioned in place, so no student ever moves a bag cage - The highest quality cages have been purchased. This includes extremely sturdy/high grade lockable wheels	Low	MHM advises teachers to also supervise bags being loaded into and taken out of bag cages
8	Doors	- All doors are either soft close or automatic sliding doors - Sensor doors are serviced three times per year in accordance with Australian standards	Low	
9	Construction areas within the Museum (Exhibition areas)	- All construction areas are out of bounds to teachers and students - Students and teachers are always under the instruction of MHM staff who are highly aware that no-one is to enter construction areas	Low	
10	Eternal flame - Ground Floor Terrace	- The flame is small and in the middle of a large granite sculpture. It is difficult to gain access to the flame. - Students are instructed not to climb on the granite memorial	Low	
11	Balconies & Terraces throughout building	- All balcony and terraced areas throughout the building have balustrades and garden bed heights which meet all relevant building code requirements - Tiles are pressure cleaned monthly to mitigate slip risks - Areas are kept clean and maintained by MHM's gardening contractors	Low	MHM advises teachers to supervise students in these areas
12	Pillars of Witness Statues – Ground Floor Terrace	Students are instructed not to climb on the Pillars of Witness Statues	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 lifetime / 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
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify Nominated employee, HSR / HSC . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / HSC . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.