

WHS Risk Assessment

Location / Work area	South East Centre for Contemporary Art (SECCA)	Date of Assessment:	November 2023
Task / Activity	School Excursion Risk Management Plan		

Risk Matrix

The purpose of this form is to assess the WHS risks and hazards associated with a Council work place or event. In accordance with the Work Health & Safety Act, Council must manage risks by eliminating or minimising those risks so far as reasonably practical. The following risk matrix should be used to assign a risk level for each hazard which is used as guide for when each corrective action must be completed.

ACCEPTABILITY OF RISK			
Risk Rating	Level	Risk	Recommended Actions
1 - 5	EXTREME	Intolerable	Exposure to hazard would normally be immediately discontinued except in extreme circumstances. The decision to continue exposure would almost certainly be made at senior levels, with as much risk management rigour as practicable unless dire operational needs preclude doing so.
6 - 9	HIGH	Tolerable with continuous review	Exposure to the hazard would normally be discontinued as soon as is reasonably practicable. Continued exposure would only be considered in exceptional circumstances, and the decision to do so would normally be made at senior levels after due consideration of the cost versus benefit. Any decision to continue the exposure to the hazard must be subject to continuous review.
10 - 17	MEDIUM	Tolerable with periodic review	Exposure to the hazard may continue provided it has been appropriately assessed, has been mitigated to as low as reasonably practical, and is subject to periodic review to ensure the risk does not increase. It would be appropriate that measures to achieve long term further reduction to the risk be considered.
18 - 20	LOW RISK	Acceptable with periodic review	Exposure to the hazard is acceptable, but is subject to periodic review to ensure risk does not increase.



		CONSEQUENCE			
		Catastrophic Death or permanent total disability	Critical Permanent partial disability, or temporary total disability in excess of 30 days	Major Temporary partial disability less than 30 days, hospitalisation, emergency medical treatment, injury or illness eligible for compensation	Minor First aid or minor supportive medical treatment
LIKELIHOOD	Frequent Likely to occur regularly	1	3	7	13
	Probable Will occur several times	2	5	9	16
	Occasional Unlikely but reasonably expected to occur	4	6	11	18
	Remote Unlikely but possible to occur	8	10	14	19
	Improbable So unlikely it may not be experienced	12	15	17	20

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Step 1 – Identify hazards	Step 2 - Assess	Step 3 – Control		Step 4 – Implementation Plan		
Identify the hazard and describe how it could cause harm	Determine the Risk score using risk matrix	List controls to reduce risk. Use the hierarchy of controls to determine the most effective controls	Determine Residual risk score using risk matrix	Action By	Due Date	When completed:
Trips or falls when alighting from or boarding buses or other vehicles.	19	Persons alighting from vehicles to be supervised by teachers and instructed to exercise caution.		Excursion Co-ordinator	While on site	At all times during excursion
Trips or falls when walking around gallery.	19	SECCA volunteers and/or staff guides to make all visitors aware of trip hazards (if relevant)		SECCA Staff	While on site	At all times during excursion
Access to venue by differently abled visitors	20	Access ramps to the gallery are clearly accessible and graded to legal requirements		In place	While on site	At all times during excursion
Injury from displayed artwork	14	Gallery staff, volunteers and excursion co-ordinator to brief visitors of refraining from touching or moving artworks on display.		SECCA Staff Excursion Co-ordinator	While on site	At all times during excursion
Emergency evacuation ie in response to fire threat	19	Gallery staff to communicate to school group and excursion co-ordinator the relevant evacuation procedure		SECCA Staff	While on site	At all times during excursion
Safe environment for children	19	All gallery staff and volunteers have official working with children accreditation.		SECCA staff and volunteers	While on site WWCC due January 2019	At all times during excursion

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Step 5 - Follow up and review					
Review Date:	November 2019	Responsible Officer:	Iain Dawson SECCA Director	Date:	November 2018

Comments & Signoff		
Additional Comments/Notes:		
Name:	Signature:	Date:
Name:	Signature:	Date:



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Name:	Signature:	Date:
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