

Risk Assessment Plan - Mini Museum

Event name The Mini Museum learning kit – *Caring for our Coast*

Audience Preschool students (3-5 years)

Preschool/ name _____

Duration Loaned to preschools/Centre Based Daycare Centres – one month

Program organiser: The Australian Museum (e) minimuseum@australian.museum

Declaration

1. To the best of my knowledge, all relevant hazards for this program have been identified.
2. We accept the residual level of risk as being appropriate for the program.
3. The identified risk control strategies should be implemented by users.

Activities	Hazard(s) identified	Inherent Risk Rating			Risk control strategies	Residual Risk Rating	Person responsible
		Likelihood (A-E)	Consequence (1-5)	Risk rating (E, H, M, L)		Risk rating (E, H, M, L)	
Transporting the kit	When moving the kit, it is dropped and falls onto staff member's foot or crushes the staff members hand when placing the case on the ground or table.	D	4	Low	Ensure to pull kit slowly and using its wheels and puller. Place the kit down softly and be mindful of fingers and toes when placing the kit down.	Low	Preschool/centre staff
Transporting the kit	Lifting the heavy case upstairs or when a ramp is not available. E.g. injuring the persons back.	C	4	Medium	When a ramp is not available, ensure the staff member does not strain their back when carrying the kit. The staff member should seek assistance from another staff member if the kit is too heavy to carry solo.	Medium	Preschool/centre staff
Opening and closing the kit	A child is curious about the kit and the lid drops onto their fingers or pinches their fingers in the hinge.	C	4	Medium	Ensure to explain to students the importance of being gentle when handling items, including the kit. The staff member should monitor students investigating the kit.	Medium	Preschool/centre staff
Exploring the embedments	Students drop the embedments on their fingers.	C	5	Low	Ensure to explain to students the importance of being gentle when handling items in the kit and to be careful when picking up and putting down objects.	Low	Preschool/centre staff
Use of power for the Yoto Player	A child is curious about the power point and harms themselves whilst investigating.	D	3	Low	Ensure that the use of the sound box is monitored by staff at all times. Staff should set up, use and pack down the sound box.	Low	Preschool/centre staff
Exploring the abalone shell and midden	Students cut their finger on the Abalone shell or midden	C	4	Medium	Ensure to explain to students the importance of being gentle when handling items in the kit. Always monitor object handling.	Medium	Preschool/centre staff
Exploring the diorama	The diorama is dropped and knocks someone	D	4	Low	The diorama is a little awkward to carry and should be moved by an adult.	Low	Preschool/centre staff

Exploring the diorama	The diorama is dropped and the plastic case breaks.	D	4	Low	Care should be taken when removing the diorama from the case and putting it back into the case. The diorama should be moved by an adult using the velco straps.	Low	Preschool/centre staff
Banksia cylindrical flower spikes	Students can poke themselves in the eye when looking at the banksia flower	C	4	Medium	Ensure to explain to students the importance of being gentle when handling items in the kit and being aware of the risks of putting the flower close to their eyes. Always monitor object handling.	Medium	Preschool/centre staff

RISK ANALYSIS MATRIX:

Likelihood	Consequence					Likelihood definitions			Consequence definitions		
	Catastrophic 1	Major 2	Moderate 3	Minor 4	Insignificant 5	A	Certain	Is expected in most circumstances	1	Catastrophic	Death or permanent disability
Likely B	Extreme	High	High	Medium	Medium	B	Likely	Will probably occur in most circumstances	2	Major	Hospital admission required
Possible C	Extreme	High	High	Medium	Low	C	Possible	Could occur at some time	3	Moderate	Medical treatment required
Unlikely D	High	Medium	Medium	Low	Low	D	Unlikely	Not likely to occur in normal circumstances	4	Minor	Local First aid required
Rare E	High	Medium	Medium	Low	Low	E	Rare	Chance to occur in exceptional circumstances	5	Insignificant	No attention required

HIERARCHY OF CONTROLS:

1st	Elimination
2nd	Substitution
3rd	Engineering
4th	Administration
5th	Personal Protection Equipment

Risk level	Required action
Catastrophic or Extreme or Very High	Act immediately: Unacceptable Risk. The proposed task or process activity must not proceed. Consider alternatives. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
Moderate or Medium Risk	Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.