

6865

RISK DESCRIPTION

STATUS

TREND

MANAGED
(CURRENT)TARGET
(RESIDUAL)

School of HPI - Antiquities Museum - School Visits (including off-site visit)

Under
Approval

Low

Low

RISK OWNER

RISK IDENTIFIED ON

LAST REVIEWED ON

NEXT SCHEDULED REVIEW

LOCATION CATEGORY

James Donaldson

04/02/2021

09/02/2021

09/02/2026

Library / Museum / Gallery

RISK FACTOR(S)

EXISTING CONTROL(S)

MANAGED
(CURRENT)

PROPOSED CONTROL(S)

TREATMENT OWNER

DUE DATE

TARGET
(RESIDUAL)

Students handle ancient artefacts during workshops made from a variety of materials including stone, glass, metal etc. Incorrect handling could lead to small cuts or abrasions.

Control: Staff are trained in safe handling techniques and advise all participants.

Control: All participants wear nitrile gloves.

Control: First Aid Officer present at Museum.

Control: Existing Controls adequate.

Low

No Control:

Low

Students may faint due to museum temperature and humidity settings.

Control: Existing Controls adequate.

Control: Staff are trained in effects of low temperature and humidity on themselves and others and advise all participants what to do if they are feeling unwell in the Museum.

Control: First Aid Officer present at Museum.

Low

No Control:

Low

While moving groups between spaces participants may be involved in slips trips or falls.

Control: Existing controls adequate

Control: Hazard is reduced by ensuring rooms are located close to museum to reduce

Low

No Control:

Low

	<p>travel time</p> <p>_____</p> <p>Control: Staff members trained to walk at head of group and be aware of group movements.</p>					
<p>Staff may be injured handling boxes and replica armour during programs and while loading vehicles</p>	<p>Control: Existing controls adequate</p> <p>_____</p> <p>Control: weight of individual boxes and items is managed to make them safe to carry.</p> <p>_____</p> <p>Control: Only Museum staff are permitted to handle replica weapons and armour (participants are permitted to pick up shields under supervision of museum staff)</p> <p>_____</p> <p>Control: heavy boxes are labeled as such and staff directed to use two people to handle heavy boxes.</p> <p>_____</p> <p>Control: First Aid officer present</p> <p>_____</p> <p>Control: Staff are instructed in safe handling techniques for heavy items.</p> <p>_____</p> <p>Control: Staff should ensure there is a suitable loading/unloading environment prior to commencement.</p> <p>_____</p> <p>Control: Staff provided with trolleys to use in transporting boxes and heavier items.</p>	Low	No Control:			Low
<p>An emergency situation (fire alarm etc) may occur during school programs.</p>	<p>Control: Existing controls adequate</p> <p>_____</p>	Low	No Control:			Low

	<p>Control: Staff are trained in evacuation procedures.</p> <p>_____</p> <p>Control: Staff are required to complete annual fire safety training and 5 yearly general OHS training</p>					
<p>Staff and students may be injured if they inappropriately access the Compactus located in the Museum education room</p>	<p>Control: Existing controls adequate</p> <p>_____</p> <p>Control: Procedures in place to ensure that compactus remains closed at all times during education programs.</p> <p>_____</p> <p>Control: staff trained in safe use of compactus</p>	<p>Low</p>	<p>No Control:</p>			<p>Low</p>
<p>During operation of or travel in a vehicle for Museum business there is a risk of a traffic accident resulting in injury to staff, assets or third parties</p>	<p>Control: Existing controls adequate</p> <p>_____</p> <p>Control: Staff use the following modes of transport for museum related travel: 1) University Vehicle 2) Taxi No other transport options are generally used.</p> <p>_____</p> <p>Control: Staff operating university vehicles are required to hold an Authority to Operate University Vehicles Permission (Form PF323). In addition, staff should be experienced at driving in Australia.</p> <p>_____</p> <p>Control: Staff are provided with Vehicle Emergency Procedures Card and should have a working mobile phone and emergency contact details of Museum and UQ staff.</p>	<p>Low</p>	<p>No Control:</p>			<p>Low</p>

	<p>Control: All goods are to be securely transported in designated storage areas .</p> <p>Control: First Aid Kit provided for travel in UQ vehicles.</p> <p>Control: Off-site education programs are limited to the Brisbane Metropolitan Region. Visits outside this area require an additional risk assessment.</p>					
<p>During the delivery of programs staff may be at risk of exposure to COVID 19 due to the ongoing global pandemic.</p>	<p>Control: Current Controls Adequate</p> <p>Control: The Museum is required to comply with all relevant directions under the current Queensland Health Directive for Businesses. These include:</p> <ul style="list-style-type: none"> - Occupant Density requirements - Mandatory Mask Wearing - Public Health Controls - Contact Tracing Measures <p>Application of these measures are detailed below.</p> <p>Control: The Museum operates within the University of Queensland which has its own COVID plan and has put in place:</p> <ul style="list-style-type: none"> - safety signage in all areas - hand sanitising stations in public areas - wipes stations in teaching rooms - Local Area Management Plans - Mandatory Vaccination for all staff, students and visitors to UQ over the age of 16 years. 	Low	No Control:			Low

	<p>Control: Alcohol based hand sanitiser and/or wipes available in all spaces</p> <ul style="list-style-type: none"> - Object sharing is minimised or removed in programs - frequent cleaning of spaces and shared items introduced <hr/> <p>Control: The Museum continues to ask visitors to observe physical distancing where possible during programs. Group sizes upto 24 students are permitted in the Museum at one time.</p> <hr/> <p>Control: Staff are provided with a COVID training session and induction to introduce these requirements prior to commencement.</p> <hr/> <p>Control: - All visitors and staff required to check-in digitally on entry to the Museum</p> <ul style="list-style-type: none"> - Teachers are able to register on behalf of their group. - All group participants over 16 will be required to show vaccination status, even if they do not need to check-in. <hr/> <p>Control: The Museum will abide by any additional controls requested by a School in accordance with their own COVID safe plan.</p>					
Working with Children	<p>Control: Current Controls Adequate</p> <hr/> <p>Control: All staff involved in the delivery of school education programs are required to hold a</p>	Low	No Control:			Low

	current QLD Government Blue Card and comply with the UQ Working With Children Policy.			
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