



## ANMM WHS RISK ASSESSMENT

<b>PROCESS/TASK/EQUIPMENT/ACTIVITY:</b>	Museum Education Programs including: <ul style="list-style-type: none"> <li>Educator-led tours and workshops on vessels, in galleries and the learning centre</li> <li>Self-guided student visits</li> <li>Pyrmont walk programs</li> <li>Waterfront activities</li> <li>Virtual classes and webinars</li> </ul>	<b>DIVISION – Storytelling and Engagement</b>
<b>Specific SITE LOCATION or Venue:</b>	<ul style="list-style-type: none"> <li>Museum building (2 Murray Street, Darling Harbour, Sydney)</li> <li>Museum waterfront precinct including wharves and floating pontoons.</li> <li>Museum vessels including replica tall ships HMB Endeavour and Duyfken, and Navy vessels HMAS Vampire (Destroyer), HMAS Onslow (Submarine) and HMAS Advance (Patrol Boat).</li> <li>Pyrmont precinct</li> <li>Online (Video conferences and webinars)</li> </ul>	<b>Ongoing</b>
<b>Notes:</b>	This risk assessment is for school groups participating in self-guided, educator-led tours/workshops at the Australian National Maritime Museum, and online education programs. Students remain under the Duty of Care of their accompanying teacher or guardian. A teacher to student ratio of 1:15 is requested on all vessels for all students (K-12).	
<b>Sighted/Approved</b>	Head of Education:   Head of Programs and Site Activation: 	

<b>LIKELIHOOD / EXPOSURE (L)</b> 1 = <b>Almost Certain</b> - will occur anytime 2 = <b>Likely</b> - probably occur sometime 3 = <b>Possible</b> - may occur at some time 4 = <b>Unlikely</b> - could occur but not expected 5 = <b>Rare</b> - occur in exceptional circumstances <i># Likelihood of specific harm (consequence) occurring if incident occurred</i> Level 1. Elimination 2. Substitute/Isolate/Engineer 3. Administration (PPE/Training/Signage)	<b>CONSEQUENCE (C)</b> CATASTROPHIC = One or more Fatality reportable to regulator MAJOR = Serious injury, permanent impairment or long-term illness reportable to Regulator MODERATE = LTI, Medical attention due to incapacity, treatment, hospitalization MINOR = MTI, only but no lost time from work INSIGNIFICANT = Requires First aid only or no injury but Slow gradual Injury/illness develops Choose the worst case not including current controls	Rating CxL=R	Response Action	Review by	Likelihood (L)	Consequence (C)				
						Insig	Mi	Mo	Ma	Cat
		H = High	Immediate	20 days	1	S	S	H	H	H
		S = Significant	ASAP	30 Days	2	M	S	S	H	H
		M = Moderate	Within 1-3month	60 days	3	L	M	S	H	H
		L = Low	After above addressed	120 days	4	L	L	M	S	H
					5	L	L	M	S	S

**HAZARD - A source of harm that has the potential to cause injury or illness to people or damage to plant or property.**

**All School Visitors**

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	Lev	C	L	CxL=R	Action Implemented/Completed	To Risk Wiz
Injury within museum galleries	<ul style="list-style-type: none"> <li>Slip, trip, fall or collision resulting in strain, bruising, abrasion or cuts.</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>Students are instructed on how to behave during the site induction (e.g., no running or pushing).</li> <li>All students are always accompanied by a teacher or parent chaperone from the school.</li> <li>The museum strongly recommends groups of no more than 15 students supervised by at least 1 teacher/chaperone. This is communicated at time of booking.</li> <li>Security are first aid trained and regularly visit spaces to identify potential hazards.</li> <li>Teachers and chaperones are told during the site induction to inform security and/or a museum staff member if they require first aid.</li> <li>Potentially dangerous objects are out of reach of students or enclosed in display cases.</li> </ul>	3	Mi	4	L	<ul style="list-style-type: none"> <li>The security team are all first aid trained and write a report after each incident.</li> </ul>	

<p><b>Students become separated from their group or get lost</b></p>	<ul style="list-style-type: none"> <li>• Student distress and possible injury.</li> </ul>	Mo	3	M	<ul style="list-style-type: none"> <li>• Supervision ratios of 1:15 are communicated to supervising school teachers at time of booking and must be adhered to unless otherwise arranged prior to the visit.</li> <li>• Security, Fleet, Front-of-House and Volunteers teams are provided with a school roster the week before schools visit.</li> <li>• Teachers, chaperones and students are provided with a site induction upon arrival</li> <li>• Students are instructed during the induction to stay with their group and to go to security or a museum staff member if they ever become separated.</li> <li>• Security patrol the Museum site during opening hours.</li> </ul>	3	Mi	4	L	<ul style="list-style-type: none"> <li>• Museum educators carry mobile phones with security emergency numbers readily accessible.</li> <li>• The on-duty Education Officer has the contact details of a teacher and knows the school's schedule. Security or the Front-of-House team contacts the Education Officer who can notify the teacher about the child.</li> </ul>	
<p><b>Uneven, slippery (after rain) and hard surfaces outside and around the waterfront</b></p>	<ul style="list-style-type: none"> <li>• Slip, trip, fall or collision resulting in strain, bruising, abrasion or cuts.</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>• Teachers, chaperones and students are warned of site hazards during safety induction upon arrival, such as areas of building work or wet surfaces outside due to rain.</li> <li>• Volunteers and security staff are stationed in</li> </ul>	3	Mi	4	L	<ul style="list-style-type: none"> <li>• All students are to wear closed toe shoes with good grip (e.g. sneakers).</li> </ul>	

					areas of higher risk to offer support and safety advice.						
<b>Exposure to the weather</b>	<ul style="list-style-type: none"> <li>• Sunburn or dehydration from sun exposure.</li> <li>• Discomfort or hypothermia from getting wet from the rain.</li> </ul>	Mi	3	M	<ul style="list-style-type: none"> <li>• Sunscreen, a hat and raincoats are recommended at the time of booking.</li> <li>• Students are reminded to have a drink of water before a tour or workshop begins (food and drink is not permitted in galleries or on vessels).</li> <li>• Students are shown where the bubbler and toilets are during their induction.</li> <li>• Teachers can access bag cages at any time during their visit to collect clothing, food or water.</li> <li>• The Museum has a limited number of raincoats that can be provided to students who don't have one.</li> </ul>	3	Ins	5	L	<ul style="list-style-type: none"> <li>• All school students are requested to provide their own hat, sunscreen and water bottles. All schools are provided with a list of items to bring for an excursion.</li> </ul>	
<b>Transfer of contagious disease</b>	<ul style="list-style-type: none"> <li>• COVID -19 infection and subsequent community transmission</li> </ul>	Mo	3	S	<ul style="list-style-type: none"> <li>• The Museum has a COVID-19 Safety Plan.</li> <li>• Museum spaces are regularly cleaned.</li> <li>• Guided groups to leave a safe distance between themselves and other visitors when and where applicable.</li> </ul>	3	Mo	4	M	<ul style="list-style-type: none"> <li>• Continue to follow NSW Health guidelines.</li> </ul>	

					<ul style="list-style-type: none"> <li>Museum keeps details for all school groups and can contact schools promptly in the event of any urgent health concerns.</li> </ul>						
<b>Sexual or physical harm</b>	<ul style="list-style-type: none"> <li>Inappropriate conduct by a museum visitor or museum educator that causes harm to a child</li> </ul>	Mo	5	M	<ul style="list-style-type: none"> <li>Children are always accompanied by their supervising teacher or parent chaperone from the school.</li> </ul>	3	Mo	5	M	<ul style="list-style-type: none"> <li>All educators working with students have current NSW Working with Children Checks.</li> <li>Museum has a 24 hour security presence and video surveillance.</li> </ul>	

**Self-guided School Groups** (In addition to above)

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	Lev	C	L	CxL=R	Action Implemented/Completed	To Risk Wiz
<b>Uneven surfaces, ladders, gangways and hard surfaces on vessels).</b> <b>Vessels include:</b> <ul style="list-style-type: none"> <li><b>Vampire (Destroyer)</b></li> <li><b>Advance (Patrol)</b></li> <li><b>Onslow (Submarine)</b></li> <li><b>Duyfken (Tallship)</b></li> </ul>	<ul style="list-style-type: none"> <li>Bruises, strains or cuts from tripping while ascending or descending steps/ladders and walking on gangways.</li> <li>Bruising from bumping head on low ceilings or other wooden/metal objects on vessels.</li> <li>Anxiety from being in a confined space.</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>Teachers, chaperones and students are inducted upon arrival, instructed about safe behaviour on the vessels and warned of hazards (e.g., walking only, keeping both hands free to hold rails/ropes, watching head and feet while going through hatches).</li> <li>An additional safety induction is read aloud by the supervising teacher/chaperone at entrance to Action</li> </ul>	3	Mi	4	L	<ul style="list-style-type: none"> <li>If a student needs first aid treatment in the first aid room, they must be accompanied by a teacher.</li> <li>School bags are placed in the lockers provided.</li> </ul>	

					<p>Stations and they sign logbook.</p> <ul style="list-style-type: none"> <li>School bags are not permitted on vessels (teachers' First Aid bags are allowed).</li> <li>Volunteers and security staff are stationed in areas of higher risk to offer support and safety advice.</li> <li>Barriers are in place to block access ladders to high points on HMAS Vampire, and any other out of bounds areas on the vessels.</li> <li>1 school group (15 students and accompanying teacher/s unless otherwise agreed at time of booking) is allowed on Onslow or Duyfken at any one time to prevent overcrowding.</li> </ul>						
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**Educator-led Tours and Workshops** (In addition to above)

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	Lev	C	L	CxL=R	Action Implemented/Completed	To Risk Wiz
<b>Tours of Vessels (Endeavour and Duyfken)</b>	<ul style="list-style-type: none"> <li>Bruises, strains or cuts from tripping while ascending or descending</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>Students must be accompanied by a Museum Educator on both vessels.</li> </ul>	3	Mi	4	L	<ul style="list-style-type: none"> <li>Inductions are always held prior to embarking on any vessel.</li> </ul>	

	<p>steps/ladders and walking on gangways.</p> <ul style="list-style-type: none"> <li>• Bruising from bumping head on low ceilings or other wooden/metal objects on vessels.</li> <li>• Anxiety from being in a confined space below decks.</li> <li>• Nausea from gentle motion of vessels.</li> </ul>				<ul style="list-style-type: none"> <li>• Groups are restricted to 15 students accompanied by 1 teacher/chaperone.</li> <li>• Teachers, chaperones and students are warned of vessel hazards and instructed on safe behaviour (e.g., walking only, keeping both hands free to hold rails/ropes) in induction upon arrival.</li> <li>• School bags are not permitted on vessels (teachers' First Aid bags are allowed).</li> <li>• Volunteers and security staff are stationed in areas of higher risk to offer support and safety advice.</li> <li>• Ship keepers are present on both vessels to provide guidance when required.</li> <li>• If a student feels sick, they can disembark a vessel if accompanied by a teacher, and if the remaining students on the vessel remain supervised by another teacher. Museum Educators can also provide sick bags.</li> </ul>				<ul style="list-style-type: none"> <li>• School bags are placed in the lockers provided.</li> <li>• Sick bags are carried by Museum Educators leading the tours.</li> </ul>		
<b>Waterfront Activities</b>	<ul style="list-style-type: none"> <li>• Student suffers injury, strain, bruising when</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>• All groups are escorted by both school and</li> </ul>	3	Mo	5	M	<ul style="list-style-type: none"> <li>• Inductions are always held before any</li> </ul>	

<p><b>Student fall into harbour</b></p> <p><b>Student injury</b></p>	<p>falling or exiting the water.</p> <ul style="list-style-type: none"> <li>Hypothermia upon exiting harbour in wet clothes.</li> <li>Student panic upon entry into harbour and difficulty in exiting the water.</li> </ul>				<p>museum representatives.</p> <ul style="list-style-type: none"> <li>Group sizes are restricted to 15 students and accompanying teacher/ chaperones unless otherwise agreed at time of booking.</li> <li>Students are briefed on dangers of waterfront activities and local trip hazards are highlighted to them.</li> <li>Primary school students are contained in fenced pontoon when doing activities near the water's edge.</li> <li>Museum representatives have buoyancy ring available to them and will immediately contact security to notify of incident.</li> </ul>					<p>activities commence on the waterfront.</p>	
<p><b>Workshops</b></p>	<ul style="list-style-type: none"> <li>Minor cuts</li> </ul>	<p>Ins</p>	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> <li>Teachers and students are made aware of risks during safety induction.</li> <li>Teachers, chaperones and students are made aware of any electrical cords or other trip hazards that are in use in the room.</li> <li>Objects with a sharp edge are housed in boxes or containers.</li> </ul>	<p>3</p>	<p>Ins</p>	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> <li>Inductions are always held before any workshop.</li> </ul>	



					<ul style="list-style-type: none"> <li>Students are warned of additional hazards in handling objects if applicable (e.g. heavy).</li> </ul>					
<b>Senior Workshops (Metals in Marine Environments)</b>	<ul style="list-style-type: none"> <li>Cuts, scrapes</li> <li>Burns from chemical exposure</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>Teachers, chaperones and students are aware that there may be tools and/or hazardous chemicals in use and have been instructed in safe use by Museum Educator.</li> <li>Protective Personal Equipment (PPE) such as gloves and glasses are provided and must be used when requested by Museum Educator.</li> </ul>	3	Mo	5	M	<ul style="list-style-type: none"> <li>Ensure PPE is on prior to commencing any experiments.</li> </ul>
<b>Pymont Walk Excursions</b>  <b>Student injury during walk though Pymont precinct</b>  <b>Separation of students from group</b>	<ul style="list-style-type: none"> <li>Bruises, strains, cuts.</li> <li>Exposure to the weather.</li> <li>Impact injury from traffic.</li> </ul>	Ma	4	S	<ul style="list-style-type: none"> <li>All groups (15 students and accompanying teacher/ chaperone unless otherwise agreed at time of booking) are escorted by a museum representative who is aware of risks of the Pymont precinct.</li> <li>Closed shoes are required.</li> <li>Weather-dependent protection is recommended (e.g., hat, sunscreen, rain jacket).</li> <li>In the event of heavy weather (e.g. heavy rain</li> </ul>	3	Ma	5	M	<ul style="list-style-type: none"> <li>Ensure museum educator leading the tour has a charged mobile phone prior to departure. Offer contact number to supervising teacher.</li> </ul>

					<p>or storms), an indoor presentation is delivered instead.</p> <ul style="list-style-type: none"> <li>• Museum representative carries a mobile phone and has contact number for educator on duty at the Museum.</li> <li>• Students are briefed on the terrain they will encounter and dangers of traffic in the precinct.</li> </ul>						
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**Online Programs (Virtual excursions and webinars)**

HAZARD	Description of Harm	C	L	CxL=R	Current Control Measures (if any) and additional Controls recommended	Lev	C	L	CxL=R	Action Implemented/Completed	To Risk Wiz
Participants privacy concerns	<ul style="list-style-type: none"> <li>• Invasion of privacy resulting in loss of trust and feeling unsafe.</li> </ul>	Mo	4	M	<ul style="list-style-type: none"> <li>• Only video conferencing platforms with adequate security controls are used by the museum.</li> <li>• Virtual Excursions (meetings) are conducted with only one school at a time.</li> <li>• Virtual Excursion sessions are not recorded or shared with any third parties.</li> <li>• Waiting room is enabled to further ensure only the students from the class are admitted.</li> </ul>	3	Mi	4	L		

					<ul style="list-style-type: none"> <li>• Sessions with multiple schools attending are hosted as webinars, with no audio or video from participants to protect everyone's safety and privacy.</li> <li>• When sessions are recorded, no participant information are visible or shared.</li> </ul>					
<b>Students seeing inappropriate content</b>	<ul style="list-style-type: none"> <li>• Inappropriate content or comments may contribute to stress and anxiety, feelings of isolation and fear and decreased self-esteem.</li> </ul>	Mi	4	L	<ul style="list-style-type: none"> <li>• Museum staff are trained in the video conferencing platform so as to not share content accidentally.</li> <li>• Schools must register prior to the session and only registered participants can access the session.</li> <li>• For Virtual Excursions when students are learning from home, the teacher will be made a co-host (or similar) and be responsible for monitoring student behaviour in the chat.</li> <li>• During webinars, students and teachers are only able to send messages to the presenters, these are not seen by other students to avoid inappropriate</li> </ul>		Mi	4	L	

					<p>comments or cyberbullying.</p> <ul style="list-style-type: none"><li>• Participants are not able to change their name and cannot share their screen or share files.</li><li>• Anything written in the chat or Q&amp;A is saved by the presenter and anything of concern is communicated to the school.</li></ul>					
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