

Sir John Monash Centre Risk Assessment Matrix for Schools

Activity	Potential Risks Hazards/risks related to each activity	Inherent Risk			Control Strategies Strategies for ensuring visitor safety for this potential risk	Reassessment of Risk		
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
Arrival and departure	Student/teacher struck by a motor vehicle when alighting or boarding bus/vehicle.	Unlikely	Severe	Very High	<ul style="list-style-type: none"> School group coordinators to ensure students and staff are ushered onto the footpath and grouped away from the road when alighting or boarding bus/vehicle. 	Rare	Moderate	Low
Teacher guided movement of students around the grounds of the Australian National Memorial, including in the Cemetery and in the Tower	Slips, trips, falls and other injuries sustained on uneven surfaces.	Possible	Minor	Medium	<ul style="list-style-type: none"> Sir John Monash Centre management to ensure regular maintenance checks are carried out on exterior surfaces, ensuring cobblestones, steps etc. do not present a trip hazard to visitors. School group coordinators to ensure students utilise pathways when traversing the grounds. Visibility/ reflective strips on trip hazards and stairs No trip hazards identified in the works 	Unlikely	Minor	Low
	Slips, trips, falls and other injuries sustained on wet surfaces during rain, with consideration to concrete stairs and ramps, asphalt and lawn.	Possible	Minor	Medium	<ul style="list-style-type: none"> School group coordinators to ensure movement of students across the cemetery lawns is managed in a calm and safe manner. Student and staff attention is drawn to the need for caution during wet conditions. Students and staff are advised to show caution when using steps and stairs and to use handrails to support movement up and down stairs, especially in wet conditions. Large recessed mat to wipe shoes prior to entering gallery to prevent slips inside 	Unlikely	Minor	Low
	Students/staff engage in behaviour that is considered disruptive, with the potential to offend other visitors.	Likely	Minor	Medium	<ul style="list-style-type: none"> Student movement is managed by teachers throughout the grounds of the Australian National Memorial. 	Possible	Minor	Low

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					<ul style="list-style-type: none"> Students are advised of appropriate behavioural expectations and safety requirements during the orientation video in the Orientation building which are reinforced by teachers. This includes the requirement to walk and not to engage in running or frolicking in the Australian National Memorial grounds. Students are to keep noise to a respectable level while on the grounds, so as to maintain a reverent atmosphere. 			
	Lost/missing student	Possible	Major	High	<ul style="list-style-type: none"> Teachers are responsible for ongoing supervision of students at all times. It is recommended that teachers conduct regular headcounts to reduce the risk of a lost or missing student. Ratio of teachers/accompanying adults to students to be no greater than 1:15. 	Rare	Major	Low
	Visitors with illnesses or special needs require prompt toilet access	Possible	Major	High	<ul style="list-style-type: none"> Public toilets (including accessible stalls) are available in the Orientation Centre near the carpark 24/7 and on the basement level of the Sir John Monash Centre during operating hours. 	Possible	Insignificant	Low
Teacher guided movement of students around the galleries	Slips/trips/falls when moving across various floor surfaces including concrete stairs and ramps, wooden floors, carpet and tiles.	Possible	Minor	Medium	<ul style="list-style-type: none"> Student movement is managed by teachers throughout the galleries. Students and staff are advised to show caution when using steps and stairs and to use handrails to support movement up and down stairs. Cleaners on duty to mop/dry hazardous spills or puddles resulting from visitors traversing the cemetery in wet weather 	Unlikely	Minor	Low

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	Students/staff engage in behaviour that is considered disruptive, with the potential to offend other visitors.	Likely	Minor	Medium	<ul style="list-style-type: none"> Students are advised of appropriate behavioural expectations and safety requirements prior to entry as part of the orientation video. This includes the requirement to walk and keep noise to a respectable level within the galleries and not to engage in running, pushing and crowding. Ratio of teachers/accompanying adults to students to be no greater than 1:15. 	Possible	Minor	Low
	Damage to exhibits from school bags, food or drinks.	Possible	Minor	Medium	<ul style="list-style-type: none"> The Sir John Monash Centre does not allow bags, food or drinks inside the galleries because of the risk of damage to exhibits and the risk of spilled items causing trip/slip hazards. It is preferred that these items are left in the bus/vehicle, however, limited unsecured storage is available in the basement. Items are stored at the risk of the individual. Valuables should be carried. 	Rare	Minor	Low
	Collision with exhibition displays.	Possible	Minor	Medium	<ul style="list-style-type: none"> Trained staff present in galleries at all times Teachers are required to form students into small groups to facilitate ease of student access to multimedia displays, and to assist with general visitor flow. 	Unlikely	Minor	Low

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	Staff treat students in an inappropriate way.	Unlikely	Major	Medium	<ul style="list-style-type: none"> Sir John Monash Centre staff undertake a Police Check before commencement of employment. All staff are carefully recruited and trained regarding appropriate behaviour. 	Rare	Minor	Low
	Health of staff and visitors compromised by children with contagious illnesses remaining in the galleries	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Teachers are responsible for alerting Sir John Monash Centre staff of sick children. Consideration must be given to excluding these children from entry if the health and safety of staff and visitors could be compromised by the illness. 	Unlikely	Insignificant	Low
	Lost/missing student	Possible	Major	High	<ul style="list-style-type: none"> Teachers are responsible for ongoing supervision of students at all times. It is recommended that teachers conduct regular headcounts to reduce the risk of a lost or missing student. Ratio of teachers/accompanying adults to students to be no greater than 1:15. 	Rare	Major	Low
	Visitors with illnesses or special needs require prompt toilet access	Possible	Major	High	<ul style="list-style-type: none"> Public toilets (including accessible stalls) are available on the basement level of the Sir John Monash Centre during operating hours and in the Orientation Centre near the carpark 24/7. 	Possible	Insignificant	Low
General activities at the Sir John Monash Centre	Students/staff have a pre-existing medical condition that requires specific medical support. The medical/first aid supplies are unavailable leading to potentially increased risk to health.	Possible	Severe	High	<ul style="list-style-type: none"> Where students/staff have special needs such as severe allergies, teachers are requested to carry a first aid bag of the medical supplies required to support the individual staff/student medical needs at all times. All Sir John Monash Centre staff are trained in first aid procedures. 	Rare	Severe	Medium

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					<ul style="list-style-type: none"> Incident reporting processes to report all incident/accidents and hazards and first aid on the Australian National Memorial site are operational. 			
	Unexpected injury sustained on the site of the Australian National Memorial (including the carpark, Orientation Building, Cemetery, Tower or inside the Sir John Monash Centre) requiring first aid or emergency response support.	Unlikely	Severe	High	<ul style="list-style-type: none"> All Sir John Monash Centre staff are trained in first aid procedures. A First Aid station, first aid kits, and defibrillator are located in the Sir John Monash Centre. Sir John Monash Centre staff avoid known hazards and forewarn teachers and students of potential hazards. Incident reporting processes to report all incident/accidents and hazards and first aid on the Australian National Memorial site are operational. General maintenance and prevention programs are scheduled and implemented to identify hazards and controls to provide a safe environment. Sir John Monash Centre electrical appliances are tested and tagged and well maintained. 	Unlikely	Moderate	Medium
	An incident occurs on the grounds of the Australian National Memorial	Rare	Severe	Medium	<ul style="list-style-type: none"> All staff are trained in emergency evacuation procedures. Trained staff coordinate security and emergency response across the Australian National Memorial site. Sir John Monash Centre security staff are on site during operational hours. Security contractors regularly patrol the area at other times. CCTVs are on site 	Rare	Moderate	Low