<table>
<thead>
<tr>
<th>Activity</th>
<th>Potential Risks</th>
<th>Inherent Risk</th>
<th>Control Strategies</th>
<th>Reassessment of Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival and departure</td>
<td>Student/teacher struck by a motor vehicle when alighting or boarding bus/vehicle.</td>
<td>Unlikely</td>
<td>- 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.</td>
<td>Rare</td>
</tr>
<tr>
<td>Teacher guided movement of students around the grounds of the Australian National Memorial, including in the Cemetery and in the Tower</td>
<td>Slips, trips, falls and other injuries sustained on uneven surfaces.</td>
<td>Possible</td>
<td>- 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.</td>
<td>Unlikely</td>
</tr>
<tr>
<td></td>
<td>Slips, trips, falls and other injuries sustained on wet surfaces during rain, with consideration to concrete stairs and ramps, asphalt and lawn.</td>
<td>Possible</td>
<td>- School group coordinators to ensure movement of students across the cemetery lawns is managed in a calm and safe manner.</td>
<td>Unlikely</td>
</tr>
<tr>
<td></td>
<td>Students/staff engage in behaviour that is considered disruptive, with the potential to offend other visitors.</td>
<td>Likely</td>
<td>- Student movement is managed by teachers throughout the grounds of the Australian National Memorial.</td>
<td>Possible</td>
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<td>Hazards/risks related to each activity</td>
<td>Likelihood</td>
<td>Consequence</td>
<td>Risk Rating</td>
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<tr>
<td></td>
<td>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 respectful level while on the grounds, so as to maintain a reverent atmosphere.</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
</tr>
<tr>
<td>Lost/missing student</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>• 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.</td>
</tr>
<tr>
<td>Visitors with illnesses or special needs require prompt toilet access</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>• 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.</td>
</tr>
<tr>
<td>Teacher guided movement of students around the galleries</td>
<td>Possible</td>
<td>Minor</td>
<td>Medium</td>
<td>• 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</td>
</tr>
</tbody>
</table>
## Sir John Monash Centre Risk Assessment Matrix for Schools

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<tr>
<td></td>
<td>Hazards/risks related to each activity</td>
<td></td>
<td>Strategies for ensuring visitor safety for this potential risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Likelihood</td>
<td>Consequence</td>
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<tr>
<td>Students/staff engage in behaviour that is considered disruptive, with the potential to offend other visitors.</td>
<td>Likely</td>
<td>Minor</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
<td>Possible</td>
<td>Minor</td>
</tr>
<tr>
<td>Collision with exhibition displays.</td>
<td>Possible</td>
<td>Minor</td>
<td>Medium</td>
<td>Medium</td>
</tr>
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<td></td>
<td></td>
<td>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.</td>
<td>Unlikely</td>
<td>Minor</td>
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| Staff treat students in an inappropriate way. | Unlikely | Major | Medium | • 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 | • 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 | • 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 | • 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 | Possible | Severe | High | • 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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<td></td>
<td></td>
<td>Unlikely</td>
<td>Severe</td>
<td>High</td>
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<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>An incident occurs on the grounds of the Australian National Memorial</td>
<td>Rare</td>
<td>Severe</td>
<td>Medium</td>
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