


WHS Risk Assessment

Location / Work area	Bega Valley Regional Gallery	Date of Assessment:	May 2020
Task / Activity	Visitor Risk (with updated COVID-19 considerations)		

ACCEPTABILITY OF RISK			
Risk Rating	Level	Risk	Recommended Actions
1 - 5	EXTREME	Intolerable	Exposure to hazard would normally be immediately discontinued except in extreme circumstances. The decision to continue exposure would almost certainly be made at senior levels, with as much risk management rigour as practicable unless dire operational needs preclude doing so.
6 - 9	HIGH	Tolerable with continuous review	Exposure to the hazard would normally be discontinued as soon as is reasonably practicable. Continued exposure would only be considered in exceptional circumstances, and the decision to do so would normally be made at senior levels after due consideration of the cost versus benefit. Any decision to continue the exposure to the hazard must be subject to continuous review.
10 - 17	MEDIUM	Tolerable with periodic review	Exposure to the hazard may continue provided it has been appropriately assessed, has been mitigated to as low as reasonably practical, and is subject to periodic review to ensure the risk does not increase. It would be appropriate that



		CONSEQUENCE			
		Catastrophic Death or permanent total disability	Critical Permanent partial disability, or temporary total disability in excess of 30 days	Major Temporary partial disability less than 30 days, hospitalisation, emergency medical treatment, injury or illness eligible for compensation	Minor First aid or minor supportive medical treatment
LIKELIHOOD	Frequent Likely to occur regularly	1	3	7	13
	Probable Will occur several times	2	5	9	16
	Occasional Unlikely but reasonably expected to occur	4	6	11	18
	Remote Unlikely but possible to	8	10	14	19

WHS Risk Assessment

Risk Matrix										
			measures to achieve long term further reduction to the risk be considered.		occur					
18 - 20	LOW RISK	Acceptable with periodic review	Exposure to the hazard is acceptable, but is subject to periodic review to ensure risk does not increase.		Improbable So unlikely it may not be experienced	12	15	17	20	
Step 1 – Identify hazards		Step 2 - Assess	Step 3 – Control			Step 4 – Implementation Plan				
Identify the hazard and describe how it could cause harm		Determine the Risk score using risk matrix	List controls to reduce risk. Use the hierarchy of controls to determine the most effective controls		Determine Residual risk score using risk matrix	Action By	Due Date	When completed:		
Trips or falls when entering building.		19	Keep area's clear of clutter and make			BVRG Staff	While on site	At all times		

WHS Risk Assessment

Risk Matrix						
		sure appropriate wayfinding signage is available and clear.				BVRG is open
Trips or falls when walking around gallery.	19	BVRG volunteers and/or staff guides to make all visitors aware of trip hazards (if relevant)		BVRG Staff	While on site	At all times BVRG is open
Access to venue by differently abled visitors	20	Access ramps to the gallery are clearly accessible and graded to legal requirements		In place	While on site	At all times BVRG is open
Injury from displayed artwork	14	Gallery staff, volunteers and excursion co-ordinator to brief visitors of refraining from touching or moving artworks on display.		BVRG Staff Excursion Co-ordinator	While on site	At all times BVRG is open
Emergency evacuation ie in response to fire threat	19	Gallery staff to communicate to school group and excursion co-ordinator the relevant evacuation procedure		BVRG Staff	While on site	At all times BVRG is open
Safe environment for children	19	All gallery staff have official working with children accreditation. BVRG volunteers are in process of obtaining and is a requirement for all volunteers as of October 2018.		BVRG staff and volunteers	While on site WWCC due January 2019	At all times BVRG is open
COVID-19 Considerations						
Entry to BVRG is unclear and chaotic		Provide clear direction via dedicated welcome staff, floor markings indicating queuing protocol and signage to explain signing in protocol <ul style="list-style-type: none"> Clear queue markers outside your premises and at queuing points and counters, to help keep your visitors comfortable 		BVRG staff and volunteers		

WHS Risk Assessment

Risk Matrix						
		<p>and to avoid confusion.</p> <ul style="list-style-type: none"> Clearly mark separate entry and exit points and circulation markers if possible. Clearly display your gallery or museum's COVID-19 health and safety protocols and conditions of entry on your website, online ticketing platform, social media platforms and at all entrances to your museum or gallery. If applicable, email this information to your organisation's mailing lists, members/friends. 				
Visitors displaying COVID-19 Symptoms		Reporting to WHS officer Indicate to clearly displayed conditions of entry		BVRG staff and volunteers		
Visitors aren't aware of safety of others		Clear signage and floor markings giving direction to traffic flow and health and safety advice. Hand Sanitiser and hand washing facilities available.		BVRG staff and volunteers		
Social distancing is not being adhered to		<ul style="list-style-type: none"> Indicate to clearly displayed conditions of entry and good hygiene measures. Stay home if you are sick, even if your symptoms are minor, and seek medical advice if you have a fever, cough, sore throat or 				

WHS Risk Assessment

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			<p>shortness of breath (call your doctor or healthdirect on 1800 022 222).</p> <ul style="list-style-type: none"> • Stay 1.5m away from other people (two arms' length). • Avoid touching your mouth, eyes, and nose with unwashed (or gloved) hands. • Regularly clean your hands thoroughly for at least 20 seconds using soap and water, or with alcohol-based hand rub. • When you cough or sneeze cover your nose and mouth with a tissue or a flexed elbow. Put tissues in the bin immediately. 			
BVRG exhibition space and staff office unclean			<ol style="list-style-type: none"> 1. Clean and disinfect surfaces that are frequently touched, regularly, and have a cleaning and disinfecting schedule in place. 			

WHS Risk Assessment

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Step 5 - Follow up and review					
Review Date:	Monthly in 2020	Responsible Officer:	Iain Dawson BVRG Director	Date:	May 2020

Comments & Signoff
<p>Additional Comments/Notes:</p> <p>BVRG Director will monitor advice and refer to the following –</p> <p>Australian Government, Department of Health - 3-Step Framework for a COVIDSafe Australia https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia</p> <p>NSW Government - What you can and can't do under the rules https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules</p> <p>Australian Government - Have a COVID-19 Plan https://pmc.gov.au/nccc/have-covid-19-plan</p> <p>The National COVID-19 Coordination Commission - Planning tool to help businesses reopen and be COVIDSafe https://pmc.gov.au/nccc/resources/planning-tool-help-businesses-reopen-and-be-covidsafe</p>

WHS Risk Assessment

3 Step Framework for a Covidsafe Australia <https://www.pm.gov.au/sites/default/files/files/three-step-framework-covidsafe-australia.pdf>

Safework NSW - guide is to help you stay safe at work during the COVID-19 pandemic <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>

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