



Organisation and Department	Museum of Brisbane - MoB Learn		
Location	Museum of Brisbane, Level 3, City Hall, Brisbane City		
Phone Number	07 3339 0823	Email	education@museumofbrisbane.com.au
Web address	www.museumofbrisbane.com.au		
MoB Learn Staff Training	Museum Equipment	School Equipment	
Museum Learn staff all trained in First Aid Museum Learn staff all hold a current Blue Card Staff training in excursion programs	<ul style="list-style-type: none"> • Clipboards, booklets and pencils • Education trolley • Lap top, USB and stickers • Projector • Radio and duress • Museum and City Hall spaces 	<ul style="list-style-type: none"> • Student food and drink • Student hats 	
Does this job or activity need approval before being completed?			
Yes - Learning Coordinator and Learning & Engagement Manager			
Museum Activities			
City Hall Guided Tours Object Handling Museum of Brisbane Exhibition Self-Guided and Guided Tours Clock Tour Guided Tours			

CITY HALL GUIDED TOURS

Identified Hazard of Operation/ Activity/ Work Environment	Risk Controls Currently Implemented	Consequence Score	Likelihood Score	Risk Score	Recommended Risk Controls	Completion Date
Slip/trip/fall causing injury	Maintaining order in Studio, Museum and City Hall spaces Ensuring there are no trip hazards in Studio, Museum and City Hall spaces Instructing students in safe conduct eg. Holding rail while walking up/down stairs	3	2	5	Staff first aid training All patrons wearing sensible shoes	Ongoing
Missing children	Teacher/parent helper supervision Trained Museum of Brisbane staff with group at all times	4	2	6	Clear instruction Staff training	Ongoing
Emergency situation eg. fire	Follow emergency evacuation procedure as dictated by Museum staff	4	1	5	Staff training Fire extinguisher located onsite	Ongoing

OBJECT HANDLING (including Brisbane Now and Then and White Gloves)

Identified Hazard of Operation/ Activity/ Work Environment	Risk Controls Currently Implemented	Consequence Score	Likelihood Score	Risk Score	Recommended Risk Controls	Completion Date
Slip/trip/fall causing injury	Maintaining order in Studio, Museum and City Hall spaces Ensuring there are no trip hazards in Studio, Museum and City Hall spaces Instructing students in safe conduct eg. Holding rail while walking up/down stairs	3	2	5	Staff first aid training All patrons wearing sensible shoes	Ongoing
Manual and heavy lifting injuring back	Museum of Brisbane staff to lift only Two person lift when possible and required	3	1	4		
Electrical screens/displays breaking or shocking	Regular testing and maintenance of all equipment Museum of Brisbane staff to handle only	3	1	4	Staff training in AV prior to event	Ongoing
Objects falling onto some part of body or self or a nearby other (if dropped or strongly pushed/pulled)	Displays set-up by competent and trained personnel Instruction for students how to handle and approach objects Parent and teacher assistance during workshops	3	3	6	Procedure Clear instruction Staff training	Ongoing
Transfer of potential pathogens by touch of objects or surfaces	Regular cleaning and disinfection Hand Sanitiser to be provided for students Washing hands before and after workshops Cleaning gloves after each daily workshop	2	2	4	Staff Training	Ongoing

Emergency situation – fire, etc.	Follow emergency evacuation procedure as dictated by Museum staff	4	1	5	Staff training Fire extinguisher located onsite	Ongoing
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MUSEUM OF BRISBANE EXHIBITION SELF-GUIDED AND GUIDED TOURS

Identified Hazard of Operation/ Activity/ Work Environment	Risk Controls Currently Implemented	Consequence Score	Likelihood Score	Risk Score	Recommended Risk Controls	Completion Date
Slip/trip/fall causing injury	Maintaining order in Studio, Museum and City Hall spaces Ensuring there are no trip hazards in Studio, Museum and City Hall spaces Instructing students in safe conduct eg. Holding rail while walking up/down stairs	3	2	5	Staff first aid training All patrons wearing sensible shoes	Ongoing
Perspex cases/displays enclosing exhibits	Displays set up by competent and trained staff Teacher/parent helper supervision	3	2	5	Clear instruction Staff training	Ongoing
Electrical screens/displays breaking or shocking	Regular testing and maintenance of all equipment Museum of Brisbane staff to handle only	3	1	4	Staff training in AV prior to event	Ongoing
Glass sensor doors leading into gallery space	Regular testing and maintenance of all equipment Museum of Brisbane staff to handle only	3	1	4	Clear instruction Staff training	Ongoing

Emergency situation eg. fire	Follow emergency evacuation procedure as dictated by Museum staff	4	1	5	Staff training Fire extinguisher located onsite	Ongoing
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CLOCK TOWER GUIDED TOURS						
Identified Hazard of Operation/ Activity/ Work Environment	Risk Controls Currently Implemented	Consequence Score	Likelihood Score	Risk Score	Recommended Risk Controls	Completion Date
Trip (small drop in flooring between landing and lift)	Maximum numbers in lift Museum staff within lift and present at top of Clock Tower on platform to assist	3	2	5	Clear instruction Staff first aid training All patrons wearing sensible shoes	Ongoing
Slip/trip/fall (stairs at top of the clock tower)	As above	3	2	5	As above	Ongoing
Emergency situation eg. fire	Follow emergency evacuation procedure as dictated by Museum staff	4	1	5	Staff training Fire extinguisher located onsite	Ongoing

Please note that the information provided above was current as at 31.03.18. It has been provided by the venue to assist teachers in their risk management planning for excursions. If further information is required, please contact the Museum of Brisbane Learn Department.