

# SJM Risks and Hazards Assessment January 2025

1. Background Information			
<b>Museum:</b>	Sydney Jewish Museum	<b>Date:</b>	31 January 2025
<b>Next Review Date:</b>	Jan 2026		
<b>Title of Assessment:</b>	Museum Risks & Hazards	<b>Assessment conducted by:</b>	Head of Operations: Kathy Baykitch Manager People & Culture: Marie-Claire Piga
<p>Health and safety information for teachers and students: Efforts have been made to identify and minimise risks. It is important that teachers/group leaders inform students of the kind of behaviour expected of them whilst at the Museum, both for their own safety and for the benefit of other visitors.</p> <ul style="list-style-type: none"> <li>• Do not eat or drink in the Museum</li> <li>• Talk and discuss but please do it quietly</li> <li>• Students are the responsibility of teachers/group leaders at all times.</li> <li>• Do not wander without adult supervision.</li> <li>• Do not touch audio equipment or other equipment.</li> <li>• Listen carefully to instructions given by teachers, guides and Museum staff.</li> <li>• No writing material to be used on the Museum floor.</li> <li>• Be respectful of other visitors.</li> </ul>			

2. Risks and Hazards Assessment				
	Risks & Hazards Description	Current Risk Controls	Risk Rating	Additional Information
1	Medical Incidents	<ul style="list-style-type: none"> <li>• SJM Education and Operations staff are trained for the following medical incidents:               <ul style="list-style-type: none"> <li>○ Chocking, fainting, asthma attack and anaphylaxis</li> <li>○ cardiopulmonary resuscitation &amp; situations requiring defibrillator use</li> </ul> </li> <li>• Defibrillators are onsite</li> <li>• First aid kits are onsite</li> </ul>	Medium	SJM advises schools to: <ul style="list-style-type: none"> <li>• bring their own first aid kit</li> <li>• have first aid trained staff in attendance, and</li> <li>• follow all relevant NSW Dept of Education (NSW DE) required protocols</li> </ul>
2	Integrity of the SJM's security staff, employees and volunteers	<ul style="list-style-type: none"> <li>• All personnel who work or volunteer at the SJM must pass a police check and hold a current/valid working with children's check OR hold a current/valid NSW Teaching registration.</li> <li>• The SJM is compliant with the NSW child safety standards, including policy requirements, code of conduct and reporting obligations.</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Teachers are with students at all times whilst at the SJM</li> <li>• NSW DE teacher to student ratios are required (1:15 = 2 adults: maximum 30 students)</li> </ul>

## 2. Risks and Hazards Assessment

	Risks & Hazards Description	Current Risk Controls	Risk Rating	Additional Information
3	Security evacuation	<ul style="list-style-type: none"> <li>Trained security staff are on site and regular foot patrols of the Museum's perimeter are undertaken by security staff.</li> <li>SJM staff are aware of fire and safety protocols and will inform students and teachers of necessary measures. Fire wardens are also on site.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Emergency mustering areas will be communicated if evacuation is to be undertaken.</li> </ul>
4	Building Emergencies, i.e. Fire	<ul style="list-style-type: none"> <li>The building is equipped with fire systems which are compliant with current building codes, this includes smoke detectors. There is constant fire monitoring and monthly testing of all equipment including emergency address systems</li> <li>A number of SJM staff are trained as Chief Wardens and Fire Warden and undergo on-going training</li> <li>Building Emergency Management Procedures are currently being rolled out</li> </ul>	Low	<ul style="list-style-type: none"> <li>Teachers are to accompany school groups at all times.</li> <li>Teachers and leaders to keep students calm and follow instructions from SJM staff.</li> <li>Fire wardens are designated in each level of the Museum</li> <li>Museum site includes Refuge Rooms for lockdown situations</li> </ul>
5	Stairs	<ul style="list-style-type: none"> <li>Nonslip strips on all stairs</li> <li>Handrails for all staircases</li> <li>Daily cleaning protocols</li> <li>Lift access to all floors for people who have mobility issues</li> </ul>	Low	<ul style="list-style-type: none"> <li>SJM advises schools to instruct students and teachers to wear appropriate clothing and closed toe footwear.</li> </ul>
6	Hot water in bathrooms	<ul style="list-style-type: none"> <li>Hot water taps are temperature limited to avoid the potential for burns</li> </ul>	Low	
7	Floor surfaces	<ul style="list-style-type: none"> <li>Nonslip carpet tiled surfaces have been installed throughout the building.</li> <li>Daily cleaning protocols.</li> </ul>	Low	SJM advises schools to instruct students and teachers to wear appropriate clothing and closed toe footwear.
8	Loading and unloading of Bags into and out of bag trolleys	<ul style="list-style-type: none"> <li>SJM Staff and Security and SJM staff and volunteers will supervise the process</li> <li>Heavier bags are placed on the bottom of trolleys</li> <li>Trolleys are pre-positioned in place so no students ever move the trolleys</li> </ul>	Low	SJM advises teachers to also supervise bags being loaded into and taken out of bag trolleys

9	Doors	<ul style="list-style-type: none"> <li>All doors are either soft close or automatic sliding doors</li> <li>Automatic doors are regularly serviced against a maintenance contract</li> </ul>	Low	
10	Construction areas within the Museum	<ul style="list-style-type: none"> <li>All construction areas are out of bounds to teachers and students</li> <li>Students and teachers are always under the instruction of SJM staff who are highly aware that no-one is to enter construction areas</li> </ul>	Low	
11	Danger from traffic	<ul style="list-style-type: none"> <li>Museum is on the corner of Burton and Darlington Streets.</li> <li>School staff are responsible for the safety of children outside the Museum.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Group leaders and teachers to always supervise students and observe road safety rules.</li> <li>Students to walk slowly and cross the road with adult supervision. Students must be supervised by adults at the recommended ratios.</li> </ul>
12	Special needs/requirements	<ul style="list-style-type: none"> <li>The Museum is accessible to wheelchairs and groups with special needs/requirements.</li> <li>SJM must be aware of special needs and number of wheelchair users in advance.</li> </ul>	Low	<ul style="list-style-type: none"> <li>The school must inform the Museum in advance of any special needs/requirements of individual students</li> <li>Schools must bring the correct ratio of adults to students to care for the special needs of those students.</li> </ul>

**1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

**2. Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

**3. Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

**4. Risk Level/Rating and**

Descriptor	Definition
<b>Extreme:</b>	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken immediately. Cease associated activity.
<b>High:</b>	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken within 48 hours of notification.
<b>Medium:</b>	Notify <b>Nominated employee, HSR* / HSC**</b> . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
<b>Low</b>	Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.

\*Health & Safety Representative \*\*Health & Safety Committee

