

Cockington Green Gardens

Risk Assessment Plan

2020

Updated to incorporate Coronavirus-COVID19 Impacts

POTENTIAL HAZARDS AND RISK ASSESSMENTS

Potential Risk Events Description of what might happen	Cause/Source of Risk Description of existing factors that might cause it to happen	Existing Controls Description of what we currently do to prevent it from happening	likelihood Rating Refer to following pages for options	Impact Description of the people and 'assets' that would be 'harmed' if the event happened	Consequence Rating Refer to following pages for options	Overall Risk What is the level of risk?	Acceptable ? Is this level acceptable?
1. Failure of Exhibition Display Technology	<ul style="list-style-type: none"> Defective Display Technology 	<ul style="list-style-type: none"> Defects progressively being rectified Emergency callout procedures established 	Possible	Physical, Financial, Reputation	Moderate	Significant	Yes
2. Fault/Failure of Air Conditioning System in Cafe	<ul style="list-style-type: none"> Defective Air Conditioning System 	<ul style="list-style-type: none"> Regular maintenance contract Emergency callout procedures established 	Possible	Physical, Financial, Reputation	Moderate	Significant	Yes
3. Fire: Administration Building and Cafe	<ul style="list-style-type: none"> Fire from Cafe Kitchen Malfunctioning electrical appliance or display 	<ul style="list-style-type: none"> Smoke detectors installed and monitored Fire fighting equipment maintained Disaster plan in place for evacuation 	Possible	Employees, Visitors, Physical, Financial, Reputation	Moderate	Significant	Yes
4. Steam Train: Fire or Malfunction	<ul style="list-style-type: none"> LPG Leak Over pressurisation <p>(Dangerous hazardous material) – MSDS – Information located</p>	<ul style="list-style-type: none"> No refuelling during opening hours if possible Daily safety check Fire fighting equipment maintained Purging sequence boiler blowdown Exhaust valve open Bounce test & Blowdown site glass Speed limited to walking pace Locked gates at station 	Unlikely	Employees, Visitors, Financial, Reputation	Moderate	Low	Yes
5. Steam Train Derailment or accident	<ul style="list-style-type: none"> Excessive speed Person/object on track 	<ul style="list-style-type: none"> Speedometer fitted Track Inspection Locked gates at station 	Possible	Employees, Visitors, Reputation, Financial	Minor	Low	Yes
6. Steam Train Risk of Children putting their arms out of coaches	<ul style="list-style-type: none"> Unsupervised children Failing to listen to driver's instructions 	<ul style="list-style-type: none"> Adult supervision required for children under 4. Warning signs Driver instruction Bushes and shrubs kept trimmed. 	Likely	Employees, Visitors, Financial, Reputation	Minor	Significant	Yes
7. Steam train: Risk of Children falling out of moving train	<ul style="list-style-type: none"> Unsupervised children Failing to listen to driver's instructions 	<ul style="list-style-type: none"> Driver instruction Adult supervision required for children under 4. Barriers required 	Likely	Employees, Visitors, Financial, Reputation	Minor	Significant	Yes
8. Major Plant and Display Equipment malfunction and use in visitor and staff traffic areas Excavator Wood-Chipper Bobcat Rat Barrows	<ul style="list-style-type: none"> Proximity of use to visitors and other staff Un sighted foot traffic near equipment Inquisitive nature of some visitors Failure to observe signs/directions 	<ul style="list-style-type: none"> Equipment operator instruction daily safety briefings Establishment of exclusion zones near activity involving equipment Placement of prominent signage in appropriate locations Advice of activity provided by Attraction Entry staff Designated activity safety supervisor 	Possible	Employees, Visitors, Financial, Reputation	Moderate	Low	Yes
9. Breach of Building	<ul style="list-style-type: none"> Break and enter 	<ul style="list-style-type: none"> Monitored security system 	Unlikely	Physical, Financial, Information	Moderate	Low	Yes

Security		<ul style="list-style-type: none"> Caretaker on premises Guard dog 					
10. Power Failure	<ul style="list-style-type: none"> Major loss of power 	<ul style="list-style-type: none"> Public Utilities: Out of our control 	Unlikely	Physical, Financial	Minor	Low	Yes
11. Medical Incident	<ul style="list-style-type: none"> Existing medical condition Injury to visitors and/or staff within attraction Injury in playground 	<ul style="list-style-type: none"> First Aid Kits located in Office, Shop & Cafe Four staff are trained in first aid Defibrillator is located in the Shop Daily inspections conducted to minimise risks Children required to be supervised by an adult at all times 	Likely	Employees, Visitors, Financial, Reputation	Minor	Significant	Yes
12. Armed Hold-Up	<ul style="list-style-type: none"> Cash held within Shop/Cafe and safe 	<ul style="list-style-type: none"> Duress alarm in shop Security procedures policy established Minimal cash kept on premises Familiarise staff with hold up procedure sheet 	Unlikely	Employees, Visitors, Financial, Reputation	Moderate	Low	Yes
13. Exposure to chemicals, pesticides, resins, etc	<ul style="list-style-type: none"> Pesticides used in gardens (Dangerous hazardous material) – MSDS information located 	<ul style="list-style-type: none"> No pesticide use during opening hours Qualified staff appropriately trained Secure storage for pesticides Children required to be supervised by an adult at all times 	Unlikely	Employees, Visitors, Financial, Reputation	Moderate	Low	Yes

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14. Immersion in Water	<ul style="list-style-type: none"> Garden Ponds 	<ul style="list-style-type: none"> Children required to be supervised by an adult at all times 	Unlikely	Employees, Visitors	Moderate	Low	Yes
15. Staff Personal Security	<ul style="list-style-type: none"> Hostile member of the public 	<ul style="list-style-type: none"> Duress alarm in shop Several employees rostered within display for each shift Emergency procedures established 	Unlikely	Employee, Reputation	Minor	Low	Yes
16. Vandalism	<ul style="list-style-type: none"> Extensive grounds 	<ul style="list-style-type: none"> Internal Alarm system monitored by security Caretaker on duty Guard Dog 	Possible	Physical, Financial, Reputation	Minor	Low	Yes
17. Communications Failure	<ul style="list-style-type: none"> Loss of communications caused by external incident 	<ul style="list-style-type: none"> Use of mobile phones by managers Manual processing of credit cards in shop 	Unlikely	Employees, Financial	Minor	Low	Yes
18. Civil Disorder	<ul style="list-style-type: none"> Protest Group 	<ul style="list-style-type: none"> Notify Police 	Remote	Physical, Reputation	Minor	Negligible	Yes
19. Severe Weather	<ul style="list-style-type: none"> Damage to buildings or models from high winds/hail/leaks Injury to employees or visitors from flying debris, lightning 	<ul style="list-style-type: none"> Implement procedures to remove visitors from risk situations Reserve right to close attraction 	Unlikely	Physical, Financial, Reputation	Moderate	Low	Yes
20. Water supply Interruption	<ul style="list-style-type: none"> Loss of water caused by external incident 	<ul style="list-style-type: none"> Close toilets and restaurant Bore water available 	Unlikely	Employees, Visitors, Financial	Minor	Low	Yes

21. Animals – Birds, ducks, snakes	<ul style="list-style-type: none"> Injury to visitors & staff 	<ul style="list-style-type: none"> Notification signage Remove visitors from risk situations 	Possible	Employees, Visitors, Financial, Reputation	Moderate	Significant	Yes
22. Coronavirus COVID19 infected person(s) visiting or working at the attraction	<ul style="list-style-type: none"> A staff member or visitor who has been in contact with a Coronavirus-COVID19 infected person or has become infected from an environment where Coronavirus-COVID19 is present 	<ul style="list-style-type: none"> Strict adherence to Federal and Territory Government and Health Authority advice. Visitor data collection and analysis Visitors encouraged to be signed up to Australian Government COVID Safe App. Signage placed at entrance advising visitors not to enter the attraction if feeling unwell Social distancing signage placed at regular intervals within the display with staff monitoring of social distancing protocols All visitors provided with COVID-Safe Information flyer on arrival Implementation of COVID-Safe cleaning plan and system to mitigate against spread of germs Group tourism operators requested to provide Coronavirus-COVID19 Management strategy for groups visiting Cockington Green Gardens Use of website and other social media promoting Coronavirus-COVID19 measures to keep visitors and staff safe Staff briefed and advised not to attend work if feeling unwell and visit doctor for testing Hand sanitisation stations at multiple places including entry, throughout display and in retail areas 	Possible	Employees, Visitors, Financial, Reputation	Severe	Significant	Yes

Likelihood Rating

Scale	Criteria to be used to establish rating
Almost Certain	Will occur. Circumstances or situations are likely to arise often in any year which provide the opportunity for event to occur. Expect frequent, regular occurrences.
Likely	Likely to occur more than once in any year but not an 'everyday' occurrence. Preconditions will arise at times.
Possible	Likely to occur at least once but not expected to occur much more than this in any one year
Unlikely	Not likely to occur in any one year. A small, but remote chance of occurrence due to circumstances/situations that could arise.
Remote	Would only occur in highly exceptional circumstances. 'Once in a lifetime' event.

Consequence Rating

Scale	Criteria to be used to establish rating
Severe	Loss of majority of assets, death or serious injury to individuals. Threatens survival of business
Major	Destruction or loss of major assets; serious injury to individuals
Moderate	Damage to, or other impairment of, a significant proportion of assets. Injury requiring ongoing medical treatment
Minor	Damage to, or other impairment of, a small proportion of assets. Injury requiring limited medical treatment
Insignificant	Minor damage. Injury requiring first aid only.

Tolerable Risk Level

The risk level for each risk is determined by combining likelihood and consequence assessments. Cockington Green Gardens determined that generally, risks should be managed so as to achieve a 'Low' or 'Negligible' level of residual risk.

Determination of Risk Level

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Severe
Remote	Negligible	Negligible	Low	Low	Significant
Unlikely	Negligible	Low	Low	Significant	Significant
Possible	Low	Low	Significant	Significant	High
Likely	Low	Significant	Significant	High	High
Almost Certain	Significant	Significant	High	High	Extreme

Tolerable risk level and management action required

Scale	Management Action Required
Extreme	Urgent and immediate action required. Close monitoring by Management
High	Attention required in short term, preferably within 2 hours. Senior Management oversight
Significant	Attention required in medium term, preferably within 6 hours. Consider effectiveness of existing controls. Monitor frequency of events
Low	Watching brief required as part of routine management responsibilities. Update risk assessment annually to confirm rating and effectiveness of controls.
Negligible	No management action required. Include in annual review of risks