



National Dinosaur Museum Risk Assessment

1.1 Risk Events Table

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?	Is this level acceptable ?
1. Failure of Exhibition Display Technology	Defective Display Technology	<ul style="list-style-type: none"> Defects progressively being rectified Emergency callout procedures established 	Likely	Employees, Financial, Reputation	Insignificant	Low	Yes
2. Fault/Failure of Air Conditioning System	<ul style="list-style-type: none"> Defective Air Conditioning System 	<ul style="list-style-type: none"> Regular maintenance contract Emergency callout procedures established 	Possible	Employees, Financial, Reputation, Visitors	Minor	Low	Yes
3. Fire	<ul style="list-style-type: none"> Fire from Kitchen, Workshop or Prep room Malfunctioning electrical appliance or display 	<ul style="list-style-type: none"> Smoke detectors installed and monitored Total Sprinkler coverage. equipment regularly maintained Disaster plan in place for evacuation Fire Safety 	Unlikely	Employees, Visitors, Physical, Financial, Reputation	Major	Significant	Yes

		Training included in Employee Induction					
4. Breach of Building Security	Break and enter	<ul style="list-style-type: none"> • Monitored security system • Static, Metal framed Windows • Minimal money kept on site 	Unlikely	Physical, Financial, Information	Moderate	Low	Yes
5. Power Failure	Major loss of power	Public Utilities: Out of our control	Unlikely	Physical, Financial, Fire monitoring and Security	Minor	Low	Yes
6. Medical Incident	<ul style="list-style-type: none"> • Visitor's existing medical condition • Injury to visitor within Premises • Injury in Outdoor Area • Injury in Workshop/Prep Room 	<ul style="list-style-type: none"> • First Aid Kit located at Front Desk • Staff trained in first aid • Children required to be supervised by an adult at all times. • Particular instruction by staff to higher risk people (young children on stairs, etc.) 	Likely	Employees, Visitors, Financial, Reputation	Minor	Significant	Yes

7. Armed Hold-Up	Cash held within Shop/Cafe	<ul style="list-style-type: none"> • Security procedures established • Minimal cash kept on premises 	Unlikely	Employees, Visitors, Financial, Reputation	Moderate	Low	Yes
8. Exposure to chemicals, solvents etc.	<ul style="list-style-type: none"> • Improper use of cleaning agents 	<ul style="list-style-type: none"> • Staff Advised of dangers of chemical use. • Secure storage for all hazardous materials separate to public access areas. 	Remote	Employees, Visitors, Financial, Reputation	Minor	Negligible	Yes
9. Staff Personal Security	Hostile member of the public	<ul style="list-style-type: none"> • Multiple staff on premises at any given time. • Trained supervisor available at all times. • Emergency procedures established 	Possible	Insignificant	Minor	Low	Yes
10. Vandalism	Large building	<ul style="list-style-type: none"> • Monitored Security system 	Unlikely	Physical, Financial, Reputation	Minor	Low	Yes
11. Communications Failure	Loss of communications caused by external incident	<ul style="list-style-type: none"> • Use of mobile phones by majority of staff. • Manual processing of credit cards and EFTPOS in shop 	Unlikely	Employees, Financial	Minor	Low	Yes

12. Civil Disorder	Protest Group	Notify Police	Remote	Employees, Reputation	Minor	Negligible	Yes
13. Severe Weather	<ul style="list-style-type: none"> • Damage to building 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	Minor	Low	Yes
14. Water supply Interruption	Loss of water caused by external incident	<ul style="list-style-type: none"> • Close toilets and Café 	Remote	Employees, Visitors	Minor	Negligible	Yes

1.2 Likelihood Table

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.

1.3 Consequences Table

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.

1.4 Risk Rating Table 4

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

1.5 Risk Rating Table 5

Scale	Management Action Required
Extreme	Urgent and immediate action required. Close monitoring by Management
High	Attention required in short term, preferably within 3 months. Senior Management oversee
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

