

**Education Program Risk Assessment 2023**

| No. | Risk category                                                        | Risk appetite | The Risk                                                                                                                                                                            | Impact of Event Happening |             | Inherent Risk | Existing or Proposed Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Reassessment of Risk |             | Residual Risk | Rating   | Priority | Target Risk | Exceeds Target | Accept Risk | Responsible Owner |  |
|-----|----------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|---------------|----------|----------|-------------|----------------|-------------|-------------------|--|
|     |                                                                      |               | What can happen                                                                                                                                                                     | Likelihood                | Consequence |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Likelihood           | Consequence |               |          |          |             | Y/N            | Y/N         |                   |  |
| 1   | Activities at the Library                                            |               | Any of the following:                                                                                                                                                               |                           |             |               | -First Aid Officers and kits located throughout the National Library building to facilitate quick access in the event of an incident.<br>-Phones located throughout National Library building to ensure prompt communication<br>-Presenters trained in Emergency Evacuation procedures<br>-Presenters avoid known hazards<br>-Presenters forwarn students of potential hazards                                                                                                                                                                                                                                 |                      |             |               |          |          |             |                |             |                   |  |
| 2   | Arrival and Departure                                                | 2 - Low       | Collision with cars caused by proximity of public access road                                                                                                                       | Possible                  | Major       | Significant   | -Ensure students are ushered onto footpath and grouped away from road.<br>-Manage student movement through parking lot.<br>-Draw attention to the need for caution when paths are wet.                                                                                                                                                                                                                                                                                                                                                                                                                         | Rare                 | Major       | Moderate      | Moderate | 2        |             |                |             |                   |  |
| 3   | Arrival and Departure                                                | 2 - Low       | Slipping or tripping on grass, mud or footpaths if using side entry ramp.                                                                                                           | Possible                  | Major       | Significant   | -Manage student movement through carpark.<br>-Draw attention to the need for caution when paths are wet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Rare                 | Moderate    | Low           | Minor    | 3        |             |                |             |                   |  |
| 4   | Movement across Podium                                               | 2 - Low       | Slipping or tripping on stairs, slate, tiles.                                                                                                                                       | Possible                  | Major       | Significant   | -Manage student movement up the stairs and across the Podium. Prevent running, pushing and crowding.<br>-Draw attention to the need for caution when Podium surfaces wet.<br>-Hand rails are provided next to the stairs.                                                                                                                                                                                                                                                                                                                                                                                      | Rare                 | Moderate    | Low           | Minor    | 3        |             |                |             |                   |  |
| 5   | Movement through Foyer                                               | 2 - Low       | Slipping on marble floors, or collisions with edges of pillars or furniture.                                                                                                        | Rare                      | Major       | Moderate      | -Students will be instructed on appropriate behavioural expectations and safety requirements by presenter prior to building entry.<br>-Manage student movement up the stairs and across the foyer. Prevent running, pushing and crowding.<br>-Draw attention to the need for caution when Foyer surfaces wet.                                                                                                                                                                                                                                                                                                  | Rare                 | Moderate    | Low           | Minor    | 3        |             |                |             |                   |  |
| 6   | Movement from public areas into and out of office areas - all levels | 2 - Low       | Slipping or tripping on stairs, marble floors. Collisions with edges of desks, chairs, collection material being catalogued; personal possessions or collection material unsecured; | Possible                  | Major       | Significant   | -Presenter to student ratio observed to ensure adequate supervision.<br>-Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.<br>-Behavioural expectations outlined to minimise disruptions to public, Library staff, and avoid interactions with other patrons. Presenter to manage interactions with public and Library employees.<br>-Office appliances are clearly indicated, well maintained and stored in line with WHS regulations.                                                                                                       | Rare                 | Moderate    | Low           | Minor    | 3        |             |                |             |                   |  |
| 7   | Storage of bags and water bottle                                     | 2 - Low       | Theft of bags, contents of bags or water bottles                                                                                                                                    | Unlikely                  | Major       | Moderate      | -Bags and water bottles are stored in a trolley designed for school group items.<br>-Trolley is wheeled away from public view.<br>-Portable valuable items are kept on person. Larger valuable items can be stored with Security                                                                                                                                                                                                                                                                                                                                                                               | Rare                 | Moderate    | Low           | Minor    | 4        |             |                |             |                   |  |
| 8   | Activities in the Exhibition Galleries                               | 2 - Low       | Collision with exhibition displays, interactions with public                                                                                                                        | Possible                  | Moderate    | Moderate      | -Presenter to student ratio observed to ensure adequate supervision.<br>-Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.<br>-Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Presenter to manage interactions with public.                                                                                                                                                                                                                                                   | Unlikely             | Minor       | Low           | Minor    | 4        |             |                |             |                   |  |
| 9   | Exploration of Reading Rooms                                         | 2 - Low       | Collision with obstacles, interactions with the public, electrical appliances, photos without permission.                                                                           | Possible                  | Moderate    | Moderate      | -Presenter to student ratio observed to ensure adequate supervision.<br>-Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.<br>-Behavioural expectations outlined to minimise disruptions to public and avoid interactions with other patrons. Presenter to manage interactions with public.<br>-Electrical appliances are clearly indicated, well maintained and stored in line with WHS regulations. Groups do not interact with these items.<br>-Photography is not permitted in Reading Rooms. Mobile phones are to be switched off in MRR | Unlikely             | Minor       | Low           | Minor    | 4        |             |                |             |                   |  |
| 10  | Presentations and activities in training rooms and Conference Room   | 2 - Low       | Collision with obstacles, electrical appliances; edges of desks and chairs; power point hole in Conference Room;                                                                    | Unlikely                  | Moderate    | Moderate      | -Presenter to student ratio observed to ensure adequate supervision.<br>-Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.<br>-Electrical appliances are clearly indicated, well maintained and stored in line with OH&S regulations.<br>-Presented advise group on any power point holes;<br>-Presenter will advise group on techniques to utilise electrical equipment such as computers as required.<br>-Teaching staff encouraged to be proactively assist with supervision throughout the room                                           | Unlikely             | Minor       | Low           | Minor    | 4        |             |                |             |                   |  |
| 11  | Use of stairwells                                                    | 2 - Low       | Trip or fall down stairs.                                                                                                                                                           | Possible                  | Major       | Significant   | -Students guided to use handrail and proceed down stairs in orderly fashion.<br>-Elevator available for visitors with mobility requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Unlikely             | Moderate    | Moderate      | Major    | 2        |             |                |             |                   |  |
| 12  | Exploration of stack areas                                           | 2 - Low       | Collision with obstacles, collision with "ISAAC", items falling off shelves, losing group.                                                                                          | Unlikely                  | Moderate    | Moderate      | -Presenter to student ratio observed to ensure adequate supervision.<br>-Student movement is managed. Students to remain in group with presenter. Running, pushing and crowding is avoided.<br>-Prior to entry to the room students are briefed about expectations and potential hazards.<br>-Students to do not interact with the shelving or the collection items stored on the shelves.<br>-For the duration of the tour students are to remain between the presenter at the front of the group and a teacher representative at the back of the group<br>-ISAAC approaching alert                           | Unlikely             | Minor       | Low           | Minor    | 4        |             |                |             |                   |  |

|    |                                        |          |                                                                                                             |          |              |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |          |     |       |   |  |  |  |  |
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| 13 | Interaction with pneumatic tube system | 2 - Low  | Small items such as jewellery sucked from hand, collision with obstacles. Distress caused by noise of tubes | Possible | Moderate     | Moderate    | -Students move as a group under supervision of presenter.<br>-Students are briefed about behavioural expectations and potential hazards.<br>-Presenter models interactions with tube system and explains risks including potential for items to be sucked off/from hand.<br>-Students are able opt out of the activity.<br>-Students are monitored by the presenter when interacting with the tube system.<br>-Students warned of potential for noise when tube system is running.                            | Unlikely | Minor    | Low | Minor | 4 |  |  |  |  |
| 14 | Interactions with RoboCouriers (ISAAC) | 2 - Low  | Slow moving collision with ISAAC                                                                            | Unlikely | Moderate     | Low         | -Students are grouped into safe presentation areas.<br>-Groups are briefed with requirements for interacting with ISAAC<br>-Presenters monitor the location of the ISAACs whilst moving the tour group through the stack areas.<br>-Students are monitored by presenter when ISAACs are in the vicinity.<br>-Presenters are trained in utilising ISAAC's emergency stop system.<br>-ISAAC approaching alert<br>-Speed of ISAAC restricted                                                                     | Unlikely | Minor    | Low | Minor | 4 |  |  |  |  |
| 15 | Movement of compactus units            | 2 - Low  | Injury from the movement of compactus shelving.                                                             | Unlikely | Major        | Low         | -Prior to use of the compactus students are briefed about expectations and potential hazards.<br>-Presenter clarifies procedures for moving compactus.<br>-Students are situated across the aisle from the unit to be moved.<br>-Students are monitored by the presenter during the compactus demonstration.                                                                                                                                                                                                  | Unlikely | Moderate | Low | Minor | 4 |  |  |  |  |
| 16 | Movement through Paperplate café area  | 2 - Low  | Interactions with public, food and beverage spills, collisions with furniture.                              | Possible | Moderate     | Significant | -Prior to moving through the space students are briefed about behavioural expectations and potential hazards.<br>-Students move as a group under supervision of presenter around the perimeter of the café area                                                                                                                                                                                                                                                                                               | Unlikely | Minor    | Low | Minor | 4 |  |  |  |  |
| 17 | Film screenings in the Theatre         | 2 - Low  | Missteps from low lighting, fold up chairs, stairs.                                                         | Possible | Moderate     | Significant | -Prior to entering Theatre students are briefed about shallow stairs and fold down chairs.<br>-Lighting is high whilst students enter the Theatre.<br>-Students are guided into seats under supervision of presenter and teachers.<br>-Lights are dimmed once all group members are settled and the film commences.<br>-Lighting is able to remain on for the duration of the film if required.<br>-Strip lighting on stairs is used to allow illumination if students need to move whilst lights are dimmed. | Unlikely | Moderate | Low | Minor | 4 |  |  |  |  |
| 18 | Evacuation during tour                 | 0 - Zero | Unsure of exit points.                                                                                      | Possible | Catastrophic | High        | -Presenters trained in evacuation procedures.<br>-Emergency signage and lighting is well maintained, prominently located and displayed.<br>-Group remains together under presenter's supervision and is guided to fire exits.<br>-Head counts are taken at the completion of the evacuation.                                                                                                                                                                                                                  | Rare     | Major    | Low | Minor | 1 |  |  |  |  |
| 19 | Infectious Disease                     | 0 - Zero | Transmission of COVID-19 to/from school groups                                                              | Possible | Catastrophic | High        | - Refer to COVID-19 Safety Plan for school visits at <a href="http://nla.gov.au/learning/school-and-teacher-programs">nla.gov.au/learning/school-and-teacher-programs</a>                                                                                                                                                                                                                                                                                                                                     | Possible | Major    | Low | Major | 1 |  |  |  |  |