

# GULGONG HOLTERMANN MUSEUM (GHM) RISK ASSESSMENT PLAN (RMP)

Assessment prepared by: Gulgong Holtermann Museum Committee.

This RMP has been brought to the attention of the GHM Volunteers, Committee Members and employees, signed and dated.

Date of assessment: Reviewed August, 2022

ACTIVITY	SCHOOL EXCURSIONS & GROUP/ COACH BOOKINGS
LOCATION	123 - 125 Mayne Street, Gulgong, NSW. Our museum is open to the general public, groups and student groups. The buildings include restored heritage listed gold rush buildings and newly constructed buildings on relatively a flat site. The facility is all on one level. There are 2 steps at the front of the building and wheelchair access from Robinson St. To avoid congestion, coach groups are required to use our Robinson Street entrance for pick-up and drop-off. The Mayne Street entrance is for pedestrian access only. Robinson Street is the main entrance for the Museum. To drop-off and pick-up passengers, coach drivers are requested to pull up in the loading zone directly opposite the Museum in Robinson Street. Coaches must then park in an appropriate town parking area. Robinson street is quiet, so there is very little anticipated traffic, however, it is narrow. Pick-up and drop times must be confirmed with management at the time of booking. Information sessions for group visits will take place in the Theatre or in the Long Gallery, depending on individual group requirements. All display areas are wide enough to accommodate wheel chairs. Toilets are located within to our facility, with easy access to unisex and disabled toilet facilities.
DATE	Excursions can be arranged throughout the year
TIMES	To avoid congestion, group bookings require prior arrangement with allocated times. Please allocate approximately 1hr ½ hours
PEOPLE INVOLVED	GHM personnel will be on duty to assist accompanying teachers, tour operators and general public with information and to give direction on the day. If accompanying teachers/tour operators have booked through the Red Hill Environmental Centre, they will enter the facility with a Red Hill Environmental Staff member and GHM personnel may not be required to assist.  GHM personnel have all been trained to assist with GHM activities and are aware of emergency numbers and procedures. There is a defibrillator onsite.

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Potential Hazard	Who is at risk?	Control Measures	Risk Rating	Additional Control Measures to assist risk management
Trips and falls	Teachers, Volunteers students, visitors GHM Employees	<ul style="list-style-type: none"> <li>GHM volunteer will welcome and instruct students/visitors to exercise caution whilst walking through the facility.</li> <li>Floor space is free of obstacles.</li> <li>To create less trip hazards, pathways have been installed to direct walking traffic through the facility.</li> </ul>	low	<ul style="list-style-type: none"> <li>Accompanying teachers/tour operators are required to ensure behaviour is monitored and students/visitors are not encouraged to venture beyond the vision of teachers/tour operators and GHM Volunteers.</li> <li>First aid kit and defibrillator are available if required.</li> </ul>
Fire evacuation	Teachers, Volunteers, students, visitors, GHM Employees	<ul style="list-style-type: none"> <li>Evacuation plans and escape signs are in place.</li> <li>Fire escape routes, muster point, fire extinguishers and sprinklers are easily identified. GHM Volunteers are on duty and will assist in any emergency.</li> <li>Emergency numbers are displayed at reception and inside the back office.</li> </ul>	low	<ul style="list-style-type: none"> <li>Water Hydrant has been installed at the rear of the building alongside the toilet facilities.</li> </ul>
Safeguards for children or vulnerable adults	students, visitors	<ul style="list-style-type: none"> <li>A member of the GHM personnel will be present at all times along with accompanying staff and/or teachers.</li> <li>CCTV is operational at all times.</li> <li>The facility has a glass window strategically located to view the rear of the building and the Robinson Street entry.</li> </ul>	low	<ul style="list-style-type: none"> <li>Accompanying teachers are to supervise students for toilet visits this is not the responsibility of GGE personnel.</li> </ul>
Handling and controlling displays, games and puzzles	Teachers, Volunteers, students, visitors	<ul style="list-style-type: none"> <li>GHM personnel will highlight display areas that may require extra supervision.</li> <li>Areas intended to be out of bounds to students and visitors have been demarcated.</li> </ul>	low	<ul style="list-style-type: none"> <li>Students/visitors are to be managed by accompanying teacher/tour operators and only permitted to touch interactive displays.</li> </ul>

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General Museum entry/emergency exits	Teachers Volunteers, students, visitors	<ul style="list-style-type: none"> <li>To avoid potential hazards, GHM personnel will outline items expected to be found within the museum.</li> <li>In the event of power cuts, emergency lighting is in place.</li> <li>Emergency exit lights are installed at required points of exit.</li> <li>Fire Extinguishers are installed in the galleries and a water hydrant and hose reel can be found at the rear of the building.</li> <li>The facility has a glass window located in the rear of the building for GHM management to observe the rear of the building. The Robinson Street entrance is both keyed and fitted with an intercom.</li> </ul>	low	<ul style="list-style-type: none"> <li>Students'/visitor's behaviour is to be managed by accompanying teachers. Students are not permitted to run within the facility. Noise is to be kept to a minimum and students instructed to interact with appropriate displays and games.</li> <li>First Aid equipment is available at reception and emergency numbers displayed at reception and in the back office.</li> </ul>
Hazardous Chemicals	Teachers Volunteers, students, visitors Volunteers, Staff	<ul style="list-style-type: none"> <li>All cleaning chemicals have been isolated in allocated areas with no access to the public, students or groups.</li> <li>All tools are locked in an appropriate shed with no access to public, students or groups</li> <li>No access is available to the locked facility work area.</li> </ul>	Low	<ul style="list-style-type: none"> <li>These areas are demarcated and locked for authorised use only.</li> </ul>
COVID 19	Teachers, Volunteers, students, visitors GHM Employees	<ul style="list-style-type: none"> <li>COVID 19 plans are implemented as and when required by government legislation.</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>All staff trained in safety procedures for COVID 19</li> </ul>