




Risk Assessment Matrix – Bass Strait Maritime Museum

Risk Assessment Sheet

Workplace: Devonport City Council		Department: Convention and Arts	
Workplace Activity: School and tour group booked visits to the Bass Strait Maritime Museum		Procedure: Bass Strait Maritime Museum – Emergency Response Procedures – Reference: D318636	
Assessed by (Name(s)): Rosie Cooper, 03 6420 2790		Signature: 	Date: 2 February 2026

S SPOT THE HAZARD		A ASSESS RISK	F FIX THE PROBLEM			E EVALUATE RESULTS
Identify the work task or activity	HAZARDS What are the hazards associated with each activity or the steps in each activity	<ul style="list-style-type: none"> • Low • Moderate • Significant • High 	CONTROLS If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom? <small>Indicate name and/or position</small>	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level
						RESIDUAL RISK
Museum tour in the gallery spaces.	Slipping/tripping on concrete floor due to running. Low lighting.	Moderate - Possible	Adults to monitor and remind children not to walk and not run in the museum. Assist visitors with vision impairments.	Staff, volunteers, carers, parent, teachers, aides to monitor or assist.	On the day	Moderate
Museum tour in the gallery spaces.	Falling/tipping objects.	Moderate – Possible	Instruction at the start of the tour session explaining the importance of not touching or leaning over any objects or glass cases. Adults to monitor children especially around the model cases.	Instruction by Staff. Monitor by staff, volunteers and teachers, carers.	On day	Moderate

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Museum tour in the Harbour Master's house – stairs to attic.	Tripping on steep stairs, vertigo if climbed.	Moderate – Unlikely	Area is roped off and well signed. Adults to supervise children to deter access.	Staff and volunteers to monitor.	On the day	Low
Ship Simulator (playing)	Motion sickness, nauseousness, with or without vomiting.	Low - Rare	Monitor children/visitors. Relocate affected visitors from simulation area. Ensure body-fluid clean-up kit maintained and available.	Staff and volunteers.	On the day	Low
Ship Simulator (steps up to games space)	Tripping on steps to access the game space.	Low - Rare	Monitor visitors. Use ramp in case of mobility or vision concerns. Yellow warning tape is applied to each step.	Staff, teachers, carers and volunteers.	On the day	Low
Rope ladder and other hanging ropes attached to walls in main gallery spaces.	Falls if visitors try to climb.	Low - Rare	Monitor children/visitors.	Staff, teachers, carers and volunteers.	On the day	Low
Flag demonstrations – Summer by the Signal Station outside.	Sunburn	Moderate - Unlikely	Remind visitors to wear sun protection including sunscreen, hats, long sleeves and sunglasses. Avoid this in activity in extreme weather conditions for example, hot and/or windy days.	Tour group coordinator and staff.	On the day before going outside.	Moderate

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Fire or emergency in the museum	Injury or death.	Catastrophic - Rare	Fire alarm panel regularly checked and serviced. Fire exits clearly marked and kept clear. Emergency information at exits. Fire exits and the emergency assembly point explained during introduction to tour.	Staff.	On the day	Significant
Museum tour in the gallery spaces, visiting bathroom facilities.	Inappropriate behaviour towards children or vulnerable adults on the premises.	Moderate – Unlikely	All staff and front of house volunteers hold a Working with Vulnerable People card. Advise teachers, students and visitors at introduction to tour to always supervise children.	Staff, teachers and carers supervise students and vulnerable adults.	On the day	Moderate
Lost students or children.	Students/children become separated from their group and/or leaving the building.	Low – Unlikely	Staff, volunteers, teachers and carers monitor and supervise children's movements.	Staff, teachers and carers.	On the day	Low
Children's activities	Injuries to person or clothing from craft activities (scissors, ink).	Low – Unlikely	Safety briefing in the use of equipment. Purchase appropriate materials and equipment for children. Check items for damage and dispose of broken equipment	Staff and volunteers.	Prior to and on the day.	Low

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Medical emergencies	A visitor experiences a medical episode fainting, seizure, allergies, asthma etc.	Moderate - Possible	Identify trained staff with first aid training to be rostered on the day – first aid kits and AED available	Staff and Teachers	On the day	Low

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RISK ASSESSMENT CALCULATOR

Step 1: Estimate Consequence or Severity of Impact

Level	Descriptor	Example of Description
1	INSIGNIFICANT	<ul style="list-style-type: none"> Environmental/Public Health – Minimal environmental impact; contained release only Financial – Negligible loss (\leq \$10,000); no impact on program or business operations Natural Hazards – Minimal impact; isolated hazards only; dealt with through normal operations Information Technology – No measurable operational impact to organisation Assets Property & Infrastructure - Isolated or minimal loss; short term impact; repairable through normal operations Reputation Communication – Isolated, internal or minimal adverse attention to complaint Professional Indemnity – Isolated, internal or minimal complaint; minimal loss to organisation Public Liability – First Aid only; minimal loss to organisation OH&S – no injury or requirement for first aid Political & Governance – Isolated noncompliance or breach; minimal failure of internal controls managed by normal operations Industrial Relations Personnel Human – Isolated, internal or minimal impact on staff morale or performance; minimal loss to organisation Contractual & Legal – isolated noncompliance or breach; negligible financial impact
2	MINOR	<ul style="list-style-type: none"> Environment/Public Health- Minimal environmental impact: on-site immediately controlled Financial- Minor financial loss (\$10,000 - \$50,000); minimal impact on program or business operations Natural Hazards- Minor physical or environmental impact; hazards immediately controlled with local resources Information Technology- Minor downtime or outage in single area of organisation; addressed with local management and resources Assets Property & Infrastructure- Minor loss with limited downtime; short term impact; mostly repairable through normal operations Reputation Communication- Heightened local community concern or criticism Professional Indemnity- Contained complaint or action with short term significance; medium loss to organisation Public Liability- Some medical treatment required; medium loss to organisation OH&S-Minor medical treatment or First Aid with or without potential for lost time Political & Governance- Contained non-compliance or breach with short term significance; some impact on normal operations Industrial Relation Personnel Human - Contained impact on staff morale or performance of short term significance; medium loss to organisation Contractual & Legal- Contained non-compliance or breach with short term significance and minor financial impact
3	MODERATE	<ul style="list-style-type: none"> Environment/Public Health- Significant environmental impact; on-site release contained with assistance Financial- Significant financial loss (\$50,000 - \$500,000); considerable impact on program or business operations Natural Hazards- Significant physical or environmental impact; hazards contained with assistance or external resources Information Technology-Significant downtime or outage in multiple areas of organisation; substantial management required and local resources Assets Property & Infrastructure- Significant loss with temporary disruption of services; medium term impact on organisation Reputation Communication- Significant public criticism with or without media attention Professional Indemnity- Significant complaint involving statutory authority or investigation; prosecution possible with significant loss to organisation Public Liability- Medical treatment required, high loss to organisation OH&S- Medical treatment required and lost time Political & Governance- Serious breach involving statutory authority or investigation; significant failure of internal controls; adverse publicity to local level

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		<ul style="list-style-type: none"> Industrial Relations Personnel Human- Significant impact on staff morale or performance involving investigation; significant loss to organisation Contractual & Legal- Serious breach involving statutory authority or investigation; prosecution possible with significant financial impact
4	MAJOR	<ul style="list-style-type: none"> Environmental/Public Health- Major environmental impact; release spreading off site; contained with external assistance Financial- Major financial loss (\$500,00 - \$1M); severe impact on program or business operations Natural Hazards- Major physical or environmental impact; hazard extending off-site; external services required to manage Information Technology- Loss of critical functions across multiple areas of organisation; long term outage; extensive management required and external resources Assets Property & Infrastructure- Critical loss or event requiring replacement of property or infrastructure; long term impact on organisation Reputation Communication- Serious public or media outcry; broad media attention Professional Indemnity- Major complaint with litigation and long term significance; very high loss to organisation Public Liability- Extensive injuries to individual; very high loss to organisation OH&S- extensive injury Political & Governance- Major breach with formal inquiry; critical failure of internal controls' widespread adverse publicity Industrial Relations Personnel Human- Major impact on staff morale or performance with long term significance; very high loss to organisation Contractual & Legal- Major breach with fines and litigation; long term significance and major financial impact
Level	Descriptor	Example of Description
5	CATASTROPHIC	<ul style="list-style-type: none"> Environmental/Public Health- Fatalities occur; extensive release off-site; requires long term remediation Financial- - Extensive financial loss (\$1m+); loss of program or business operation Natural Hazards- Extensive physical or environmental impact extending off-site; managed by external services; long term remediation required Information Technology- Extensive and total loss of functions across organisation; disaster management required Assets Property & Infrastructure- Disaster with extensive loss and long term consequences; threat to viability of services or operation Reputation Communication- Extensive public outcry; potential national media attention Professional Indemnity- Extensive litigation with possible class action; worst case loss to organisation; threat to viability of program or service Public Liability- Fatalities or extensive long term injuries; worst case loss to organisation OH&S- Fatalities or extensive long term injury Political & Governance- Extensive breach involving multiple individuals; potential litigation; viability of organisation threatened Industrial Relations Personnel Human- Extensive impact on organisation moral or performance; worst case loss to organisation; threat to viability of program or service Contractual & Legal- Extensive fines and litigation with possible class action; threat to viability of program or service

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Step 2: Estimate Likelihood (Identify how likely it is that the hazard would cause an accident)

1	Rare	The event may occur only in exceptional circumstances; rare exposure to risk; very low probability of damage
2	Unlikely	Conceivable but not likely to occur under normal operations. Infrequent exposure to risk; low probability of damage; little or no history of previous incidents
3	Possible	The event could occur at some time; regular or occasional exposure to risk; moderate probability of damage
4	Likely	The event will probably occur at some stage; frequent exposure to risk; substantial probability of damage; some history of previous incidents
5	Almost certain	The event is expected to occur most times during normal operations; constant exposure to risk; high probability of damage; clear history of previous incidents

Step 3: Estimate Risk Level

Risk rating = likelihood x consequence		CONSEQUENCE				
		INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
LIKELIHOOD	5 ALMOST CERTAIN	5 S	10 S	15 H	20 H	25 H
	4 LIKELY	4 M	8 S	12 S	16 H	20 H
	3 POSSIBLE	3 L	6 M	9 S	12 H	15 H
	2 UNLIKELY	2 L	4 L	6 M	8 S	10 H
	1 RARE	1 L	2 L	3 M	4 S	5 S

Step 4: Action Required

H	High Risk; Immediate action to be initiated and implement controls as outlined in Risk Assessment. RMC to determine further actioning if required.
S	Significant Risk; Attend to in short term. Implement controls as outlined in Risk Assessment. RMC to determine further actioning if required.
M	Moderate Risk; Attend to in medium term. Implement controls as outlined in Risk Assessment
L	Low Risk; Responsible Managers develop or modify policy or procedure to address the risk and implement controls as outlined in Risk Assessment

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