

Definitions of Consequences

Descriptor	Operations/Services	Environmental	Financial	OH&S	Reputation	Content Quality	Legal Statutory	Stakeholders
Insignificant	Negligible impact on core business	No effect on the Collection or the Building	Negligible effect on costs. A net negative impact of less than \$100,000	No Medical treatment required and No First aid treatment required.	No external or media scrutiny. Negligible impact on reputation	Negligible impact on quality of service or business operations	No legal implications or action	Negligible impact on Gallery stakeholders and clients
Minor	Some impact on non-essential services and operations	Negligible environmental damage to the Collection or the Building	A net negative impact of less than \$250k	First Aid treatment No medical treatment required.	Possible external scrutiny. Possible minor impact on credibility	Minor impact on service delivery and/or quality of service. Minor disruption to operations	Litigation to \$100K. Delay in statutory requirements	Minor disruption to stakeholders but resolvable at Project level. Does not require senior staff intervention
Moderate	Medium impact on operations and services. Some delays and disruptions to be expected	Medium environmental damage impacting the Collection and Building	Significant financial impact on project or section budget (between \$250k and \$500k)	External medical treatment and lost time injury	Scrutiny required by external committees or auditors. Some impact on credibility can be handled at project level	Quality and content of services less than optimum	Litigation to \$0.5M. Moderate delays to statutory requirements	Medium disruptions to stakeholders. Medium delays to service completion. Increased project costs.
Major	Long-term delays in service delivery. Significant disruption to core business operations and functions	Substantial environmental damage impacting the Collection or Building	Major financial impact on project or section budget (between \$500k and \$1M)	External medical treatment & rehabilitation leading to recovery	High level scrutiny by external committees and media. High impact on credibility and public image. Senior Executive involvement required.	Quality and content of services is significantly deficient	Litigation to \$1M. Major delays to statutory requirements	Loss of credibility to stakeholders due to service delays and disruptions. Increased costs of 25-40%. Significant slippage in deliverables
Extreme	Core business functions halted indefinitely. Unacceptable extensive service delays. Unable to conduct whole of Gallery business operations	Long term environmental damage impacting the Collection or the Building	Extreme financial impact on project or section budget (more than \$1M)	One or more fatalities or Irreversible disability to one or more persons	Intense public, political and media scrutiny. May embarrass relevant Minister	Whole of gallery business functions cannot be achieved. Services facing indefinite delays	Litigation over \$1M. Unable to meet statutory requirements	Loss of service delivery to stakeholders and clients. Potential political embarrassment. Significant increase in costs >40%

		RISK SCORE				
LIKELIHOOD		CONSEQUENCES				
		(1)Insignificant	(2)Minor	(3)Moderate	(4)Major	(5)Extreme
A	Almost certain	S	M	M	H	H
B	Likely	MO	S	M	M	H
C	Possible	L	MO	S	M	M
D	Unlikely	L	MO	MO	S	M
E	Rare	L	L	L	MO	S

Definitions of Likelihood	
Rare	May occur only in exceptional circumstances
Unlikely	Could occur at some time
Possible	Might occur at some time
Likely	Will probably occur in most instances
Almost certain	Is expected to occur in most circumstances

Action Legend	
H = High Risk	Immediate action required by Director
M = Major Risk	Immediate action required Involve Assistant Directors - I&E and Portfolio
S = Significant	Implemented action ASAP - involve Head of I&E and Head of Portfolio
MO = Moderate	Employee responsibility must be specified
L = Low	Manage by routine procedures

Risk Assessment

Location	Brett Whiteley Studio
Audience	Schools and Teachers
Event	Learning Programs and Self-guided Visits
Updated	February 2023

Risk type	The Risk <i>What Can Happen?</i>	Source <i>How can this happen</i>	Impact <i>from event happening</i>	Current controls and their effectiveness (I) Ineffective (M) Moderate (A) Adequate	Current Risk Score			Acceptability A/U
					Likelihood	Consequence	Current Risk Level	
RISKS								
Environmental	Damage to artworks	Teachers and/or students inadvertently touching works due to overcrowding or protuberances of some pieces Guests touching and knocking artworks inadvertently	Damage to artworks. Student injury.	Adequate Visitor experience staff are rostered daily to help with protection of works, messaging and crowd control. Visitor experience staff delivers a brief introduction to the Studio and housekeeping messages communicating which objects and artworks on display can and cannot be touched.	C	2	L	A
OH&S	Traffic management issues	Lack of parking in vicinities and narrow laneway giving access to the venue.	Pedestrian/student injury. Bus accident. Delays. Disruption to neighbours' thoroughfare.	Adequate Schools must organise with bus drivers where to park; the Brett Whiteley Studio has no specific park areas for buses or cars. School to organise with drivers drop off in a safe location in the vicinities of the Studio.	C	1	L	A

Risk type	The Risk <i>What Can Happen?</i>	Source <i>How can this happen</i>	Impact <i>from event happening</i>	Current controls and their effectiveness (I) Ineffective (M) Moderate (A) Adequate	Current Risk Score			Acceptability A/U
					Likelihood	Consequence	Current Risk Level	
OH&S	Overcrowd	School groups are larger than number of tickets booked. Studio is busy and goes over capacity once large school group arrives.	Inadvertently touching or damaging artworks. Trips and falls. Visitors feel unwell due to heat. Compromise of visitors/school groups experience.	Adequate Booking in advance to visit. Limited number of booking slots available. Visitor experience staff to manage public entry if capacity is reached.	C	2	L	A
OH&S	Cloaking issues	Students bring in large items or bags/backpacks.	Storing items on the gallery's floor or walking around with items. Knocking/touching artworks. Tripping on objects on the floor.	Moderate Confirmation form states clearly that cloaking is not available at the Studio. Teachers communicate with group before visiting that cloaking facilities are inexistent in the Studio. If bags are brought teachers, ask students to leave them in the bus/etc. Visitor experience staff to communicate no cloaking policy and invigilate/manage gallery space thoroughfare.	C	1	Mo	A

Risk type	The Risk <i>What Can Happen?</i>	Source <i>How can this happen</i>	Impact <i>from event happening</i>	Current controls and their effectiveness	Current Risk Score			Acceptability A/U
					Likelihood	Consequence	Current Risk Level	
OH&S	Weather	Extreme wet and/or hot weather.	<p>Teachers and/or students may have slips, trips and falls.</p> <p>Overcrowding in the Studio's entrance.</p> <p>Leaks in Studio roof/ceiling might damage artwork or cause trips, slips or injure visitors.</p> <p>Teacher and/or students overheating outside leading to heatstroke.</p>	<p>Adequate</p> <p>Visitor experience staff always on duty within opening hours and trained in First Aid.</p> <p>Visitor experience staff to manage crowding at Studio's entrance.</p> <p>Visitor experience staff trained in artwork disaster reporting and first response. Wet floor signs, rain mats and mops available to remediate minor wet spots and prevent trips and slips.</p> <p>Visitor experience staff to communicate with visitors and facilitate access to the Studio.</p>	C	1	L	A
OH&S	Trip hazards and accessibility limitations	Uneven stairway leading to Studio's first floor.	<p>Visitors with less mobility may not be able to access Studio's second floor.</p> <p>Step on the landing can be a trip hazard.</p>	<p>Adequate</p> <p>Visitor experience staff to communicate accessibility specifications to second floor access.</p> <p>Visitor experience staff to provide visitors with disability or less mobility with images from the Studio's first floor.</p> <p>Visitor experience staff to communicate visitors of step on landing of the stairway. Highlight signage tape on the edge of steps to enhance visualisation of steps.</p>	C	2	L	A
OH&S	Covid-19 Outbreak	Attending the Brett Whiteley Studio with Covid-19.	Teachers and/or students become unwell onsite.	<p>Adequate</p> <p>The Brett Whiteley Studio Covid-19 policy is in line with NSW Health and Government requirements.</p> <p>All staff and audiences are encouraged to stay home if unwell, wear mask particularly where they cannot socially distance or have special needs, e.g., compromised immunity – these comms included on the invite.</p> <p>Hand sanitiser available.</p>	C	2	MO	A

Risk type	The Risk <i>What Can Happen?</i>	Source <i>How can this happen</i>	Impact <i>from event happening</i>	Current controls and their effectiveness (I) Ineffective (M) Moderate (A) Adequate	Current Risk Score			Acceptability A/U
					Likelihood	Consequence	Current Risk Level	
OH&S	Site clean-up and facilitates management (bathrooms/toilet paper/access to bins)	Excess litter onsite and use of bathrooms.	Unsanitary/cluttered site causing accidents.	Adequate Cleaners come to site 4 times a week. Visitor experience staff can keep maintenance of toilets cleaning by replacing toilet paper emptying bins and performing minor maintenance cleaning where reasonable. Visitor experience staff to inform Art Gallery's facilities department should extra cleaning be necessary.	C	2	MO	A
Reputation	Student behaviour	Unclear responsibilities leading to conflict between schools. Teacher or general public interfering with other school students' behaviour. Unsafe behaviour in an art museum.	Damage to artworks. Student / other person injury, e.g., running, jumping, playing, climbing. School's risk assessment compromised.	Adequate Clear communications to teachers ahead of the day about duty of care, minimum of 15:1 teacher student ratio, teacher responsibilities. Clear communication for students on representation of school and expectation of behaviour. Support teachers as much as possible to follow their risk assessment.	D	2	MO	A
Reputation	Students get lost / separated from their school	Staying back on first floor or toilet when group leaves.	Teacher and/or students are upset and concerned. Return trip or between sites trips delayed.	Adequate Teachers are required to stay with their groups or be always aware of their student's location. We encourage frequent head counts. The meeting spot is the front desk area on the ground floor in front of <i>Alchemy</i> .	C	2	L	A
Reputation	Inadequate numbers of teachers are supplied by school for # of students	Teachers are unwell on day.	Inadequate supervision.	Adequate Visitor experience staff will reiterate to teachers that they are responsible for student behaviour and navigation at the Studio.	C	2	Mo	A

Risk type	The Risk <i>What Can Happen?</i>	Source <i>How can this happen</i>	Impact <i>from event happening</i>	Current controls and their effectiveness	Current Risk Score			Acceptability A/U
					Likelihood	Consequence	Current Risk Level	
OH&S	Students have allergic reactions/ill	Students have just had their lunch/morning tea before their visit.	Choking. Allergies and anaphylaxis. Other illnesses, e.g., asthma.	Adequate Teachers have the duty of care for their students and need to have knowledge all students with known allergies / relevant medical conditions and ensure they bring their EpiPens / inhalers / medications etc. Visitor experience staff are First aid trained. Visitor experience staff will contact further support in case of incident / emergency.	C	4	M	A
OH&S	Students being injured	Students are injured by falls from stairway, artwork disaster, trips.	Sprains, concussions, cuts.	Adequate Teachers have duty of care of their students and should have their own First Aid kits. Visitor experience staff are trained and can administer First Aid when needed.	D	2	Mo	A

Checked By	Date	Signature	Position
Fabio Marques Ferreira	13/02/2023	<i>FMarquesFerreira</i>	Assistant Coordinator, Brett Whiteley Studio
Approved By	Date	Signature	Position
Beatrice Galton	13/02/2023	<i>Beatrice Galton</i>	Senior Curator, Brett Whiteley Studio
Approved By	Date	Signature	Position
Sonja Falkiner	7/02/2023	<i>SFalkiner</i>	Risk and Safety Manager