

Risk Assessment No. 03		Date: 06.03.2018		Activity: Tour Experience – Cockatoo Island					
Location: Cockatoo Island				Assessment Leader: Kristian Menzies		Health & Safety Representative:		Team Member: Emily Ayoub	
RISK TYPE		Risk Y/N	IDENTIFIED RISK (Enter Task Specific Risks)	RISK RATING	ACTION PROPOSED	OWNER & BY	STATU S	RESIDUAL RISK RATING	
1	Inclement weather – Heavy Wind/ Hail Storm/ Lightning Strike	Y	<ul style="list-style-type: none"><li>Risk of injury to staff and public, Damage to equipment and infrastructure.</li></ul>	High	<ul style="list-style-type: none"><li>Monitor BOM web services to predict weather conditions.</li><li>Alert all staff and patrons in the event of an imminent hail storm.</li><li>SHFT Emergency Response Plan activated</li></ul>	Tour Coordinator		Low	
2	Fatigue/Sun Exposure/Dehydration	Y	<ul style="list-style-type: none"><li>Sunburn, headaches, dehydration, nausea, dizziness, heat stress, fatigue.</li></ul>	Medium	<ul style="list-style-type: none"><li>Where possible staff will reduce working in direct sun - especially in the middle of the day.</li><li>Staff to wear hats and sunscreen at all times while working outdoors with sunscreen made available to all staff in various locations.</li><li>SHFT to recommend and advise patrons to wear sun safe clothing and to bring own sunscreen</li></ul>	Tour Guide/All Stakeholders		Low	
3	Problems associated with accessing Cockatoo Island via Sydney Ferries	Y	<ul style="list-style-type: none"><li>Injury or harm during transport to and from Cockatoo Island via Ferry service. Disruptions to ferry services resulting in cancellations/delays</li></ul>	Medium	<ul style="list-style-type: none"><li>Schools or community organisation must have adequate ratio of adults for supervision when children are present – supervisors are in control of their children whilst on the ferry and disembarking.</li><li>SHFT rangers to patrol docking and passenger arrivals and departures.</li></ul>	All Stakeholders		Low	

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4	Lack of or Inadequate First Aid Provisions	Y	<ul style="list-style-type: none"> <li>Escalation of first aid incidents during event day period</li> </ul>	Medium	<ul style="list-style-type: none"> <li>SHFT rangers and Security first aid trained</li> <li>Automated External Defibrillator readily available on site</li> </ul>	SHFT		Low
5	Large number of tour guests exceeding tour limit	Y	<ul style="list-style-type: none"> <li>Loss of patrons throughout tour</li> </ul>	High	<ul style="list-style-type: none"> <li>Number of guests per tour to be capped at 35</li> <li>Where tour cap exceeds the amount an additional supervisor to be implemented.</li> <li>Patrons are instructed to walk with/behind tour guide at all times</li> <li>Tour guide to maintain contact at all times with all members of the tour NOTE: where tours have supervisors present such as schools – they are to assume this responsibility.</li> <li>SHFT rangers to notify tour guides of any unsafe areas throughout the island</li> <li>Tour guides to brief Island security, events team and rangers about tour commencing and accessible areas</li> </ul>	SHFT – Tour Coordinator		Low
6	Public access areas throughout Cockatoo Island	Y	<ul style="list-style-type: none"> <li>Risk of slips/trips from uneven surfaces throughout the precinct resulting in various injuries upto and including sprains and strains</li> <li>Inadequate lighting causing poor visibility throughout tour leading to multiple injuries.</li> <li>Ascending/Descending stairs resulting in slips, trips and falls.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>SHFT rangers to undertake a safety venue check leading upto the tour to ensure any known risks can be adequately controlled.</li> <li>Ensure uneven floor surfaces are clearly marked and/or covered inside buildings used for public spaces.</li> <li>Isolate and separate patrons from risk known areas</li> <li>SHFT to recommend and advise Patrons to wear comfortable walking attire (enclosed shoes, thongs, sandals etc) at all times whilst on the tour patrons wearing no shoes will not be allowed on the tour.</li> </ul>	SHFT/All Stakeholders		Low

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					<ul style="list-style-type: none"> <li>Ensure adequate lighting in areas where ascending/descending stairs where necessary</li> <li>Tour guide to brief patrons on the use of handrails when ascending/descending staircases</li> <li>Patrons who are unable to ascend/descend stairs, wheelchair and or buggy can be made available via SHFT rangers and an alternate route clarified.</li> </ul>			
7	Problems with seagulls diving at patrons during nesting season causing panic and possible injury	Y	<ul style="list-style-type: none"> <li>Seagulls causing multiple injuries to patrons and panic throughout the group</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Tours diverted from nesting areas at this time, tour participants warned of danger before tour begins, no food to be offered to seagulls on site.</li> </ul>	SHFT Tour Guides		Low
7	Poor Traffic Management	Y	<ul style="list-style-type: none"> <li>Patrons and tour guides struck by moving vehicle</li> </ul>	High	<ul style="list-style-type: none"> <li>Patrons to be briefed that the site is operational with moving vehicles, Patrons to keep to the left when walking on the tour.</li> </ul>	SHFT		Low
8	Patrons with allergies such as asthma, ant/bees, food.	Y	<ul style="list-style-type: none"> <li>Patrons becoming exposed to these triggers resulting in illness and evacuation from island</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Schools and Community groups to notify SHFT of any potential allergies prior to the tour commencing.</li> <li>Responsibility of school groups or individuals to carry any additional medications such as epipens.</li> <li>SHFT rangers are first aid trained</li> </ul>	School and Community Groups		Low
9	Safety of children under 18 years old	Y	<ul style="list-style-type: none"> <li>Children potentially exposed to indecent behaviour leading to psychological injuries</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Ensure all guides and school supervisors where applicable have an upto date working with children check</li> <li>Children remain supervised at all times</li> <li>Island security and SHFT rangers patrolling the island frequently</li> </ul>	SHFT/All stakeholders		Low
10	In case of an Emergency Situation	Y	<ul style="list-style-type: none"> <li>Risk of affecting life safety of occupants in premises and adjacent premises</li> </ul>	High	<ul style="list-style-type: none"> <li>SHFT Rangers trained in emergency response procedures</li> <li>Evacuate the area to the nearest emergency assembly area</li> </ul>	SHFT		Low

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## RISK MATRIX

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Any risk classified as being either **Severe** must be reduced to the lowest level possible by the development and implementation of effective controls. The aim is to eliminate or reduce risks to **MEDIUM** or **LOW** levels for all

Likelihood Label	Consequence Label				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Extreme
5. Almost Certain	Medium	High	High	Severe	Severe
4. Likely	Medium	Medium	High	High	Severe
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Medium	Medium

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