

Venue and Safety Information – Reserve Bank of Australia Museum

Venue Address	Reserve Bank of Australia Head Office Ground Floor, 65 Martin Place Sydney NSW 2000 Australia
Contact Information	Email: museum@rba.gov.au Phone: 02 9551 9743 Website: https://museum.rba.gov.au/
Public Liability Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The Reserve Bank of Australia is <i>self-insured</i> to cover any WHS risks, such as those relating to public liability, via the authority of The Reserve Bank Act 1959 . For further reference material relating to currency of our cover The Reserve Bank of Australia’s current self-insurance licence, regarding employee liability, may be referred to as a withstanding example of the Bank’s ongoing self-insurance coverage. This license is valid to 30/06/2023, and can be found publicly via the Australian Government Safety, Rehabilitation and Compensation Commission Website .
Equipment	Uncut banknote sheets, recycled plastic materials, plastic canisters, UV light torch, banknotes, touchscreen wall Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> All electrical equipment is tested and encased.
Other Equipment	Covered footwear for walking within the Museum and also to and from transport points of the venue.
Supervision Services	Museum Officers and Bank Security are present during all activities for supervision of students. Teachers remain the primary responsible person for their students while at the venue.
Access	Are access to and egress from the premises safe and without risk to health? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



	Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are accessible toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Emergencies	Are emergency procedures in place at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Are staff trained to deal with emergencies? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Construction/ Maintenance and Repair	Are licensed personnel used for all construction, maintenance and repair work? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is a first aid room available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Child-related employment	Are employees of your organisation engaged in child-related employment as defined by the <i>Commission for Children and Young People Act 1998</i> ? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Have all staff, paid and unpaid child-related employees completed a Prohibited Employment Declaration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? Office of the Children's Guardian, NSW Government Have all staff, paid and unpaid child-related employees completed a Working With Children Check? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Risk Assessment Matrix					
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Low	Medium	High	Very High	Very High
Likely	Low	Medium	High	Very High	Very High
Possible	Very low	Low	Medium	High	High
Unlikely	Very low	Very low	Low	Medium	Medium
Rare	Very low	Very low	Low	Low	Medium

Activity	Hazard Identification Type/cause	Risk Assess.	Elimination or Control Measures	Who	When
Entrance/exit of venue space (Ground Floor)	<ul style="list-style-type: none"> - Slipping on entrance stairs - Slipping on marble flooring - Failure of accessibility access to Museum 	Medium	<ul style="list-style-type: none"> - Area constantly staffed and inspected - Cautionary wet signs are readily available on Ground Floor to prevent water slippage - Accessibility lift available on Ground Floor if required - Procedures in place in case of accessibility lift breakdown, to enable access via an alternate route - First aid officers available for direct assistance if required - Entrance to venue is via Main Foyer only 	Concierge Staff, Museum Staff, Security Guards	At all times
			<ul style="list-style-type: none"> - Spills managed promptly by internal cleaning staff 	Maintenance Facilities	At all times



Activity	Hazard Identification Type/cause	Risk Assess.	Elimination or Control Measures	Who	When
Entrance to Museum exhibition space	<ul style="list-style-type: none"> - Automatic doors shutting in on someone - Low lighting causing trips or falls 	Low	- Automatic doors are provided with routine testing to ensure they are working effectively	Maintenance Facilities	Every 3 months
			<ul style="list-style-type: none"> - Pathways are always kept clear by staff - First aid officers available for direct assistance if required 	Museum Staff, Security Guards	At all times
			- All works and maintenance performed on the Museum are carried out outside of public visitation hours	Museum Staff, Maintenance Facilities	At all times
			- Automatic doors are locked open for large group entry	Museum Staff	When required
Presentation held in Museum meeting room	<ul style="list-style-type: none"> - Tripping over furniture - UV light exposure to eyes 	Low	- Occupancy limits enforced according to fire safety standards	Museum Staff, Maintenance Facilities	At all times
			- First aid officers available for direct assistance if required	Museum Staff, Security Guards	At all times
			<ul style="list-style-type: none"> - All equipment used is non-toxic - UV light torches used in displaying banknote security features are 	Museum Staff	At all times



Activity	Hazard Identification Type/cause	Risk Assess.	Elimination or Control Measures	Who	When
			<ul style="list-style-type: none"> controlled by staff only - UV light is directed away from eyes - Pathways are provided in presentation spaces to allow for free thoroughfare 		
Exploration of Museum exhibition space with Museum staff	<ul style="list-style-type: none"> - Low lighting causing trips or falls - Cracks or sharp edges to touchscreen installation 	Low	- All works and maintenance performed on the Museum are carried out outside of public visitation hours	Museum Staff, Maintenance Facilities	At all times
			<ul style="list-style-type: none"> - Pathways are always kept clear by staff - First aid officers available for direct assistance if required 	Museum Staff, Security Guards	At all times
			- Museum area under CCTV surveillance	Security Guards	At all times
			- Touchscreen is sanitised and checked for damages	Museum Staff	Twice daily
Exploration of Museum exhibition space unattended by Museum staff	<ul style="list-style-type: none"> - Low lighting causing trips or falls - Cracks or sharp edges to touchscreen installation 	Low	- All works and maintenance performed on the Museum are carried out outside of public visitation hours	Museum Staff, Maintenance Facilities	At all times
			<ul style="list-style-type: none"> - Pathways are always kept clear by staff - Museum area under CCTV surveillance 	Security Guards	At all times



Activity	Hazard Identification Type/cause	Risk Assess.	Elimination or Control Measures	Who	When
			<ul style="list-style-type: none"> - First aid officers available for direct assistance if required 		
			<ul style="list-style-type: none"> - Touchscreen is sanitised and checked for damages 	Museum Staff	Twice daily
Use of Banking Chamber services on Ground Floor	<ul style="list-style-type: none"> - Slipping on marble flooring - Failure of accessibility access to Banking Chamber 	Medium	<ul style="list-style-type: none"> - Area constantly staffed and inspected - Cautionary wet signs are readily available on Ground Floor to prevent water slippage - Accessibility lift available on Ground Floor if required - Procedures in place in case of accessibility lift breakdown, to enable access via an alternate route - First aid officers available for direct assistance if required 	Banking Staff, Security Guards	At all times
			<ul style="list-style-type: none"> - Spills managed promptly by internal cleaning staff 	Maintenance Facilities	At all times