

Division:	Community, Culture and Places
Branch:	Regional Experiences
Location / Work Area:	Old Dubbo Gaol

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Step by step process for identifying hazards and controlling risks.

- 1. Determine the steps, tasks or activity being undertaken.
- 2. Identify the potential hazard or hazards associated with the task. A hazard is ANYTHING which has potential to cause injury, harm or damage to the environment.
- 3. Assess the risk. Consider how the hazard may cause harm or loss. How likely is it to occur and how much harm could be caused?
- 4. Identify existing control measures. Think about what existing controls are already in place. How can these be improved?
- 5. Treat the risk. If there are no controls or the current controls are not adequate, what additional control measures can be implemented to eliminate or minimise the risk as far as reasonably practicable.
- 6. Monitor and review. Consider what can be done to make these controls safer, better or more effective.
- 7. Complete the Risk management action plan.



FRONT ENTRANCE

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level		Risk Level
NO.	Specific Tasky item/ Activity	Potential nazarus	Existing controls	KISK LEVEI	Potential Controls	After Controls
1.	Visitors leaving the front door unlocked if they have left a night tour without notifying staff.	 Leaving the front door open can allow anyone or any group of people to enter the Gaol. This can be a possible safety risk to the staff as anyone off the street could then walk into the Gaol Chance for theft and damage to property 	 Visitors are currently verbally asked that if they need to leave to please let our staff members know Alarm to be set before tour begins 	Low – E5		
2.	Visitors having access to the Souvenir Room if they wander off from the tour without informing the tour guide.	- Chance for theft and damage to property.	- The room is under video surveillance	Low – D5	 Door will be locked during the tour and only unlocked when there is a staff member present to man it. The float to be removed from the till and locked in the safe behind a locked door in the store room. 	Low – E5
3.	Doors of the ticketing and souvenir room are heavy, potential to jam fingers/hit someone as they auto close	- Chance for injury to visitors	 Front rooms have a staff member at all times, who can warn guests about the weight of the doors. Staff can hold the doors open for guests to walk in/out. Busy periods (school holidays/weekends) Doors to be propped open with a door stop. Doors have door closers which control the rate at which the door closes. 	Low – C5		



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level	Potential Controls	Risk Level After Controls
4.	Front step a trip hazard for guests, and can be slippery in wet weather	- Potential for Injury to visitors/staff/volunteers	 Mats on either side of the door to avoid wet shoes making the step wet. In wet weather, slippery floor signage placed in view of visitors to see 	Med – C4	 Trip Hazard slip tape place on the front steps. Clear signage warning visitors of the step 	Low – D4
5.	Tripping or slipping on woodblock entrance	- Injury to staff/volunteers/visitors	 Recently the entrance has been reconstructed In wet weather, slippery floor signage placed in view of visitors to see. 	Med – C4	 Covering the woodblock flooring with a thick layer of Perspex/other form of clear flooring – turning the entrance into an exhibit Permanent rubber mats/grips on the floor to avoid slips 	Low – D4



SLIPS TRIPS AND FALLS

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level	Potential Controls	Risk Level After Controls
1.	Tripping on uneven surfaces around the site	- Heritage site, gutters, chairs, steps, concrete and woodblock flooring could cause injury to visitors / staff / volunteers.	 Warning visitors of site of uneven surfaces and to watch their footing. A written caution on the self- guided map that all visitors receive on entry. 	Med – B4	 All weather mats to cover uneven concreting throughout Hazard strip sticker to highlight steps Heritage repair works to even out uneven surfaces. 	Med – C4
2.	Tripping/Slipping on safety ramps	- Wet weather, walking onto ramp from the side, splayed sides of the ramp could cause injury to visitors / staff / volunteers/	 Warning visitors of uneven surfaces through site and to watch their footing. A written caution on the self- guided map that all visitors receive on entry. 	Med – C4	- Hazard strip sticker to highlight edge of ramp	Med – C4
3.	Tripping/Falling up or down the stairs of the watchtower	- Wet weather, lack of care taken when ascending/descending stairs	 Handrails in place to steady visitors. Watchtower gate is closed during wet weather for no access. Warning of only 10 visitors on the watchtower at a time. A written caution to take care and watch for uneven surfaces through the site on the self-guided map. 	Med – B4	 Staff to regularly patrol to make sure it isn't overcrowded, and make sure visitors are walking up/down stairs carefully. Hazard Trip Slip Sticker to highlight stairs Rubber floor grips on stairs to assist with normal slip of steel 	Med – C4
4.	Falling from height off the platform	- Visitors leaning too far over the edge of the railing	 Secure railing surrounding the watchtower and platforms. Security cameras placed to view the watchtower. 	Low – E2	 Safety mesh around the top of the tower to prevent falling Heritage works to raise the height of the handrails surrounding the platform. 	Low – E2



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level	Potential Controls	Risk Level After Controls
5.	Falling or tripping on the stairs or structure of the Gallows	- Climbing or stepping on the steps or structure of the Gallows could cause injury to visitors/staff/volunteers	 Signage around to tell visitors not to climb the Gallows. Only 3 steps in the yard 	Falls: Low – C4 Trips: Med – B4	 All steps taken off the Gallows Fence around the area 	Falls: Low – D5 Trips: Low - D4
6.	Visitors cutting across grass to walk through female division and tripping on the ledge in the female division	- Injury to staff/volunteers/visitors	 Verbal warning upon entry for visitors to caution uneven steps Written caution on map warning visitors of uneven steps 	Med – B4	 Add Dirt/Grass to the side to create a slope instead of a step Add caution tape to the step 	Low – C5
7.	Tripping on steps in Gallows Gallery	- Visitors walking up/down stairs and stair grip becoming loose could cause injury to visitors/staff/volunteers	 Verbal warning upon entry for visitors to caution uneven steps Written caution on map warning visitors of uneven steps. Anti-slip stair surfaces applied to prevent trips Tactile dots in front of steps for visually impaired. 	Med – B4	 Caution Tape Change from steps to a ramp Adding a handrail to assist with balance going down the steps. 	Low – D5
8.	Tripping on step up into portable cell	- The aged step has worn out overtime which could cause injury to staff/visitors/volunteers	 Verbal warning upon entry for visitors to caution uneven steps Written caution on map warning visitors of uneven steps Caution Tape (Though faded) 	Med – C4	 A new strip of caution tape Heritage work to restore or replace step 	Med – D4



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level	Potential Controls	Risk Level After Controls
9.	Tripping on beds in cells	- Injury to visitors/staff/volunteers	 Verbal warning upon entry for visitors to caution uneven steps Written caution on map warning visitors of uneven steps Beds placed against the walls, rather than in the walkways 	Med – C4		
10.	Tripping on depressed drain and raised drain covers around Gaol	- Injury to staff/volunteers/Visitors	 Verbal Warning upon entry for visitors to caution uneven steps Written caution on map warning visitors of uneven steps 	Med – C4	 Heritage work to cover drain work with a Perspex glass Signage around the area 	Low – D4



MALE DIVISION

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Disorientation from Dark Cell	 Injury to visitors Potential panic attacks or tripping 	 Outside door padlocked open Foyer Light providing a light source while in the cell 	Med – B4	 Second door to be padlocked/welded open Utilising door stops to ensure second door doesn't close 	Med – C4
2.	Being Closed/Locked in the Dark Cell	 Injury to staff/volunteers/visitor Potential panic attacks, tripping 	 Outside door padlocked open Staff regularly patrol site and check cell 	Med – C4	 Second door to be padlocked/welded open Security alert button inside the cell Utilising door stops to avoid doors being closed 	Low – E4
3.	Jamming fingers in door to dark cell	- Injury to staff/volunteers/visitors	 Outside door padlocked open Heavy doors avoid slamming 	Med – C4	 Both dark cell second doors to be padlocked/welded open (or shut for ghost cell- peepholes in door) Utilising door stops to avoid doors being closed 	Low – D4
4.	Visitors knocking over/pushing mannequins	 Injury to staff/volunteers/visitors Broken Gaol equipment/property as mannequins are heavy 	 Staff regularly patrol site Mannequins are leaning against cell walls 	Med – D4	 Advising guests/large groups not to touch mannequins Having stands made for mannequins that will hold them more sturdy and freestanding. 	Low – E5
5.	Visitors pulling down latch on cell doors, and leaving them down. Cell Door peephole latch hitting someone's head.	 Injury to staff/volunteers/visitors due to latches being left open at head height. 	 Most latches are cut off the doors to avoid this, some others are welded closed Staff regularly patrol site to ensure latches are up and secure 	Med – B4	 Lock them closed or weld the rest closed Take latches off all cell doors 	Low – E5



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
6.	Exhibit cell door displayed in padded cell falling onto someone	- Serious injury to staff/volunteers/ visitors if it fell, due to being moved or pushed	 Door leaning against the wall and is stable in position. A barrier is put in front of the door, with signage to warn not to touch or move. 		 Placing the door in another place in the Gaol, unable to be touched. Creating a showcase for the door to be placed 	Low – E5



FRONT OF MALE DIV / DEBTORS YARD / VEGETABLE GARDEN

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Fingers jammed in Portable Cell Door	- Injury to visitors	 Door is open for operating hours Staff regularly patrol site to ensure door is open Door is heavy to close quickly 	Low – D4	- Having door locked open	Low – E5
2.	Timeline in Portable cell falling	 Injury to visitors/staff/volunteers Damage to ODG property 	 Timeline is wired to stand up Timeline is set up against the wall of the cell, to avoid being knocked over accidentally 	Low – E4	 Invest in a stand/new timeline that better suits the new ODG style and free stands 	Low – E5
3.	Someone getting locked/shut in portable cell	 Injury to staff/volunteers/visitors Potential for panic attack 	 Door is difficult to close fully, however it requires a strong push to close fully which could lead to further incidents Staff regularly patrolling site 	Low – D4	- Having the door locked open	Low – E5



FEMALE DIVISION / WATCHTOWER

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Fingers jammed in bathroom door	 Injury to visitors/staff/volunteers due to door being closed on their hand/fingers 	 Door is open during the day, with the bars locked closed. Door is not heavy which avoids severe injury 	Low – D5	- Use a hook to hold the door open to avoid accidentally closing it	Low – E5
2.	Fingers jammed in watchtower door	- Injury to staff/volunteers/visitors	- Door is not heavy and only closes when pushed/pulled.	Low – D5	 Using a door stop to hold door open Use a hook to hold the door open 	Low – E5
3.	Someone getting Locked in watchtower, door is a bit difficult to open due to the age.	 Injury to staff/volunteers/visitors Potential Panic attacks 	 Door is always unlocked Staff to conduct regular patrols 	Low – D5	 Using a door stop to hold door open Use a hook to hold the door open 	Low – E5
4.	Exhibit cell door displayed in cell falling onto someone	- Serious injury to staff/volunteers/ visitors if it fell, due to being moved or pushed	 Door leaning against the wall and is stable in position. A barrier is put in front of the door, with signage to warn not to touch or move. 	Med – D2	 Placing the door in another place in the Gaol, unable to be touched. Creating a showcase for the door to be placed 	Low – E5



GALLOWS GALLERY / EASTERN ENTRANCE

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Automatic Glass door doesn't open / Closes on someone (electricity malfunction)	- Injury to visitors/staff/volunteers - Obstruction to emergency evacuation procedures	 Open button on one side of the door Motion sensor above door to avoid door closing when anyone is walking through doorway Door reopens if opposing force applied, meaning if it begins to close as someone is in the doorway, it will not continue to close if they push against it. 	Low – D5	 Open button on the other side of the door (female div side) Have the door locked open in peak visiting times (school holidays, night tours) 	Low – E5
2.	Fingers jammed in the doors of the charge or lodge rooms.	 Injury to visitors/staff/volunteers due to door being closed on their hand/fingers 	 Doors are kept open during the day and only close when pushed/pulled Doors need to be closed with force in order to shut fully. 	Low – D5	 Door stops to decrease the likelihood Utilise door hooks to hold the doors open 	Low – E5
3.	Floor bolt in metal gates dropping on feet, or fingers getting jammed between it and the gate	- Injury to staff/volunteers/visitors due to the bolt not being lowered at the beginning of the day.	 Floor bolt being behind the gate makes it unlikely it gets touched/lifted/dropped. Staff training to remind to put the bolt completely down when opening site. 	Med – D3		



EXERCISE YARDS / REMAND YARDS / GALLOWS / INFIRMARY BLOCK

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Someone getting locked inside remand yard	 Injury to visitors/staff/volunteers Potential for panic attack 	 Staff regularly patrol site Door remains open No padlock available to lock the door, only the bolt lock 	Med – B5	 Locking the door open Emergency Button installed in the case they can't reach the bolt lock to undo it 	Low – D5
2.	Someone getting locked inside Infirmary Room	 Injury to visitors/staff/volunteers Potential for panic attack 	-Staff regularly patrol site - Door remains open - No padlock available to lock the door, only bolt lock - 2 doors to exit room which are always kept open	Low – C5	 Utilising hooks to keep door open Door stops to prevent closing door Emergency Button installed 	Low – E5
3.	Someone getting locked inside food store	 Injury to visitors/staff/volunteers Potential for panic attack 	 Staff regularly patrol site Doors remain open No padlock available to lock the doors, only bolt locks Door needs to be pulled/pushed with force to close completely 	Low – C5	 Locking door open Door stops to prevent closing door Using a hook to hold the door open Emergency button installed 	Low – E5
4.	Someone getting locked inside kitchen	 Injury to visitors/staff/volunteers Potential for panic attack 	 Staff regularly patrol site Door remains open No padlock available to lock the door Door stop to hold door open 	Low – D5	 Locking Door Open Using a hook to hold the door open Emergency Button Installed 	Low – E5
5.	Someone getting stuck in the Stocks	- Injury to visitors	 Staff regularly patrol site No lock on the stocks Written warning on stocks that children must be supervised at all times 	Low – E5		



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
			 Top of stock never locked, can be lifted with ease 			
6.	Top of the stocks pinching/falling on someone prematurely due to the weight of them	- Injury to visitors	 Written warning that children must be supervised at all times Hand and neck grooves in place for safety and comfort 	Med – C4	- Rubber stops at the end of the stocks	Low – D4
7.	Door latch of remand yard being left open and hitting someone's head.	 Injury to staff/volunteers/visitors due to latches being left open at head height. 	 Staff regularly patrol site to sit the latch back up Latch is against the wall and outdoors, making it very visible when it's open 	Med – C4	Lock or weld it closed	Low – E5



ELECTRICAL

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Lighting Fails in Male Division	 Injury to visitors/staff/volunteers Potential for panic attack 	 An available torch in the fire extinguisher box at the entrance Open windows to allow natural light Front and back division doors locked open for exit EXIT sign lighting Staff regularly patrol site, in the case of an emergency can 	Low – C5	- Torch to be marked/sign on box to label for one	Low – C5
2.	Lighting Fails in Female Division	 Injury to visitors/staff/volunteers Potential for panic attack 	 Open windows to allow for natural light Division door locked open for exit and natural light 	Low – C5	 EXIT sign Available Torch in a labelled area 	Low – C5
3.	Lighting Fails in Gallows Gallery/Eastern Entrance	 Injury to visitors/staff/Volunteers Potential for panic attack 	 EXIT sign lights EXIT Button available Glass doors to allow for natural light 	Low – C5	- Available torch in a labelled area	Low – C5
4.	Lighting Fails in Infirmary Block	 Injury to visitors/staff/volunteers Potential for panic attack 	- Doors in Infirmary hallway pinned open for natural light. - Windows for natural light.	Low – C5	- Available torch in labelled area - EXIT sign	Low – C5



ENVIRONMENTAL

No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
1.	Heat related Illness in the warm summer months due to performances/tours and being out in the sun.	 Staff / Volunteer or visitor illness / injury. Heat exhaustion / heat stroke. Dehydration 	 Free cups of water are available at the souvenir desk for visitors and staff. Cold bottled water available for purchase. Shaded areas with seats available. Sunscreen available to all staff Ticketing room, souvenir room, staff room, back office, surgery and gallows gallery all air conditioned. 	Med – C3	 More seats around the site in specific shaded areas e.g. under the eastern entrance, under the exercise yards. Heritage work to provide permanent shaded fixtures 	Med – C3
2.	Visitors sneaking into the Gaol, not hearing the verbal caution or having the written caution of hazards.	- Injury to visitors	 Security cameras installed to view visitors walking down the driveway to prepare for their entrance. Common practice of having more than one staff member at the entrance during busy periods. Staff to have walkie-talkies, in the case they need to call for assistance 	Low – D4	- Have a more direct flow of entry, making people walking in through the ticketing room before entering the Gaol.	Low – E4
3.	Wet Weather	- Slips - Damaged equipment	 Signage placed outside in wet weather to warn of especially slippery areas. 	Med – B4	- Site to close in severe wet weather	Low - E5



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
		- Water not draining properly and causing water to pool in different areas of the Gaol.	 Drainage improved within the redevelopment, extra drains added to assist with pooling. 			
4.	Performances / Tours / Characters with large crowds	- Anxiety dealing with large groups of people for staff and volunteers and unexpected responses/reactions	 Training of staff and volunteers on how to handle crowds Practice trainings before performances and tours in front of crowds Signage placed for visitors to be respectful of performers 	Med – B5	 A Verbal warning 5 minutes before tours/performances/characters to remind visitors to have fun, but be respectful. A staff member available on hand in uniform, in case audiences need to be removed from the tour/performance/interaction. 	Low – D5
5.	Dust Storms	- Dust fragments getting into eyes of staff / volunteers / visitors and causing minor injuries	 Verbal warning and caution to remind guests to be careful, and if possible wear eye protection. Staff to stay indoors when possible, also to wear eye protection if available when outdoors. 	Low – E4	- Site to close In severe weather	Low – E5
6.	Abusive customers	- Customers becoming angry/violent toward staff/volunteers/other visitors could cause injury, mental stress or anxiety/panic attacks	 Staff Training in how to calmly deal with angry customers. Emergency phone numbers of supervisors/other staff listed within staff emails (private, but still available to all staff) 	Low – D4		



No.	Specific Task/Item/Activity	Potential Hazards	Existing Controls	Risk Level Before Controls	Potential Controls	Risk Level After Controls
			 Staff using walkie-talkies allow them to call for assistance if needed. Security cameras in place and recording throughout the whole site. 			
7.	Construction Work on site	 Injury to staff / volunteers / visitors due to construction equipment Injury to staff / volunteers / visitors due to physical changes of site Hearing damage to staff / volunteers / visitors due to loud machinery/equipment 	 Construction Fencing and cones placed around any work Signs and verbal warning guests of construction work Detour pathways clearly labelled to avoid construction areas If construction work is large and interrupts most of the site, Gaol to close or operate under different open hours. 	High- C2	- Closure of full site until Construction is complete - Complete blocking off the specific area of construction	Med- E2 Reason being, construction workers themselves would still be at risk, but not visitors/volun- teers or staff.



Monitor and Review

What actions will be taken to monitor and review the identified hazards and risks? What improvements can be made (by whom, when, etc.)?

No.	Actions for monitoring and review	What improvements can be made?
1.		
2.		
3.		
4.		



	Risk Management Action Plan (RMAP)							
No.	Hazard / Non-compliance	Risk Level Before Controls	Controls / Corrective Actions	Risk Level After Controls	Person Responsible	Proposed Completion Date		
1								
2								
3								
4								
5								
6								
Addi	tional Comments / Actions:							



Qualitative measures of likelihood or probability

Level	Descriptor	Example description
А	Almost Certain	Is expected to occur in most circumstances
В	Likely	Will probably occur in most circumstances
С	Possible	Might occur or should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

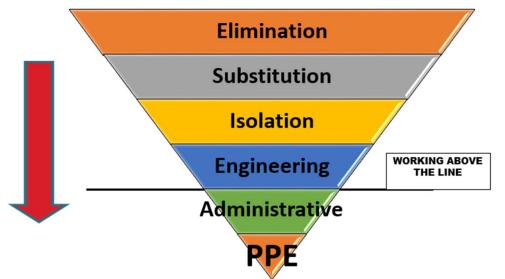
Qualitative measures of consequence or exposure

Level	Descriptor	Example description
5	Insignificant	Injuries not requiring First Aid
4	Minor	First Aid required
3	Moderate	Medical Treatment required
2	Major	Hospital Admission required
1	Severe	Death or permanent disability to one or more persons

Qualitative risk analysis matrix: Level of Risk

I	DRC RISK		CONSEQUENCES						
	SESSMENT	5	4	3	2	1			
	MATRIX	Insignificant	Minor	Moderate	Major	Severe			
	A Almost Certain	Medium	High	High	Extreme	Extreme			
DO	B Likely	Medium	Medium	High	High	Extreme			
гікегіноор	C Possible	Low	Medium	Medium	High	High			
	D Unlikely	Low	Low	Medium	Medium	High			
	E Rare	Low	Low	Medium	Medium	Medium			

Hierarchy of Control



Hierarchy of Control

Consider Long Term and Short Term Controls in the following order:

- **1. Elimination** (Remove in total the risk/hazard)
- 2. Substitution (tool, process or substance)
- 3. Isolation (isolation or separation, linked with Engineering below)
- 4. Engineering (design, facilities, plant and hardware)

5. Administrative

(Policies, Procedures, Risk Assessments, Safe Work Method Statements, Training, Toolbox Talks and Signage)

6. PPE

(Personal Protective Equipment- eg. Helmets, Safety boots & glasses, gloves...)

Risk Action Responses

d.