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| **RA No: 0010** | **Date: 11/7/24** | **Department:****Victoria Art Gallery** | **Job Role/Persons Affected:** **Workshop leader and attendees** |

| Activity or Location | What are the hazards? What is causing it? | How can the hazard cause harm and to what degree? | How are the hazards currently being controlled to eliminate harm? | Further actions required? |
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| What? | By Whom? | When? |
| School sessions  |  |  |  |  |  |  |
| Entrance slipping when wet | Minor injury | Slippery surface –  | * mats in place
 | Staff monitor and dry floor when necessary |  |  |
| Stiff doors, can’t see lower down | Very minor | Can’t see people on the other side | * None
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| Curved steps in lower gallery | Injury | Fall | * Handrails in place
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| Marble staircase and landing on first floor and steps in lower gallery | Serious injury | Fall | * Non-slip nosings to each tread. Balustrade, handrails, children asked not to run or jump on sitars or congregate on landings or lean over.
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| Tripping over exhibits | Minor injury | Trip | * Ropes used sometimes
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| Public toilets, possibility of wet floor – hot water | Minor injury | Slip | * Regular staff checks
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| Glass cases upper gallery | Injury | Slips | * Children asked not to run in the Gallery
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