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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 |  |  |  |
| Curved steps in lower gallery | Injury | Fall | * Handrails in place |  |  |  |
| 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. |  |  |  |
| Tripping over exhibits | Minor injury | Trip | * Ropes used sometimes |  |  |  |
| Public toilets, possibility of wet floor – hot water | Minor injury | Slip | * Regular staff checks |  |  |  |
| Glass cases upper gallery | Injury | Slips | * Children asked not to run in the Gallery |  |  |  |