

RISK MANAGEMENT PLAN FOR *IN SITU* – 30 September to 23 October 2013

Risk Management Worksheet for: <u>In Situ - Mosman Festival of Sculpture & Installation</u>			
SOP No:	N/A	Date:	21 March 2013
Group:	Community Development	Date of Review:	21 March 2013
Description of work activity:	Display of sculptures in business premises along Military Road, Mosman Junction to Spit Junction		
Who it relates to:	In Situ Curator, Cultural Services, Preparators, Artists, Exhibition Visitors, External businesses / companies (owners and customers),	Prepared by:	Skye Paton / Kathy Siu
Signed off by Manager:	John Cheeseman	Signed off by Director:	Diane Lawrence

CONTROLS

OPTIONS

HAZARDS	Risk rating	Eliminate	Substitute	Isolate	Engineering Controls	Administrative Controls	PPE	Preferred Option/s	Person Responsible to implement	Date implemented
Manual handling injuries during installation & de-installation of artworks	4	Do not have exhibition		Trolleys, tools or equipment to assist with movement and placement of artworks		Safe work method statement. Select artworks that are not too heavy or awkward in shape and ensure artwork fits into and is appropriate for the host venue space. Artist to bring extra people for assistance if it is needed. Take breaks if working long hours. Onsite First Aid. Include indemnity clause in application form. Risk assessment available	Protective clothing to be worn where required - e.g. gloves if work has sharp edges, appropriate footwear	Isolate, administrative controls and PPE	In Situ Curator Festival Director Festival Coordinator	30 September – 3 October and 21-23 October 2013

Slips/Trips/Falls during installation & de-installation of artworks	4	Do not have exhibition. Conduct a site inspection and remove potential trip/trip/fall hazards		Mark out potential trip hazards. Ensure sufficient lighting		Trip hazards to be identified by signage. Include indemnity clause in application form. Risk assessment available	Enclosed non-slip footwear to be worn	Some eliminate, isolate, administrative controls and PPE	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013
Working with power tools or heavy equipment during installation and de-installation of artworks	4	Do not have exhibition. No welding or grinding of artworks on host venues. Select artworks that do not require power tools or heavy equipment to install and de-install	Use manual tools or light equipment to install and de-install artworks	Use of power tools and equipment on site is restricted to cordless hand tools		Safe work method statement. All power tools and equipment must be used with the manufacturer's safety recommendations. Heavy equipment brought by artist to be used to install/de-install the artwork must be pre-approved	Protection clothing and equipment and enclosed footwear	Some eliminate, substitute, and administrative controls	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013
Working near electrical fittings and outlets during installation and de-installation of artworks	4	Do not have exhibition. Do not install artworks near electrical fittings and outlets. Electrical fittings and outlets not to be handled or touched.		Use non-mains powered equipment. Use natural lighting. Ensure area for artwork is clear of electrical fittings.		Employment of a contractor who is to submit safe work method statement and public liability insurance. Inform of nearby electrical fittings and outlets.	Protection clothing and equipment and enclosed footwear	Isolate, some administrative and PPE	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013

Damage to artworks during installation and de-installation	5	Do not have exhibition		If required use appropriate equipment and/or manual effort to handle artwork		Artist to be responsible for the installing and de-installing of the artwork. Artists to discuss their Safe Work Installation Plan with Curator prior to installing. Ensure space provided for artwork is adequate and pathway to space is clear. Include clause on application form		Isolate and administrative controls	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013
Injury to host venue patrons during installation & de-installation	4	Do not have exhibition	Do not have exhibition in the host venue	Installation & de-installation to take place outside of business hours		Signage - installation/de-installation is taking place. Artists to remove all packaging materials, tools and equipment from the host venue as soon as they're finished with it and maintain site in clean state		Administrative controls	In Situ Curator Festival Director Festival Coordinator	30 September – 3 October and 21-23 October 2013
Damage to host venue building, fixtures or goods	4	Do not have exhibition. Remove fixtures and/or goods near the space of the artwork and keep artwork display space clear and tidy. Remove building hazards.	Do not have exhibition in the host venue			Host venue representative to inform of hazards from building, fixture and/or goods. Ensure space provided for artwork is adequate and pathway to space is clear. Host venue to sign indemnity form		Some elimination and administrative controls	In Situ Curator Festival Director Festival Coordinator	30 September to 23 October 2013

Injury to host venue patrons during exhibition	5	Do not have exhibition	Do not have exhibition in the host venue			Signage - exhibition is taking place. Artwork on exhibition to be safely placed and have no dangerous parts. Host venue to sign indemnity form and gain copy of public liability insurance		Administrative controls	In Situ Curator Festival Director Festival Coordinator	5-20 October 2013
Artworks while on exhibition at host venues at risk of being damaged or stolen	4	Do not have exhibition		Place artworks in locations not accessible by the public - e.g. shop front windows	Ensure artworks are securely installed - e.g. on a plinth; public. Install barriers around artwork if required.	Artist to be responsible in maintaining their artwork for the duration of the exhibition. Venue host to report damage to the Curator and artist immediately. Assess works for stability immediately after installation. Signage - artwork is not to be touched		Engineering and administrative controls	In Situ Curator Festival Director Festival Coordinator	5-20 October 2013

A risk **ACTION PLAN** must be completed after the risk management worksheet is completed. Implementation of preferred options (from above) must be listed in the action plan to ensure implementation

ACTIONS (from preferred options above)	Responsible Officer	Timetable for implementation	Resources required	Documentation to be completed at each stage	Implemented Yes / No	Revised Risk Rating	Review Date
Include indemnity clause and location of risk assessment on sculpture and installation application form	Festival Coordinator Festival Assistant	Prior to publication of forms – March 2013					

ACTIONS (from preferred options above)	Responsible Officer	Timetable for implementation	Resources required	Documentation to be completed at each stage	Implemented Yes / No	Revised Risk Rating	Review Date
Select artworks that are not too heavy or awkward in shape and ensure artwork fits into and is appropriate for the host venue space. Select artworks that do not require power tools or heavy equipment to install and de-install	In Situ Curator Festival Director	21-27 May 2013 (during selection process)					
Gain copy of public liability insurance and add clause on business registration form.	In Situ Curator Festival Director Festival Assistant	Prior to 30 September 2013					
Artist to be responsible for the installing and de-installing and maintaining their artwork for the duration of the exhibition	In Situ Curator Artist	30 September to 23 October 2013					
Artists to discuss their Safe Work Installation Plan with Curator	In Situ Curator Artist	Prior to 30 September 2013					
Ensure space provided for artwork is adequate, safe and pathway to space is clear	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013					
Conduct a site inspection. Remove and mark out potential trip/trip/fall/electrical hazards with signage and bring to the awareness of installation/de-installation staff.	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013	Hazard tape				
Signage - installation/de-installation is taking place.	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013	Signage				
Remove building, fixtures, fittings and/or goods hazard near the space of the artwork and keep artwork display space clear and tidy	In Situ Curator Festival Director Business	30 September – 3 October and 21-23 October 2013					

ACTIONS (from preferred options above)	Responsible Officer	Timetable for implementation	Resources required	Documentation to be completed at each stage	Implemented Yes / No	Revised Risk Rating	Review Date
Host venue representative to inform of hazards from building, fixture and/or goods	Business In Situ Curator	30 September – 3 October and 21-23 October 2013					
Ensure sufficient lighting	Business In Situ Curator	30 September – 3 October and 21-23 October 2013					
Onsite First Aid available	In Situ Curator Festival Director Business	30 September to 23 October 2013					
Protective clothing to be worn where required - e.g. gloves if work has sharp edges. Enclosed non-slip footwear to be worn	In Situ Curator Festival Director Artist	30 September – 3 October and 21-23 October 2013					
Manual handling safe work method statement	In Situ Curator Festival Director Artist	30 September – 3 October and 21-23 October 2013	Manual handling safe work method statement				
Artist to bring extra people for assistance if it is needed and take breaks if working long hours	Artist	30 September – 3 October and 21-23 October 2013					
Use of trolleys, tools and equipment safe work method statement	In Situ Curator Festival Director Artist	30 September – 3 October and 21-23 October 2013					
Trolleys, tools or equipment to assist with movement and placement of artworks	In Situ Curator Festival Director Artist	30 September – 3 October and 21-23 October 2013	Trolleys, tools and/or equipment				

ACTIONS (from preferred options above)	Responsible Officer	Timetable for implementation	Resources required	Documentation to be completed at each stage	Implemented Yes / No	Revised Risk Rating	Review Date
No welding or grinding of artworks on host venues	In Situ Curator Festival Director	30 September – 3 October and 21-23 October 2013					
Use manual tools or light equipment to install and de-install artworks	In Situ Curator Festival Director Artist	30 September – 3 October and 21-23 October 2013					
All power tools and equipment must be used with the manufacturer's safety recommendations	In Situ Curator Festival Director Artist	30 September – 3 October and 21-23 October 2013					
Heavy equipment brought by artist to be used to install/de-install the artwork must be pre-approved	In Situ Curator Festival Director Artist	Prior to 30 September 2013					
If required use appropriate equipment and/or manual effort to handle artwork	In Situ Curator Festival Director Artist	30 September to 23 October 2013					
Artists to remove all packaging materials, tools and equipment from the host venue as soon as they're finished with it and maintain site in clean state	Artist	30 September – 3 October and 21-23 October 2013					
Signage - exhibition is taking place, please do not touch sculpture	In Situ Curator Festival Director	Prior to 5 October 2013					

ACTIONS (from preferred options above)	Responsible Officer	Timetable for implementation	Resources required	Documentation to be completed at each stage	Implemented Yes / No	Revised Risk Rating	Review Date
Artwork on exhibition to be safely placed and have no dangerous parts	In Situ Curator Festival Director Artist	5-20 October 2013					
Ensure artworks are securely installed - e.g. on a plinth; public. Install barriers around artwork if required	In Situ Curator Festival Director Artist	30 September – 3 October 2013					
Venue host to report damage to the Curator and artist immediately	In Situ Curator Business	30 September to 23 October 2013					
Assess works for stability immediately after installation	In Situ Curator Festival Director Artist	30 September – 3 October 2013					

Date	Names of Staff Consulted in the development of this Safe Operating Procedure
March 2013	John Cheeseman
March 2013	Cassandra Hard Lawrie
March 2013	Skye Paton

Risk Assessment Matrix (use this matrix to assess each hazard)

How severely could it hurt someone or how	How likely is it to happen?			
	++ Very likely Could happen any time	+ Likely Could happen sometime	- Unlikely Could happen, but rare	-- Very unlikely Could happen, but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

- Assess the Risk by:**
- Using injury/ accident/ near miss reports and statistics
 - MSDS information
 - Codes of Practice from WorkCover
 - User Manuals from manufacturers

The numbers show you how important it is to do something:
 1 = top priority: do something immediately, 6 = low priority: do something when possible

This is the hierarchy of Hazard Controls. It is so called because the first control is the first you should try.

Work down the list from the top:

- ELIMINATE** the hazard eg. remove it or change a process so the hazard does not occur
- SUBSTITUTE** the hazard for something less dangerous, eg. a different chemical
- ISOLATE** the hazard from people eg. place a guard around a dangerous machine
- ENGINEER** out the hazard eg. redesign tools or equipment
- ADMINISTRATIVE CONTROLS** eg. make sure two people lift awkward items, job rotation, training
- PERSONAL PROTECTIVE EQUIPMENT** eg. sunscreen, ear plugs, steel capped boots

<p>PPE options (last option)</p>	 SAFETY VESTS  FOOT PROTECTION  PROTECTIVE CLOTHING  DUST MASK  HEARING AND EYE PROTECTION  FACE SHIELD  HAND PROTECTION  EYE PROTECTION  HARD HAT  SAFETY HARNESS MUST BE WORN  HEARING PROTECTION  RESPIRATOR
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