

Education Section Risk Management Plan

Risk (what can happen if inadequate controls are in place)	Possible Impacts	Inherent Risk			Controls to be implemented	Reassessment of Risk (with proposed controls in place)		Residual Risk	Section/ Person Responsible	Timeframe for implementation
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence			
1. Illness/injury to staff, visitor, contractor or volunteer										
Insufficient staff to run programs due to illness/injury	Unable to accommodate all bookings	mod	major	major	Sufficient part-time presenters employed to cover illness/injury	unlikely	minor	low	Education	
Insufficient volunteers to assist with programs due to illness/injury	Unable to accommodate all bookings	likely	minor	medium	Sufficient volunteers to be able to call in at short notice. Sufficient presenters to cover when volunteers are absent	likely	minor	medium	Visitor Services - Volunteers	
Student is ill or injured while at the museum	Disruption to program	mod	mod	medium	Suitably trained staff to deal with illness/injury	likely	minor	low	Security	
Staff under stress due to demanding work schedule	Sick leave taken may mean timelines are not adhered to and other staff have to pick up extra work	mod	major	medium	Monitoring of workloads and the number of projects staff work on	likely	significant	major	Education	
2. Damage to Building										
Student damages building, eg breaks window, sets off alarms etc	Disruption to general visitors. Cost of repair	rare	major	medium	Education section and teachers to supervise students	rare	minor	trivial	Education	

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Insufficient space available for program delivery	Unable to develop programs for temporary exhibitions	likely	medium	medium	Looking at other possible spaces in the Museum for program delivery. Developing temporary exhibitions with inbuilt space for program delivery	unlikely	minor	low	Senior Executive	
3. Loss of corporate knowledge										
Staff with corporate knowledge leave	Loss of knowledge of philosophy used when planning programs	unlikely	minor	low	Regular planning sessions with all staff	unlikely	minor	low	Education	
4. Loss/damage/theft of assets, including collection material, ICT equipment and monetary loss										
Damage to exhibits caused by students	Collection material damaged	rare	significant	low	Teachers and Education staff supervise students	rare	minor	trivial	Education	
Theft/damage of cameras used in programs	Programs compromised due to insufficient cameras	rare	significant	low	Teachers and Education staff supervise students use of cameras. Sufficient replacement cameras available	rare	minor	trivial	Education	
Theft /damage to Education Collection objects	Programs compromised due to lack of objects	rare	minor	trivial	Teachers and Education staff supervise student use of objects. Sufficient replacement objects to deliver programs	rare	insignificant	trivial	Education	

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5. Inability for Staff/Volunteers to perform their duties										
Insufficient staff/volunteers to take programs	Programs cancelled	unlikely	significant	medium	Adequate staff /volunteers to cover emergencies	unlikely	minor	low	Education/ Visitor Services - Volunteers	
6. Damage to the environment from NMA operations										
7. Failure to meet statutory, moral and ethical obligations										
Staff/volunteers treat students in an inappropriate way	Complaints made by students/teachers	rare	significant	low	Staff and volunteers carefully recruited and trained re appropriate behaviour. All staff working with students undertake a police check before they are recruited	rare	minor	trivial	Education	
8. Reduced visitor numbers due to external factors (ie not including building infrastructure or content)										

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Less students in Canberra due to external factors	Falling visitation	mod	major	major	Programs have sufficient reputation to attract maximum numbers	mod	minor	medium	Education	
ACT govt makes excursions difficult for ACT schools	ACT schools do not visit Museum	mod	mod	major	Programs are seen to be of value to schools	mod	minor	medium	Education	
9. Loss of reputation										
Poor programming results in loss of reputation	Number of schools visiting drops	rare	significant	low	Continuous revising of programs plus developing new programs so that quality remains high	rare	significant	low	Education	