

The Caboolture Historical Society Inc (Village)

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Risk Assessment for School Excursions

A Risk Assessment of the Caboolture Historical Village has been conducted to assess any risks that may affect excursions. As a result of this assessment, it has been determined that no student should come to grief if adequately supervised.

We ask that all schools have a ratio of one adult to every ten students. However, in order to encourage supervision and ease the cost on schools we allow one adult to every five students (special needs ratios are one to one) into The Village free of charge, however adults above this ratio will be charged at student's prices.

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Washing Demonstration	A student may get their fingers caught under the handle when using the pump washer.	Injury to fingers	Unlikely	<p>All schools are asked to adequately supervise their students.</p> <p>All students are advised of the process before starting the activity. Students approach machinery one at a time.</p> <p>Students who disobey directions given are removed from the activity.</p>	Minor	Unlikely	Low	
<p>Additional Action Taken.</p> <p>In this activity the wringer is chained and locked so that the turning mechanism cannot move. The students must wait for the supervisors' approval before pumping the washer. Other students are kept at a safe distance.</p>								

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Whip Cracking Demonstration	A student may be hit by leather bound whip.	Injury to body	Likely	All schools are asked to adequately supervise their students.	Major	Unlikely	Low	
	Increased noise levels due to cracking.	Injury to ears	Likely	No student is allowed into the whip cracking area.				

Additional Action Taken.

This activity takes place in an open area with distance between the Whip Cracker and the students.

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Bushranger Walk	Increased noise levels due to blank shots being fired.	Injury to ears	Likely	All schools are asked to adequately supervise their students. No student is allowed within four metres of the demonstrator.	Minor Major if bitten or allergic reaction.	Unlikely Likely	Low Medium	
	Wildlife encounters e.g., bite, sting.	Injury to body	Likely	Do not provoke or attempt to touch.				

Additional Action Taken.

This activity takes place in an open area with distance between the Bushrangers and the students.

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Blacksmithing Demonstration	<p>Hot items and forge.</p> <p>Burns should a student gain admittance to the work area.</p> <p>Supervisor has allowed a student to open a barred gate and go inside.</p>	Burns	Unlikely	<p>All schools are asked to adequately supervise their students.</p> <p>No student is allowed into the Blacksmithing area, which is totally enclosed.</p> <p>Students can only view this demonstration from behind a chest level (child's) timber wall and a wire mesh screen.</p>	Major	Unlikely	Low	
<p>Additional Action Taken.</p> <p>This activity takes place in the Blacksmith shop. At no time is a student able to gain admittance to the work area. Viewing is behind a timber wall and mesh one metre away from hot items being demonstrated. Any hot item for viewing is kept at least one metre away from the students.</p>								

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Touring the Village	<p>Entering off limits areas.</p> <p>Climbing on items (e.g. vehicles).</p> <p>Playing with items in off limits areas.</p> <p>Running/rushing. Results: falls, scrapes.</p> <p>Leaving the presence of supervisors.</p> <p>Stranger danger.</p> <p>Supervisors not supervising.</p>	Injury to body	Likely	<p>Some areas in the Village are off limits to visitors and are either marked so or fenced off. Adequate supervision should prevent movement into these areas.</p> <p>Students should not be allowed to climb onto any items in the Village e.g., vehicles, fences, balustrades etc.</p> <p>All Village Volunteers that interact with the students are required to hold Blue Cards.</p> <p>Any Village Volunteer noticing any student who is not obviously in the company of a supervisor, will ask that the student return to their group.</p> <p>All Village Volunteers are encouraged to work in pairs and observe the Historical Society's "Working with Children" Child Protection Policy.</p>	Medium	Likely	Medium	

Additional Action Taken.

All students entering the Village are to remain in the company and sight of their appointed supervisor. This person is responsible for the safety, well-being and cohesiveness of their group. This supervisor is responsible for reading the signs indicating a warning or direction. Village Volunteers will ask any student not obviously in the company of a supervisor to return to their group. No student is allowed to exit the Historical Village site without the company of a supervisor during their visit. All schools are asked to have their students in uniform and/or have a name badge indicating name, school and supervisor.

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Printing Demonstration	A student may get their fingers caught in the printing machine.	Injury to fingers	Unlikely	<p>All schools are asked to adequately supervise their students.</p> <p>Only the activity supervisor is allowed to feed items into the machine and all students must await instruction before proceeding.</p> <p>All students are advised of the process before starting the activity. Students approach machinery one at a time.</p> <p>Students who disobey directions given are removed from the activity.</p>	Minor	Unlikely	Low	
<p>Additional Action Taken.</p> <p>This activity takes place in the Print shop.</p>								

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Old Machinery Demonstration	A student may get their fingers caught in the machinery.	Injury to fingers/legs	Unlikely	All schools are asked to adequately supervise their students.	Minor	Unlikely	Low	
Then and Now Transportation Demonstration	Playing with items in off limits areas. Students may trip and fall on pathways.			Students who disobey directions given are removed from the activity.				

Additional Action Taken.

These activities take place in the AMRSQ Building and Transport Building. At no time is a student able to gain admittance to the work area. Viewing is behind a metal fence.

Activity	The Risk What can happen? How it can happen.	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
Police Museum Demonstration	<p>Playing with items in off limits areas.</p> <p>A student may drop the bowling ball and chain.</p>	Injury to fingers/toes	Unlikely	<p>All schools are asked to adequately supervise their students.</p> <p>Most of the display is behind locked doors. The ball and chain only are held, once instructed by the activity supervisor.</p> <p>Students who disobey directions given are removed from the activity.</p>	Minor	Unlikely	Low	
<p>Additional Action Taken.</p> <p>This activity takes place in the Police Museum.</p>								

Activity	The Risk What can happen? How can it happen	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
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Train Ride	<p>Student could fall out of train or hit limb on objects outside of the train.</p> <p>Student could be hit by train crossing tracks.</p> <p>Train could be derailed.</p> <p>Student could trip and fall on station platform.</p>	Injury to body	Possibility	<p>All schools are asked to adequately supervise students.</p> <p>Students are advised before train ride to keep entire body inside the carriage at all times and not to stand. Students who disobey this request are removed from the train.</p> <p>Students and supervisors are to follow all directions given by Village Volunteers. This includes a supervisor at the front and rear of the train, looking towards the students.</p> <p>Students to be supervised crossing tracks, be advised not to linger on tracks and are told not to run next to the tracks at any time. The track is enclosed by a fence. Horn is sounded whenever the train approaches a crossing, and the tracks are checked every day.</p> <p>Students are told not to rock the train or place items on the tracks.</p> <p>Students are to remain in room awaiting their turn so that the platform is not overloaded with students/supervisors.</p>	Major	Unlikely	Medium	

Additional Action Taken.

All persons riding on the train are told of the correct riding procedures and the consequences of not following those directions. All supervisors are to ride with their groups and to ensure that rules and procedures are adhered to.