



School Excursion Risk Assessment

The Caboolture Historical Society Inc (Village)

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Risk Assessment for School Excursions

A Risk assessment of the 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. Teachers and Teacher aides are admitted FREE of charge on a 1:10 ratio. Teachers are expected to assist with supervision as required for the duration of the excursion.

Parents attending The Village with the school excursions will be charged the student admission rate. This can be payable on the day by card or cash (Eftpos available).

Special needs students and valid Australian companion card holders receive a free entry for their carer.

Risk Assessment for School Excursions



Risk Assessment Matrix

		Injury requiring no treatment.	Injury requiring first aid treatment.	Injury requiring medical treatment	Injury requiring specialist medical treatment or hospitalisation.	Injury resulting in loss of life or permanent disability.
		Consequence				
Likelihood		Insignificant	Minor	Moderate	Major	Critical
Expected to occur in most circumstances	Almost certain	Medium	Medium	High	Extreme	Extreme
Will probably occur in most circumstances	Likely	Low	Medium	High	High	Extreme
Might occur occasionally	Possible	Low	Medium	High	High	High
Could happen at some time	Unlikely	Low	Low	Medium	Medium	High
May only occur in exceptional circumstances	Rare	Low	Low	Low	Low	Medium

Note: When conducting a risk assessment always assess the risk before any control measure is put in place. After control measures have been considered, risk levels must have been lowered to a Medium or preferably a Low.

Once Risk Assessment has been completed, transfer risks and controls to the Risk Control Action Plan for monitoring and review.

Risk Assessment for School Excursions



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					
All Demonstrations and Activities	Injury to body from trips and falls and using stairs.	Injury to body	Likely	Students are to be adequately supervised at all times by teachers and accompanying adults. Students are informed by Demonstrators to walk calmly and quietly to the next activity.	Minor	Likely	Medium	
All Demonstrations and Activities	Risk of injury from objects that may be heavy or have sharp edges.	Injury to body	Unlikely	Students are to be adequately supervised at all times by teachers and accompanying adults. Items that students are given to hold have been checked to make sure they are safe. Any touching or holding of historic items is under the direct supervision of our Demonstrators.	Minor	Unlikely	Low	

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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					
All Demonstrations and Activities	Risk of injury from bumping or climbing onto objects.	Injury to body	Unlikely	Students are to be adequately supervised at all times by teachers and accompanying adults. Students are not allowed to climb on any historic Village item e.g., vehicles, fences, balustrades etc.	Minor	Unlikely	Low	
All Demonstrations and Activities	Injury from a pre-existing medical condition such as asthma, allergies, diabetes, epilepsy	Injury to body	Rare	Students are to be adequately supervised at all times by teachers and accompanying adults. Teachers are requested to advise the village School Co-Ordinator prior to the arrival of any student/s with any medical conditions such as asthma, diabetes, allergies, epilepsy. Teachers are asked to bring a first aid kit.	Moderate	Rare	Low	
All Demonstrations and Activities	Cuts, abrasions, insect bites/stings, grass, pollen and other allergens.	Injury to body	Possible	Students are to be adequately supervised at all times by teachers and accompanying adults. Teachers are asked to bring a first aid kit and insect spray.	Minor	Possible	Medium	

Activity	The Risk What can happen?	The consequences of an event happening		Adequacy of existing controls	Consequence rating	Likelihood rating	Level of risk	Risk priority
		Consequences	Likelihood					
All Demonstrations and Activities	Getting lost		Likely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>All teachers and students are given clear instructions before commencing activities.</p> <p>Teachers and accompanying adults are given a map with the day's itinerary on it.</p> <p>Students are not permitted to leave their allocated groups unless given permission and accompanied by an adult or a teacher.</p>	Minor	Likely	Low	
All Demonstrations and Activities	Covid-19		Rare	Adhere to all QLD Health directives regarding Covid-19	Insignificant	Rare	Low	
<p>Additional Action Taken.</p> <p>Students who disobey directions given by Demonstrators are removed from the activity immediately.</p> <p>The Village does have a dedicated First Aid room and a First Aid Officer on hand during the week.</p>								

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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, fences, balustrades).</p> <p>Playing with items in off limits areas.</p> <p>Running/rushing.</p> <p>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.</p> <p>Students are to be adequately supervised at all times by teachers and accompanying adults and this should prevent movement into these areas.</p> <p>Students are not allowed to climb on any historic Village item 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 to return to their group.</p> <p>All Village Volunteers are encouraged to work in pairs and observe the Historical Society's "Working with Children"</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 the course of their visit. All schools are asked to have their students in uniform and/or have a name badge indicating name, school and supervisor.

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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					
School Parade	A student may get their fingers caught while raising the flag and ringing the bell	Injury to fingers	Unlikely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>All students are given clear instructions before starting the activity.</p> <p>Students who disobey directions given by Demonstrators are removed from the activity immediately.</p>	Minor	Unlikely	Low	

Additional Action Taken.

In this activity two students are asked to help raise the flag and ring the bell. The students must wait for the Demonstrator's approval before raising the flag and ringing the bell. Other students are kept at a safe distance.

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
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Maritime Museum Demonstration	A student may get their fingers caught while sitting and tying a knot.	Injury to fingers	Unlikely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>All students are given clear instructions before starting the activity.</p> <p>Students who disobey directions given by demonstrators are removed from the activity immediately.</p>	Minor	Unlikely	Low	

Additional Action Taken.

In this activity students are asked to make a Bow Line knot. The students must wait for the demonstrator’s approval before starting the activity.



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>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>All students are given clear instructions before starting the activity. Students approach machinery one at a time.</p> <p>Students who disobey directions given by Demonstrators are removed from the activity immediately.</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 demonstrator's approval before pumping the washer. Other students are kept at a safe distance.</p>								

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Whip Cracking Demonstration	A student may be hit by the leather bound whip.	Injury to body	Likely	Students are to be adequately supervised at all times by teachers and accompanying adults. No student is allowed into the whip cracking area. Students who disobey directions given by Demonstrators are removed from the activity immediately.	Major	Unlikely	Low	
	Increased noise levels due to whip cracking.	Injury to ears	Likely					
Additional Action Taken. This activity takes place in an open area with distance between the demonstrator 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
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Bushranger encounter	Increased noise levels due to blank shots being fired from a gun.	Injury to ears	Likely	Students are to be adequately supervised at all times by teachers and accompanying adults. No student is allowed to go within four meters of the Bushrangers.	Minor	Unlikely	Low	
	Wildlife encounters e.g., native bees, mosquitoes.	Injury to body	Likely	Students are to be adequately supervised at all times by teachers and accompanying adults. Do not provoke or attempt to touch.	Major if bitten or allergic reaction.	Likely	Medium	

Additional Action Taken.

This activity takes place in an open area with distance between the Bushrangers and the students. The Bushrangers do hold up the train during the students train ride.

Students who disobey directions given by Demonstrators are removed from the activity immediately.

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	Hot metal and forge. Burns can occur should a student gain admittance to the work area. Teacher or accompanying adult has allowed a student to open a barred gate and go inside.	Burns	Unlikely	Students are to be adequately supervised at all times by teachers and accompanying adults. No student is allowed into the Blacksmithing area, which is totally enclosed. Students can only view this demonstration from behind a chest level (child's) timber wall and a wire mesh screen. Students who disobey directions given by Demonstrators are removed from the activity immediately.	Major	Unlikely	Low	

Additional Action Taken.

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 any hot item being demonstrated. Any hot item for viewing is kept at least one metre away from 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
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Printing Demonstration	A student may get their fingers caught in the printing machine.	Injury to fingers	Unlikely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>Only the activity Demonstrator 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 by Demonstrators are removed from the activity immediately.</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
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Transport – Then and Now Demonstration	<p>A student may get their fingers caught in the vehicles.</p> <p>Playing with items in off limits areas.</p> <p>Students may trip and fall on pathways.</p>	Injury to fingers/ legs	Unlikely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>Students who disobey directions given by Demonstrators are removed from the activity immediately.</p>	Minor	Unlikely	Low	
<p>Additional Action Taken.</p> <p>This activity takes place in the Transport Building. At no time is a student able to gain admittance to the work area. Viewing is from behind a metal fence.</p>								

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Pumps and Power Demonstration	<p>A student may get their fingers caught in the machinery.</p> <p>Playing with items in off limits areas.</p> <p>Students may trip and fall on pathways.</p>	Injury to fingers/ legs	Unlikely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>Students who disobey directions given by Demonstrators are removed from the activity immediately.</p>	Minor	Unlikely	Low	
<p>Additional Action Taken.</p> <p>This activity takes place in the AMRSQ Building. At no time is a student able to gain admittance to the work area. Viewing is from behind a metal fence.</p>								

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Prisons Museum Demonstration	<p>Playing with items in off limits areas.</p> <p>A student may drop the historic ball and chain.</p>	Injury to fingers/ toes	Unlikely	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>Most of the display is behind locked doors. The ball and chain only are held, once instructed by the activity Demonstrators.</p> <p>Students who disobey directions given by Demonstrators are removed from the activity immediately.</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>Students could be hit by the train while crossing the tracks.</p> <p>Train could be derailed.</p> <p>Student could trip and fall on station platform.</p>	Injury to body	Possibility	<p>Students are to be adequately supervised at all times by teachers and accompanying adults.</p> <p>Students are advised before train ride to always keep entire body inside the carriage 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 are to be supervised when crossing the tracks and to be advised to not linger on the tracks or to run next to the tracks at any time. The track is enclosed by a fence. A horn is sounded whenever the train approaches a crossing, and the tracks are checked every day.</p> <p>Students are told not to throw rocks at the train or place items on the tracks.</p> <p>Students are to remain in transport room awaiting their turn so that the platform is not overloaded with students/supervisors.</p>	Major	Unlikely	Medium	

Additional Action Taken.

All the people 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.

Risk Assessment for School Excursions





The Caboolture Gem Club

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A Risk assessment of the Gem Club activities 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.

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
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Gem Sieving Demonstration	<p>A student may get sawdust or gem fragments in their eyes or under their fingernails.</p> <p>This can happen when shaking the sieve too vigorously or when running fingers through the sawdust to retrieve any gem fragments.</p>	Injury to eyes or 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	

Additional Action Taken.

In this activity the students must wait for the supervisors' approval before the 'Sieve-A-Gem' activity is commenced. Other students are kept at a safe distance.

Gem Club members supervise the entire activity and all members who do this activity hold a current Blue Card (Working with Children).