

Caboolture Historical Society Inc (Village)

280 Beerburrum Road Caboolture Q 4510

P: 07-54954581 F: 07-54958746 E-mail: info@historicalvillage.com.au
 Website: www.historicalvillage.com.au

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 child should come to grief if adequately supervised. We ask that all schools have a ratio of 1 adult to every 10 students. However in order to encourage supervision and ease the cost on schools we allow 1 adult to every 5 students into the Village free of charge, however any more adults than this are charged at students prices.

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
		Consequences	Likelihood					
Spinning demonstration	A child may get their fingers caught in the turning mechanism of the wheel when wheel in use.	Minor	Unlikely	All schools are asked to adequately supervise their students and are advised to refrain from interfering with the spinning wheel while it is in motion. Spinning wheel is set behind a display of finished articles and is hard to access.	Minor	Unlikely	Low	
Additional Action Taken.								

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
		Consequences	Likelihood					
Washing demonstration	A child may get their fingers caught in the turning mechanism of the wringer when in use.	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 wringer and all students must await instruction before proceeding to turn the handle.</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 wringer is chained and locked when not in use so that turning mechanism can not move. Students are advised not to use when supervisor not present. Students are only able to turn the handle of the wringer. At no time is a student able to feed the wringer. The students must wait for the supervisors O.K. before turning the handle. Other Students are kept at a safe distance.

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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		Consequences	Likelihood					
Blacksmithing demonstration	<p>1. Hot items and forge.</p> <p>2. Burns should a child gain admittance to the work area.</p> <p>3. Supervisor has allowed a child 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 from behind a timber wall and mesh. 2.5 meters away from the actual work taking place.</p>								

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		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>Results: falls, scrapes.</p> <p>Leaving the company 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>Adequate supervision should prevent movement into these areas.</p> <p>Children should be not be allowed to climb onto any items in the Village, E.g. vehicles, fences, balustrades etc.</p> <p>All Historical Society Staff are required to hold Blue Cards before commencing work at the Historical Village.</p> <p>Any staff member of the Caboolture Historical Society noticing any child who is not obviously in the company of a supervisor, will ask that child to return to their group.</p> <p>All Village Staff members of the Historical Society 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. The group leader is responsible for reading the signs indicating a warning or direction. Historical Society staff 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 children in uniform and/or have a name badge indicating name, school and group leader.

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
		Consequence	Likelihood					
Train ride	<p>Child could fall out of train or hit limb on objects out side of the train.</p> <p>Child could be hit by train crossing tracks.</p> <p>Train could be derailed.</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.</p> <p>Students who disobey this request are removed from the train.</p> <p>Students and supervisors are to follow all directions given by Village staff.</p> <p>Students to be supervised crossing tracks and be advised not to linger on tracks.</p> <p>Students are told not to run next to the tracks at any time.</p> <p>The track is enclosed by a fence.</p> <p>Horn is sounded whenever the train approaches a crossing.</p> <p>Tracks are checked every day.</p> <p>Students are told not to rock the train or place items on the tracks.</p>	Major	Unlikely	medium	
<p>Additional Action Taken.</p> <p>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.</p>								