

Task Risk Assessment: Old Melbourne Gaol

Property location

377 Russell Street, Melbourne VIC 3000

Last updated

21/06/23

Additional supporting documentation

- Emergency Evacuation plan
- Child safe Policy Commitment and Code of Conduct
- Mandatory Reporting – Child Protection Policy
- COVID Safe plan - Education

Task Risk Assessment

Identified safety risk	Inherent Risk Rating	Action Plan	Emergency Strategy	Residual Risk Rating
Child physical, mental or sexual assault or abuse – staff witnessed, suspected or child reported	B3 Medium	<ul style="list-style-type: none"> All Education Facilitators have Working with Children checks All Education Facilitators are trained in Child Safe standards All Education Facilitators are familiar with Child Safe code of conduct All Education Facilitators are trained in Mandatory Reporting and Child Protection policy 	Follow procedure as outlined in Child Protection Policy	B1 Low
Contracting COVID -19	C3 Medium	<ul style="list-style-type: none"> Follow COVID Safe Plan – Education Summarised: It is best practice that all visitors 18 years and over be double vaccinated against COVID-19 	Follow procedure as outlined in COVID Safe plan - Education	C3 Medium

		<ul style="list-style-type: none"> Where appropriate, masks should be worn indoors to minimise risk. 		
Shared footpath entry - Pedestrian/Cyclist collision	D3 Medium	<ul style="list-style-type: none"> Inform teachers prior to visit of shared walk way access to Old Melbourne Gaol - Russell St Entrance Guided map provided indicating safest entry route. 	<ul style="list-style-type: none"> School supervising teachers are required to apply necessary first aid Gather contact details of the other party involved if situation requires it Call Ambulance on 000 if injury requires hospitalisation If hospitalisation occurs, Education Facilitators to notify Property Manager Property Manager to notify NTAV P & C Team Supervising teachers to notify parents if required 	E1 Low
Missing student - Children wandering away from the group	C3 Medium	<ul style="list-style-type: none"> Student teacher ratio to be adhered to Students told to walk with teachers and facilitators at all time 	<ul style="list-style-type: none"> Walkie talkie access for all education facilitators to alert for assistance Alert police on 000 if child is unable to be found 	C1 Low

		<ul style="list-style-type: none"> Supervising adults encouraged to position themselves at front and rear end of the group when moving around the property Conduct a regular head count to ensure all students are present 	<ul style="list-style-type: none"> Teachers to notify parents Education Facilitators to notify Property Manager Property Manager to notify NTAV P&C Team 	
Slips, trips or falls	C3 Medium	<ul style="list-style-type: none"> Facilitators include in safety talk a warning for uneven surfaces and slippery surfaces Students reminded to not climb on any object – feet on the ground at all times 	<ul style="list-style-type: none"> Walkie talkie access for all education facilitators to alert for assistance School supervising teachers are required to apply necessary first aid Call Ambulance on 000 if injury requires hospitalisation If hospitalisation occurs, Education Facilitators to notify Property Manager Property Manager to notify NTAV P & C Team Supervising teachers to notify parents if required 	D3 Low

Squashed/jammed finger in doors or other moving parts	D2 Medium	<ul style="list-style-type: none"> Facilitator to include in safety talk a warning to be cautious of doors and moving parts around the gaol Where possible ensure objects are secured 	<ul style="list-style-type: none"> Walkie talkie access for all education facilitators to alert for assistance School supervising teachers are required to apply necessary first aid Call Ambulance on 000 if injury requires hospitalisation If hospitalisation occurs, Education Facilitators to notify Property Manager Property Manager to notify NTAV P & C Team Supervising teachers to notify school and parents if required 	E1 Low
Head injury – hitting head on low hanging areas overhead	D3 Medium	<ul style="list-style-type: none"> Low hanging areas are pre warned to visitors by guides 	<ul style="list-style-type: none"> Walkie talkie access for all education facilitators to alert for assistance School supervising teachers are required to apply necessary first aid Call Ambulance on 000 if injury requires hospitalisation 	D2 Low

			<ul style="list-style-type: none"> • If hospitalisation occurs, Education Facilitators to notify Property Manager • Property Manager to notify NTAV P & C Team • Supervising teachers to notify school and parents if required 	
Fear of heights	E2 Low	<ul style="list-style-type: none"> • Warned of heights for each level • Advised to run hand along the wall for grounding. 	<ul style="list-style-type: none"> • If fear is debilitating visitor is encouraged to explore the downstairs component of the gaol tour only • Walkie talkie access for all guides to alert for assistance if required 	E1 Low
Falling up or down stairs	C3 Medium	<ul style="list-style-type: none"> • Students reminded to walk in an orderly fashion, single file, holding onto rail 	<ul style="list-style-type: none"> • Walkie talkie access for all education facilitators to alert for assistance • School supervising teachers are required to apply necessary first aid • Call Ambulance on 000 if injury requires hospitalisation 	D2 Low

			<ul style="list-style-type: none"> • If hospitalisation occurs, Education Facilitators to notify Property Manager • Property Manager to notify NTAV P & C Team • Supervising teachers to notify school and parents if required 	
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Potential consequence & likelihood of the risks associated with the hazard

Consequences			Likelihood		
Rating	Description		Rating	Description	
A	Extreme	Single or multiple fatalities, or permanent disability.	5	Almost Certain	Risk will occur in most circumstances; at least once every year.
B	Major	Extensive injury or physical illness requiring hospitalisation; mental illness requiring ongoing treatment; lost time injury > 1 week.	4	Likely	Risk is likely to occur in most circumstances; once every 1 - 5 years.
C	Moderate	Significant injury or physical illness requiring hospitalisation; mental illness requiring treatment; lost time injury < 1 week.	3	Possible	Risk might occur at some time; once every 5 - 20 years.
D	Minor	Injury or physical illness requiring medical treatment; mental illness requiring treatment; not a lost time injury.	2	Unlikely	Risk is unlikely to occur; once every 20 - 50 years.
E	Insignificant	Injury or physical illness resulting in local first aid treatment (i.e. minor bruises, cuts, abrasions); mental illness not requiring treatment.	1	Rare	Risk may occur only in exceptional circumstances; Once in 50 years or greater.

Task Risk Assessment Matrix

	Consequence				
Likelihood	E	D	C	B	A
5	Medium	Medium	High	Extreme	Extreme
4	Medium	Medium	Medium	High	Extreme
3	Low	Medium	Medium	Medium	High
2	Low	Low	Medium	Medium	Medium
1	Low	Low	Low	Medium	Medium