

Task Risk Assessment: Polly Woodside Cultural Program

Property location

21 South Wharf Promenade, South Wharf, VIC 3006

Last updated

21/06/23

Additional supporting documentation

- Emergency Evacuation plan
- Man Overboard 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 |

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| | | <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 walkway access to Polly Woodside. 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 school and parents if required | E1 Low |
| Wind factor – object blown away (hat) and child chases it | D3 Low | <ul style="list-style-type: none"> Warn teachers that it can get windy at the location | <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 | E2 Low |

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| coming in contact with a bike or person | | <ul style="list-style-type: none"> Encourage sunscreen use where hats are not a viable option | <ul style="list-style-type: none"> 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 | |
| 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 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"> Walkie talkie access for all education facilitators to alert for assistance Alert police on 000 if child is unable to be found Teachers to notify parents Education Facilitators to notify Property Manager Property Manager to notify NTAV P&C Team | C1 Low |
| Water hazard – drowning of visitor | A3 High | <ul style="list-style-type: none"> All facilitators participate in Man Overboard training and drills. | <ul style="list-style-type: none"> Air horns to alert for assistance School supervising teachers are required to apply necessary first aid | B2 Medium |

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| | | <ul style="list-style-type: none"> • Teachers informed of safety requirements and student behaviour expectations prior to coming • Safety instructions made clear at arrival – no running, no climbing etc. Two feet on ground at all times • Secure safety rails in place • Removal of students who are not obeying safety rules • Life buoys and rescue equipment installed at high risk locations • Ladders at likely locations • Net in place on gang plank | <ul style="list-style-type: none"> • Emergency cards for all Education Facilitators to assist in procedure to follow • Walkie talkie for all facilitators to alert for assistance • Call ambulance on 000 if hospitalisation required • Supervising teachers to notify parents if required | |
| Bollards in water – visitor falling and hitting concrete bollard | A2 Medium | <ul style="list-style-type: none"> • Teachers informed of safety requirements and student behaviour expectations prior to coming • Safety instructions made clear at arrival – no running, no climbing etc. two feet on ground at all times • Secure safety rails in place • Removal of students who are not obeying safety rules | <ul style="list-style-type: none"> • Life buoys and rescue equipment installed at high risk locations • School supervising teachers are required to apply necessary first aid • Call ambulance on 000 if hospitalisation required • If hospitalisation occurs, Education Facilitators to notify Property Manager • Property Manager to notify NTAV P & C Team | B2 Medium |

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| | | | <ul style="list-style-type: none"> • Supervising teachers to notify parents if required • Ladders at likely locations • Net in place on gang plank • Air horns to alert for assistance • Walkie talkie for all facilitators to alert for assistance • Emergency cards for all Education Facilitators to assist in procedure to follow | |
| 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 tree roots on paths • 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 | D3 Low |

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| | | | <ul style="list-style-type: none"> Supervising teachers to notify parents if required | |
| Squashed/jammed finger in doors or other moving parts | D2 Medium | <ul style="list-style-type: none"> Facilitators to include in safety talk a warning to be cautious of doors and moving parts around the boat and in the gallery 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 |
| Splinter – from wooden surfaces | E4 Low | <ul style="list-style-type: none"> Maintenance of surfaces to avoid wood splintering | <ul style="list-style-type: none"> School supervising teachers are required to apply necessary first aid - splinter probe provided for supervising staff to administer | E3 Low |

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| | | <ul style="list-style-type: none"> Reminder for student to hold but not slide their hands along wooden rails | | |
| 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 Protective foam on overhead bars entering into cargo hold | <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 | D2 Low |
| Sunburn/heat stroke – exposure to too much sun or extreme heat | D3 Medium | <ul style="list-style-type: none"> Students must wear sunhats at all times Students are advised to bring their own water bottles Students are advised to apply sunscreen prior to the visit | <ul style="list-style-type: none"> Supervising teachers required to notify school and parents Ask visitors to move into a shaded area Mobile phone access for all education facilitators to alert for assistance | D2 Low |

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| | | <ul style="list-style-type: none"> • Where possible shaded areas are designated for outdoor activities | <ul style="list-style-type: none"> • 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 | |
| Walking tour | D3 Medium | <ul style="list-style-type: none"> • Students must be supervised by teachers at all times. • Teachers must ensure group stays together, particularly when crossing roads. • Teachers need to have a mobile phone on their person. | <ul style="list-style-type: none"> • 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 | |

NTV EDUCATION

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 |