

# Task Risk Assessment: Polly Woodside

## 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"> <li>All Education Facilitators have Working with Children checks</li> <li>All Education Facilitators are trained in Child Safe standards</li> <li>All Education Facilitators are familiar with Child Safe code of conduct</li> <li>All Education Facilitators are trained in Mandatory Reporting and Child Protection policy</li> </ul>	Follow procedure as outlined in Child Protection Policy	B1 Low
Contracting COVID -19	C3 Medium	<ul style="list-style-type: none"> <li>Follow COVID Safe Plan – Education</li> <li>Summarised:</li> <li>It is best practice that all visitors 18 years and over be double vaccinated against COVID-19</li> </ul>	Follow procedure as outlined in COVID Safe plan - Education	C3 Medium

		<ul style="list-style-type: none"> <li>Where appropriate, masks should be worn indoors to minimise risk.</li> </ul>		
Shared footpath entry - Pedestrian/Cyclist collision	D3 Medium	<ul style="list-style-type: none"> <li>Inform teachers prior to visit of shared walk way access to Polly Woodside.</li> <li>Guided map provided indicating safest entry route.</li> </ul>	<ul style="list-style-type: none"> <li>School supervising teachers are required to apply necessary first aid</li> <li>Gather contact details of the other party involved if situation requires it</li> <li>Call Ambulance on 000 if injury requires hospitalisation</li> <li>If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>Property Manager to notify NTAV P &amp; C Team</li> <li>Supervising teachers to notify school and parents if required</li> </ul>	E1 Low
Wind factor – object blown away (hat) and child chases it	D3 Low	<ul style="list-style-type: none"> <li>Warn teachers that it can get windy at the location</li> </ul>	<ul style="list-style-type: none"> <li>School supervising teachers are required to apply necessary first aid</li> <li>Gather contact details of the other party involved if situation requires it</li> </ul>	E2 Low

coming in contact with a bike or person		<ul style="list-style-type: none"> <li>Encourage sunscreen use where hats are not a viable option</li> </ul>	<ul style="list-style-type: none"> <li>Call Ambulance on 000 if injury requires hospitalisation</li> <li>If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>Property Manager to notify NTAV P &amp; C Team</li> <li>Supervising teachers to notify parents if required</li> </ul>	
Missing student - Children wandering away from the group	C3 Medium	<ul style="list-style-type: none"> <li>Student teacher ratio to be adhered to</li> <li>Students told to walk with teachers and facilitators at all time</li> <li>Supervising adults encouraged to position themselves at front and rear end of the group when moving around the property</li> <li>Conduct a regular head count to ensure all students are present</li> </ul>	<ul style="list-style-type: none"> <li>Walkie talkie access for all education facilitators to alert for assistance</li> <li>Alert police on 000 if child is unable to be found</li> <li>Teachers to notify parents</li> <li>Education Facilitators to notify Property Manager</li> <li>Property Manager to notify NTAV P&amp;C Team</li> </ul>	C1 Low
Water hazard – drowning of visitor	A3 High	<ul style="list-style-type: none"> <li>All facilitators participate in Man Overboard training and drills.</li> </ul>	<ul style="list-style-type: none"> <li>Air horns to alert for assistance</li> <li>School supervising teachers are required to apply necessary first aid</li> </ul>	B2 Medium

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

			<ul style="list-style-type: none"> <li>• Supervising teachers to notify parents if required</li> <li>• Ladders at likely locations</li> <li>• Net in place on gang plank</li> <li>• Air horns to alert for assistance</li> <li>• Walkie talkie for all facilitators to alert for assistance</li> <li>• Emergency cards for all Education Facilitators to assist in procedure to follow</li> </ul>	
Slips, trips or falls	C3 Medium	<ul style="list-style-type: none"> <li>• Facilitators include in safety talk a warning for uneven surfaces and slippery surfaces tree roots on paths</li> <li>• Students reminded to not climb on any object – feet on the ground at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Walkie talkie access for all education facilitators to alert for assistance</li> <li>• School supervising teachers are required to apply necessary first aid</li> <li>• Call Ambulance on 000 if injury requires hospitalisation</li> <li>• If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>• Property Manager to notify NTAV P &amp; C Team</li> </ul>	D3 Low

			<ul style="list-style-type: none"> <li>Supervising teachers to notify parents if required</li> </ul>	
Squashed/jammed finger in doors or other moving parts	D2 Medium	<ul style="list-style-type: none"> <li>Facilitators to include in safety talk a warning to be cautious of doors and moving parts around the boat and in the gallery</li> <li>Where possible ensure objects are secured</li> </ul>	<ul style="list-style-type: none"> <li>Walkie talkie access for all education facilitators to alert for assistance</li> <li>School supervising teachers are required to apply necessary first aid</li> <li>Call Ambulance on 000 if injury requires hospitalisation</li> <li>If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>Property Manager to notify NTAV P &amp; C Team</li> <li>Supervising teachers to notify school and parents if required</li> </ul>	E1 Low
Splinter – from wooden surfaces	E4 Low	<ul style="list-style-type: none"> <li>Maintenance of surfaces to avoid wood splintering</li> </ul>	<ul style="list-style-type: none"> <li>School supervising teachers are required to apply necessary first aid - splinter probe provided for supervising staff to administer</li> </ul>	E3 Low

		<ul style="list-style-type: none"> <li>Reminder for student to hold but not slide their hands along wooden rails</li> </ul>		
Head injury – hitting head on low hanging areas overhead	D3 Medium	<ul style="list-style-type: none"> <li>Low hanging areas are pre warned to visitors by guides</li> <li>Protective foam on overhead bars entering into cargo hold</li> </ul>	<ul style="list-style-type: none"> <li>Walkie talkie access for all education facilitators to alert for assistance</li> <li>School supervising teachers are required to apply necessary first aid</li> <li>Call Ambulance on 000 if injury requires hospitalisation</li> <li>If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>Property Manager to notify NTAV P &amp; C Team</li> <li>Supervising teachers to notify school and parents if required</li> </ul>	D2 Low
Sunburn/heat stroke – exposure to too much sun or extreme heat	D3 Medium	<ul style="list-style-type: none"> <li>Students must wear sunhats at all times</li> <li>Students are advised to bring their own water bottles</li> <li>Students are advised to apply sunscreen prior to the visit</li> </ul>	<ul style="list-style-type: none"> <li>Supervising teachers required to notify school and parents</li> <li>Ask visitors to move into a shaded area</li> <li>Mobile phone access for all education facilitators to alert for assistance</li> </ul>	D2 Low



		<ul style="list-style-type: none"> <li>• Where possible shaded areas are designated for outdoor activities</li> </ul>	<ul style="list-style-type: none"> <li>• School supervising teachers are required to apply necessary first aid</li> <li>• Call Ambulance on 000 if injury requires hospitalisation</li> <li>• If hospitalisation occurs, Education Facilitators to notify Property Manager</li> <li>• Property Manager to notify NTAV P &amp; C Team</li> </ul>	
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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