

# Task Risk Assessment: Rippon Lea Estate

## Property location

192 Hotham St, Elsternwick VIC 3185

## 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"> <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</li> <li>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> </ul>	Follow procedure as outlined in COVID Safe plan - Education	C3 Medium

		<ul style="list-style-type: none"> <li>• It is best practice that all visitors 18 years and over be double vaccinated against COVID-19</li> <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 Rippon Lea Gatehouse</li> <li>• Designated Bus zone marked out the front of Rippon Lea</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

<p>Missing student - Children wandering away from the group</p>	<p>C3 Medium</p>	<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>• Mobile phone 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>	<p>C1 Low</p>
<p>Slips, trips or falls</p>	<p>C3 Medium</p>	<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>• Mobile phone 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> </ul>	<p>D3 Low</p>

			<ul style="list-style-type: none"> <li>• Property Manager to notify NTAV P &amp; C Team</li> <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>• Facilitator to include in safety talk a warning to be cautious of doors and moving parts around the house/property</li> <li>• Where possible ensure objects are secured</li> <li>• Warning sign on Washing mangle</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phone 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

<p>Head injury – hitting head on low hanging areas overhead (tree branches)</p>	<p>D3 Medium</p>	<ul style="list-style-type: none"> <li>• Low hanging areas are pre warned to visitors by guides</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phone 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>	<p>D2 Low</p>
<p>Falling up or down stairs</p>	<p>C3 Medium</p>	<ul style="list-style-type: none"> <li>• Students reminded to walk in an orderly fashion, single file, holding onto rail.</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phone 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> </ul>	<p>D2 Low</p>

			<ul style="list-style-type: none"> <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>	
Falling up or down stairs	C3 Medium	<ul style="list-style-type: none"> <li>• Visitors reminded to walk in an orderly fashion, single file, holding onto rail</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phone 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>	D2 Low
Water hazard – drowning in water features	A3 High	<ul style="list-style-type: none"> <li>• Teachers informed of safety requirements and student behaviour expectations prior to visit</li> <li>• Water areas are out of the boundaries of the education activities</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phone access for all education facilitators 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>• Clear warning signs at water features</li> <li>• Life buoys and rescue equipment installed at high risk locations</li> <li>• Water feature gate secured at all times</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 school and parents if required</li> </ul>	
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> <li>• Where possible shaded areas are designated for outdoor activities</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> <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>	D2 Low



<p>Misuse of games equipment - in particular croquet mallets</p>	<p>D2 Low</p>	<ul style="list-style-type: none"> <li>Games instructions talk by facilitators at the introduction includes directions on the safe handling of the equipment</li> <li>Demonstration includes students showing the correct way to use croquet mallet</li> </ul>	<ul style="list-style-type: none"> <li>Students reminded of safe practices</li> <li>Students asked to sit out if unsafe practice continues</li> <li>School supervising teachers are required to apply necessary first aid</li> </ul>	<p>E1 Rare</p>
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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