

Task Risk Assessment: archaeology excursion programs

Property location

Como House, Lechlade Ave, South Yarra 3141

Barwon Grange, 25 Fernleigh St, Newtown VIC 3220

Last updated

13 July 2023

Additional supporting documentation

- 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: All visitors 18 years and over must be double vaccinated against COVID-19 or have a medical exemption from an authorised medical practitioner. 	Follow procedure as outlined in COVID Safe plan - Education	C3 Medium
Manual handling	D2 Medium	<ul style="list-style-type: none"> Facilitator to include in their safety talk a warning to be careful around the excavation equipment. Facilitators will demonstrate the safe use of the buckets and sieves 	<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 	E1 Low

Use of excavation tools	D2 Medium	<ul style="list-style-type: none"> • Facilitators will demonstrate the safe use of all hand tools. • Gloves must be worn at all times. 	<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 	E1 Low
PPE	D2 Medium	<ul style="list-style-type: none"> • Students must wear: <ul style="list-style-type: none"> ○ Gloves ○ Long pants ○ Enclosed shoes ○ Sun hats and rain gear as appropriate • NTV Education responsible for providing gloves. 	<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 	

		<ul style="list-style-type: none"> • The school is responsible for ensuring students are appropriately dressed. • 	<ul style="list-style-type: none"> • Supervising teachers to notify school and parents if required 	
Injury caused from handling the artefacts within the simulated site	D3 Medium	<ul style="list-style-type: none"> • Facilitators to warn students of potential risk • Facilitators and program developer to ensure that no dangerous materials are included in the activity 	<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 	E2

Potential consequence & likelihood of the hazard risks

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