



## Task Risk Assessment: Old Government House – Stage 3

### PROPERTY ADDRESS:

Cnr Pitt and, Macquarie St, Parramatta NSW 2150

### LAST UPDATED:

3/10/2023

Identified safety risk	Inherent Risk Rating	Action Plan	Emergency Strategy	Residual Risk Rating
<b>Moving along the side of the road when leaving and getting on the bus</b>	B4	<ul style="list-style-type: none"><li>Notify teacher before attending of the location of the bus parking compared to the house</li><li>Guides ad teachers to supervise students when moving between these spaces</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></ul>	E1



			<ul style="list-style-type: none"> <li>• If hospitalisation occurs, Education Facilitators to notify PropertyManager</li> <li>• Property Manager to notify NTA P&amp;C Team</li> <li>• Supervising teachers to notify school and parents if required</li> </ul>	
<b>Falls or trips</b>	D3	<ul style="list-style-type: none"> <li>• Volunteers to advise students of any trips and the steepness of steps</li> <li>• Students guided to go down the stairs holding onto the railing and in single file</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 PropertyManager</li> </ul>	E2



			<ul style="list-style-type: none"> <li>Property Manager to notify NTA P&amp;C Team</li> <li>Supervising teachers to notify school and parents if required</li> </ul>	
<b>Interference from members of the public</b>	C3	<ul style="list-style-type: none"> <li>Supervising volunteers to advise children of possible presence of members of the public</li> <li>House volunteers to monitor members of the public on site and advise the of school visit</li> <li>House volunteers to avoid students as needed – catering to the spaces and length of engagement</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer to move group to another room and notify a room guide</li> <li>Room guide to contact Property Manager and ensure visitor stays in one spot separate to children</li> <li>Property manager to speak to visitor and school staff to determine if police need to be notified</li> </ul>	E1
<b>Severe weather – heat or rain</b>	D2	<ul style="list-style-type: none"> <li>Teachers to be advised of any significant weather events and additional equipment to be brought (hats, water or rain coats)</li> </ul>	<ul style="list-style-type: none"> <li>School supervising teachers are required to apply necessary first aid</li> </ul>	E1



		<ul style="list-style-type: none"> <li>• Activities to be restricted to the house if required</li> </ul>	<ul style="list-style-type: none"> <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 PropertyManager</li> <li>• Property Manager to notify NTA P&amp;C Team</li> <li>• Supervising teachers to notify school and parents if required</li> </ul>	
<p><b>Squashed/jammed finger in doors or other moving parts</b></p>	<p>D4</p>	<ul style="list-style-type: none"> <li>• Volunteers to provide a safety talk upon moving between rooms and moving equipment</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>	<p>D2</p>



			<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 NTA P&amp;C Team</li><li>• Supervising teachers to notify school and parents if required</li></ul>	
<b>Low ceilings in the cellar</b>	D3	<ul style="list-style-type: none"><li>• Low ceilings are signposted and volunteers will draw attention to them when going into the cellar</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></ul>	



# NATIONAL TRUST

			<ul style="list-style-type: none"><li>• If hospitalisation occurs, Education Facilitators to notify Property Manager</li><li>• Property Manager to notify NTA P&amp;C Team</li><li>• Supervising teachers to notify school and parents if required</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