

Task Risk Assessment: Barwon Grange

Property location

25 Fernleigh Street, Newtown, VIC 3220

Last updated

07/02/2024

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"> 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 Low	<ul style="list-style-type: none"> Follow COVID Safe Plan – Education Summarised: 	Follow procedure as outlined in COVID Safe plan - Education	C3 Low

		<ul style="list-style-type: none"> • It is best practice that all visitors 18 years and over be double vaccinated against COVID-19 • 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 walk way access to Barwon Grange 25 Fernleigh Street. 	<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

<p>Missing student - Children wandering away from the group</p>	<p>C3 Medium</p>	<ul style="list-style-type: none"> • Student teacher ratio to be adhered to • Students told to walk with teachers and facilitators at all times. • 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"> • Mobile phone 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 	<p>C1 Low</p>
<p>Slips, trips or falls</p>	<p>C3 Medium</p>	<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"> • Mobile phone 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 	<p>D3 Low</p>

			<ul style="list-style-type: none"> • Property Manager to notify NTAV P & C Team • Supervising teachers to notify parents if required 	
Squashed/jammed finger in doors or other moving parts	D2 Medium	<ul style="list-style-type: none"> • Facilitator to include in safety talk a warning to be cautious of doors and moving parts around the house/property • Where possible ensure objects are secured • Warning sign on washing mangle 	<ul style="list-style-type: none"> • Mobile phone 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

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

			<ul style="list-style-type: none"> • 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 	
Water hazard – drowning in water features	A3 High	<ul style="list-style-type: none"> • Teachers informed of safety requirements and student behaviour expectations prior to visit • Water areas are out of the boundaries of the education activities 	<ul style="list-style-type: none"> • Mobile phone 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 	B2 Medium
Sunburn/heat stroke – exposure to	D3 Medium	<ul style="list-style-type: none"> • Students must wear sunhats at all times • Students are advised to bring their own water bottles 	<ul style="list-style-type: none"> • Supervising teachers required to notify school and parents • Ask visitors to move into a shaded area 	D2 Low

too much sun or extreme heat		<ul style="list-style-type: none"> • Students are advised to apply sunscreen prior to the visit • Where possible shaded areas are designated for outdoor activities 	<ul style="list-style-type: none"> • Mobile phone 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 	
Misuse of games equipment – in particular croquet mallets	D2 Low	<ul style="list-style-type: none"> • Games instructions talk by facilitators at the introduction includes directions on the safe handling of the equipment • Demonstration includes students showing the correct way to use croquet mallet 	<ul style="list-style-type: none"> • Students reminded of safe practices • Students asked to sit out if unsafe practice continues • School supervising teachers are required to apply necessary first aid 	E1 Rare

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