

## Task Risk Assessment: Old Government House – Stage 1

### PROPERTY ADDRESS:

Cnr Pitt and, Macquarie St, Parramatta NSW 2150

### LAST UPDATED:

25/07/2024

Identified safety risk	Inherent Risk Rating	Action Plan	Emergency Strategy	Residual Risk Rating
Moving along the side of the road when leaving and getting on the bus	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 and 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 Property Manager</li> <li>• Property Manager to notify National Trust Centre</li> <li>• Supervising teachers to notify school and parents if required</li> </ul>	
Falls or trips	D3	<ul style="list-style-type: none"> <li>• Volunteers to advise students of any trips and the steepness of steps</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> </ul>	E2

			<ul style="list-style-type: none"> <li>Property Manager to notify National Trust Centre</li> <li>Supervising teachers to notify school and parents if required</li> </ul>	
Interference from members of the public	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>Supervising volunteers to be aware of visitors and prevent interactions on route</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
Severe weather – heat or rain	D3	<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> <li>Gather contact details of the other party involved if situation requires it</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>• 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 National Trust Centre</li> <li>• Supervising teachers to notify school and parents if required</li> </ul>	
Squashed/jammed finger in doors or other moving parts	D4	<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> <li>• Call Ambulance on 000 if injury requires hospitalisation</li> </ul>	D2

			<ul style="list-style-type: none"><li>• If hospitalisation occurs, Education Facilitators to notify Property Manager</li><li>• Property Manager to notify National Trust Centre</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	