

Task Risk Assessment: Old Government House – Stage 3

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">• Notify teacher before attending of the location of the bus parking compared to the house• Guides and teachers to supervise students when moving between these spaces | <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 | E1 |

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| | | | <ul style="list-style-type: none"> • If hospitalisation occurs, Education Facilitators to notify Property Manager • Property Manager to notify National Trust Centre • Supervising teachers to notify school and parents if required | |
| Handling pointed objects | D4 | <ul style="list-style-type: none"> • Volunteers to advise students of risk before handing out objects • Students to be monitored by volunteers and teachers | <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 | C2 |

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| | | | <ul style="list-style-type: none"> Property Manager to notify National Trust Centre Supervising teachers to notify school and parents if required | |
| Falls or trips | D3 | <ul style="list-style-type: none"> Volunteers to advise students of any trips and the steepness of steps Students guided to go down the stairs holding onto the railing and in single file | <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 National Trust Centre | E2 |

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

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| | | | <ul style="list-style-type: none"> • Call Ambulance on 000 if injury requires hospitalisation • If hospitalisation occurs, Education Facilitators to notify Property Manager • Property Manager to notify National Trust Centre • Supervising teachers to notify school and parents if required | |
| Squashed/jammed finger in doors or other moving parts | D4 | <ul style="list-style-type: none"> • Volunteers to provide a safety talk upon moving between rooms and moving equipment | <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 | D2 |

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| | | | <ul style="list-style-type: none"> • If hospitalisation occurs, Education Facilitators to notify Property Manager • Property Manager to notify National Trust Centre • Supervising teachers to notify school and parents if required | |
| Low ceilings in the cellar | D3 | <ul style="list-style-type: none"> • Low ceilings are signposted, and volunteers will draw attention to them when going into the cellar | <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 | |

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| | | | <ul style="list-style-type: none"> • Property Manager to notify National Trust Centre • Supervising teachers to notify school and parents if required | |
| Handling sharp and heavy tools | B2 | <ul style="list-style-type: none"> • Inform schools of hazard and guide to demonstrate only correct handling of tools • Inform the school of possible allergies to touch and smell and supervise students in the area | <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 and Education Officer • Property Manager to notify National Trust Centre | C2 |

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| | | | <ul style="list-style-type: none"> Supervising teachers to notify school and parents if required | |
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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 |