



Pioneer Cottage,
5 -7 Ballinger Crescent
Buderim, Qld

Risk Assessment Guide

A guide for teachers planning a school visit

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Risk Assessment Guide

This document is designed to assist teachers or group leaders when completing their own risk assessment prior to the visit. Teachers will be responsible for their own risk assessment according to their organisation's requirements for a school excursion.

Teachers or group leaders can minimise the risk to themselves and their group when visiting Pioneer Cottage by paying attention to the following guidelines:

- Provide a sufficient number of adult supervisors for the age and ability of the students. Ratios for Pioneer Cottage are – Prep and Primary 1: 5, Secondary 1: 15
- Disabled parking bay and Entrance ramp are available for special needs students
- All volunteers have Blue Card status
- Supervise your group closely at all times, obey signs and instruction labels and advice from volunteers. Alert volunteers of students with medical issues/behavioural problems
- Be aware of the changes in the weather and how this may affect your environment, especially particular surfaces
- Be aware of the evacuation exits in case of fire
- As this is a heritage building, be aware of uneven floor surfaces especially in the doorways to the veranda and in the Shed
- Students may bring their own food and drinks. No food or drink may be consumed in the Cottage, however food and drink is allowed to be consumed on the veranda and lawn areas.
- Toilet facilities are available at ground level.

Hazard Awareness Table

Part of planning a successful excursion is doing a careful risk assessment of the location beforehand. To assist with this process, we have compiled this hazard awareness table.

Location/Activity	Possible Hazard	Risk Assessment (See Matrix)	Control measure
Mounting and dismounting coach when parked	<ul style="list-style-type: none">• Trips, slip and falls stepping down from/up onto the bus• Street traffic	6	<ul style="list-style-type: none">• Close adult supervision• Brief students re safety• Once off the coach move immediately to the front lawn area of the Cottage
If walking to the Pioneer Cottage along the footpath	<ul style="list-style-type: none">• Crossing the road• Moving traffic• Trips, slips and falls	5	<ul style="list-style-type: none">• Close adult supervision• Brief students re safety• Children to walk on pavements where possible with partner holding hands, if necessary• Beware when walking on uneven or sloping surfaces

Location/Activity	Possible Hazard	Risk Assessment (See Matrix)	Control measure
Groups entering the Cottage	<ul style="list-style-type: none"> • Trips, slips and falls on stairs • Members of the public may be present 	6	<ul style="list-style-type: none"> • Group to enter as per ratio numbers with supervisory teacher /parent. Volunteer allocated to each group (1 volunteer per area under review)
Internal Staircase to Attic	<ul style="list-style-type: none"> • Trips, slips and falls 	5	<ul style="list-style-type: none"> • Close adult supervision • Request students to climb and descend stairs with care making use of bannister as a guide
Pioneer Cottage displays	<ul style="list-style-type: none"> • Trips, slips and falls • Objects on open display • Glass display cabinets • Members of the public may be present 	6	<ul style="list-style-type: none"> • Students advised prior to visit re uneven surfaces and mats on floors in some rooms • Advise students to only touch objects if invited to do so by Cottage volunteers • Close adult supervision
Toilet	<ul style="list-style-type: none"> • Students fingers trapped in door • Toilet door sticking • Members of the public may be present 	5	<ul style="list-style-type: none"> • Students advised not to slam door • An approved adult present if a student is using the toilet
Veranda	<ul style="list-style-type: none"> • Trips, slips and falls • Splinters if sitting on floor 	5	<ul style="list-style-type: none"> • If wet, close supervision by adults, hazard signs displayed • Floorboards sanded and painted

Hazard Identification

The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.

Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue

Venue – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors

Excursion Program Activity – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing

Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue

Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals

People – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities

Accommodation – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues

Other – Consider other hazards related to specific excursions.

Risk Assessment Matrix

How serious could the injury be?	How likely is it to be that serious?			
	very likely	likely	unlikely	very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

Severity – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.

Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.

Legend

- 1 and 2** Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.
- 3 and 4** Moderate risk; determine controls that are reasonably practicable to minimise the risk
- 5 and 6** Low risk; manage by routine procedures.

Elimination or Control Measures

Hierarchy of Controls

Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.

Eliminate the hazard: Remove the hazard. Change the activity or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.

Substitute the hazard: Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.

Isolate the hazard: Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.

Use engineering controls: Consider hiring coaches with seatbelts and ensure these are worn if available

Use administrative controls: Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.

Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.