



**WOLLONDILLY HERITAGE
CENTRE AND MUSEUM**

(The Oaks Historical Society Inc.)

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RISK MANAGEMENT ASSESSMENT FOR SCHOOLS

Risk Assessment Team: Bev Batros (School Excursion Coordinator), Sue Davis (Retired School Principal and Wollondilly Heritage Centre Secretary)

Hazard Location: School Excursion at Wollondilly Heritage Centre

Hazard Identification: Child Safety at Wollondilly Heritage Centre during a school excursion. *It should be noted that there have been no major safety issues involving school students at Wollondilly Heritage Centre and Museum since excursions began over twenty-five years ago. Personal medical issues have been addressed efficiently in liaison with supervising teachers from visiting schools.*

Activities / Tasks:

Hazards/Risks	Assessment priority 1= severe 6=very unlikely	Current Controls for All Areas
Slope of ground on paths can be slippery when wet.	6	1. Introductory talk given to students on expectations while at the museum– includes no climbing on walls, rails and no running.
Pioneer cottage- heated wood oven; hand operated mincer; bean cutters; cooked pikelets (contain gluten)	5	2. Volunteers are trained in operating equipment and will supervise students closely, explaining any special rules.
Laundry- colonial washing equipment.	5	3. Equipment locked when not in use.
Farm shed- egg washer; apple sorter.	5	4. Children under supervision of teachers.
Rough stones in the mine display.	6	5. “School Excursion” policies are mandatory for each school including teachers being able to administer “Emergency Care”. Volunteers regularly revise first aid procedures.
Some raw timber could have splinters.	6	6. Clean hands when touching food.
Railings along stairs and walkways.	6	7. First Aid equipment, including defibrillator, available in kitchen on left when entering from museum space.

Emergency Evacuation: *On hearing continuous ringing of bell proceed to carpark following instructions of volunteer in green museum shirt. Do not collect bags. Teachers will keep rolls with them so these can be checked when assembled in carpark. Museum School Volunteer Coordinator will check that site has been evacuated. If a lockdown is required, all groups will proceed to the Drill Hall.*

Short Term Controls: No extra control measures required.

Follow-up Action: Continued review of procedures and new displays added to program.

Action Officer: Bev Batros (School Excursion Coordinator), Sue Davis (Retired School Principal and Museum Secretary)

Long Term Controls: As above.

Working With Children Checks: **All volunteers who work with children have an up-to-date WWCC number and have been verified.**