

## Hazard and OHS Risk Assessment Report Form

**Education Program:** *Electric Servants Come to Town*

**Location:** Calthorpes' House, 24 Mugga Way, Red Hill, ACT 2603

		Yes	No	Comments
<b>Insurance</b>	Does the venue has public liability cover?	4		
<b>Access</b>	Are access to and egress from Calthorpes' House safe and without risk to health?	4		School buses drop students off on Mugga Way outside the venue. Bus drivers are made aware that this is a drop-off point only. Buses that remain with the students are parked in a side-street.
	Is the venue for the <i>Electric Servants Come to Town</i> program wheelchair accessible?	4		This program takes place in a 1927 house. Wheelchair access is possible but not easy.
	Are disabled toilets available?	4		
<b>Emergencies</b>	Does Calthorpes' House have emergency procedures in place?	4		
	Are staff trained to deal with emergency situations?	4		At least one of the Presenters of all programs holds a current first aid certificate.
<b>Construction/Maintenance/Repair</b>	Are licensed personnel used for all construction, maintenance and repair work?	4		
<b>First Aid</b>	Are first aid kits available at Calthorpes' House?	4		
	Is there a trained first aid officer at the venue?	4		At least one of the Presenters of all programs holds a current first aid certificate.

Hazard/Risk Description (task /activity)	Potential Hazards/Risk likelihood and consequences. (risk of event happening)			Risk Value	Control Measures (recommended controls)	Date Controls Implemented
	Likelihood	Consequences	Exposure			
risk of bumping head on display boards hanging from the ceiling	quite possible	noticeable	occasional	17 moderate	Students are warned of the risk. The boards are removed for larger groups.	These controls have always been part of this program.
risk of burns from stove in kitchen	conceivable but very unlikely – has never happened after many years of exposure but is conceivably possible	noticeable	occasional	-18 very low	Students are warned of the risk. A member of staff always stands between the students and the stove. At least one staff member has a current First Aid certificate. A First Aid kit is readily available, complete with burn dressings.	
risk of burns from toaster	conceivable but very unlikely – has never happened after many years of exposure but is conceivably possible	noticeable	occasional	-18 very low	Students are warned of the risk. A member of staff and a teacher/adult supervises this activity. The toaster is always turned off when not in use. At least one staff member has a current First Aid certificate. A First Aid kit is readily available, complete with burn dressings.	

risks associated with using vintage lawn mower	conceivable	noticeable	very rare	- 44.5 very low	Students are warned of the risk. Students groups are never larger than 12, and are always accompanied by a Calthorpes' House Presenter and at least one teacher/adult provided by the school. The behaviour appropriate to a house museum is explained and expected.	
risk of slipping in the house while wearing disposable booties	unusual but possible	noticeable	infrequent	- 3.5 very low	Students are warned of the risk. Students groups are never larger than 12, and are always accompanied by a Calthorpes' House Presenter and at least one teacher/adult provided by the school. The behaviour appropriate to a house museum is explained and expected.	
risk of slips and falls in the garden, e.g. muddy patches and gravel driveway	unusual but possible	noticeable	infrequent	- 3.5 very low	Students are warned of the risk. Students groups are never larger than 12, and are always accompanied by a Calthorpes' House Presenter and at least one teacher/adult provided by the school. The behaviour appropriate to a house museum is explained and expected.	
<p>Note: The following risks all apply to the air raid shelter. The air raid shelter is not part of the <i>Electric Servants Come to Town</i> program. If students visit it, it is as a separate section at the end of their formal program.</p> <p>Please note that the air raid shelter is not wheelchair accessible.</p>						
risk of slipping on gravel path leading into air raid shelter	unusual but possible	noticeable	occasional	6.5 low	Students are warned to take care when using the path.	These controls have always been part of this program.

risk from spiders and/or snakes in air raid shelter	conceivable but very unlikely – has never happened after many years of exposure but is conceivably possible	important	very rare	-30 very low	Staff check the air raid shelter for pests before the education program starts.
risk while climbing on ladder in air raid shelter	remotely possible	noticeable	occasional	-7 very low	The ladder was mended and checked for OH&S in August 2005. Two adults are always in attendance at the top and bottom of the ladder when it is in use. Only one person is allowed to climb or use the ladder at any one time.
risk of bumping head on low beam at exit of air raid shelter	unusual, but possible	noticeable	occasional	6.5 low	Students are warned to duck their heads on leaving the air raid shelter.

**Risk Assessment Conducted By: Jo Pillinger, Education Manager.....Date:.....Signature.....**

**Manager Endorsement: Ian Stephenson, Director, Historic Places ACT.....Date:..... Signature.....**

**Review Date:.....**