

## Hazard and OHS Risk Assessment Report Form

**Education Program:** *James' Diary*

**Location:** Lanyon, Tharwa Drive, Tharwa, ACT 2620

		Yes	No	Comments
<b>Insurance</b>	Does the venue has public liability cover?	4		
<b>Access</b>	Are access to and egress from Lanyon Homestead safe and without risk to health?	4		
	Is the venue for the <i>James' Diary</i> program wheelchair accessible?	4		Some sections of the Lanyon Precinct used for this program (such as the 1860s kitchen) are difficult for wheelchairs to access. Adjustments to the program would need to be made.
	Are disabled toilets available?	4		
<b>Emergencies</b>	Does Lanyon Homestead 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 Lanyon Homestead?	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			
poor weather – part of this program takes place outside, so excessive sun, rain and cold are occasional factors	quite possible	noticeable	rare	-2 very low	Prior to the visit, the school is informed of the necessity of slip/slop/slap and/or warm clothes, whichever is appropriate. In case of inclement weather, the outside part of the program can take place indoors.	These controls have always been part of this program.
risk of scalding from hot wax from lit candle	conceivable but very unlikely	noticeable	very rare – not known to have occurred	-44.5 very low	Only the staff member handles the matches. Students are warned of the risk. Once blown out, the candle is put out of reach while the wax cools.	
risk of injury from apple peeler/corer/ slicer	conceivable but very unlikely	noticeable	very rare – not known to have occurred	-44.5 very low	The staff member demonstrates the equipment, while warning of the care that needs to be taken. Students are <i>only</i> allowed to turn the handle, while the staff member holds the equipment.	
risk of micro-organisms from eating freshly peeled apple	conceivable but very unlikely	noticeable	very rare – not known to have occurred	-44.5 very low	The apples are washed before use. The staff member washes hands before handling the apples and the apple peeler.	
risk of bumping head on low lintels	Unusual but possible	noticeable	occasional	6.5 low	This generally only applies to the teachers and other adults with the group, as the students are too short! The group is warned of the risk.	

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

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

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