

Hazard and OHS Risk Assessment Report Form

Education Program: *When I Was Seven*

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

		Yes	No	Comments
Insurance	Does the venue has public liability cover?	4		
Access	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>When I Was Seven</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		
Emergencies	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.
Construction/Maintenance/Repair	Are licensed personnel used for all construction, maintenance and repair work?	4		
First Aid	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 in the garage	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. There are never more than 12 students in a group, always under the supervision of the presenter and at least one teacher/adult provided by the school. At least one staff member has a current First Aid Certificate. A First Aid kit is readily available, complete with burn dressings.	
risk from traffic during walk along Mugga Way and Torres Lane	conceivable but very unlikely – has never happened after many years of exposure but is conceivably possible	important	occasional	-3.5 very low	Students are warned of the risk and are required to stay in a group close to supervisors. There are never more than 12 students in a group, always under the supervision of the presenter and at least one teacher/adult provided by the school.	

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. Student 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 drive	unusual but possible	noticeable	infrequent	-3.5 very low	Students are warned of the risk. Student 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>When I Was Seven</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. At least one staff member has a current First Aid Certificate. A First Aid kit is readily available.	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 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. At least one staff member has a current First Aid Certificate. A First Aid kit is readily available.
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. At least one staff member has a current First Aid Certificate. A First Aid kit is readily available.

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

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

Review Date:.....