

Work Health and Safety

Risk Assessment Plan



The following information is designed to assist school groups to plan a program at Lydham Hall Historic House Museum, assess risks, and prepare a risk management plan.

General Information

- Groups are expected to bring their own first aid kit to meet the specific needs of their participants. Teachers have the responsibility to administer first aid or medications to students.
- Regular building maintenance is undertaken by qualified Bayside Council staff and contractors.
- Two visitor toilets are available on the premises in the outdoor area.
- Small bags are recommended for students for essentials, such as lunch and water bottles. There is no provision onsite for the purchase of food and beverages. Please do not bring valuable items.
- In the case of wet weather, it may be necessary to modify the program and the location of some activities to, for instance, the covered verandah area.
- It is the responsibility of teaching staff and educators to manage student behaviour.

Access

- Access to Lydham Hall is via the front (street entry), with five (5) steps to enter the building.
- To accommodate visitors with mobility-related needs (e.g. walking frames), entry can be via the side gate and pathway with a one (1) step, a ramp onto the verandah, and a small step to enter the building.
- Please note, that there is no wheelchair access available.

Child-related Employment

- All SGHS volunteer guides for the excursion programs have current [Working with Children Check](#) (WWCC) clearance in compliance with child-related employment policy and practice.



Risk Matrix

LIKELIHOOD (Probability)		CONSEQUENCE (Severity)				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid / mental health first aid treatment only.	Physical / psychological condition requiring hospitalisation / ongoing treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Risk Management Process

Program	Hazard(s)	Risk(s)	Risk rating	Control action(s)	Risk rating after controls	Responsible
Preschool, Primary	External steps uneven surfaces	Trips, slips and falls on steps and uneven surfaces	3	On arrival, Lydham Hall SGHS volunteer educational guides will instruct students about movement around the grounds and inside the historic house museum. Students are put into small groups to ensure adequate supervision and enable movement around spaces. Once inside, students receive further instructions and reminders to walk slowly and carefully; being mindful of safety and of the historic environment. SGHS volunteer educational guides and School staff use group management skills to guide the groups safely around the site, avoiding potential hazards. School staff to supervise students and ensure safety. School staff are responsible for administering first aid, if needed.	2	SGHS volunteer guides and School staff
	Crowding	Injuries caused by overcrowding in small spaces, such as students pushing or shoving	2	SGHS educational guides will limit the number of students occupying each space at any one time by rotating students through in small groups. School staff supervise students and ensure safety. School staff are responsible for administering first aid.	1	SGHS volunteer guides and School staff
	Front, side and back verandahs on ground floor level	Injury, such as abrasions or other, from falling off the verandah	2	As there are no railings, SGHS volunteer educational guides instruct students to be careful when on the verandah and stay away from the edge. School staff to supervise students and ensure safety.	1	SGHS volunteer guides and School staff.

Weather exposure	Sunstroke, exposure to heat, cold or rain	2	Lydham Hall is a historic property with an indoor and outdoor setting. The house is without air conditioning or heating. Dehumidifiers are used indoors to alleviate any moist environmental conditions. School staff should ensure that all students have hats and sunscreen for outdoor activities. SGHS volunteer educational guides will monitor weather conditions and adjust programs, if needed. It is advisable that students also bring sufficient food and drink for their visit as there is no provision for students to purchase food and drink on site or nearby.	1	School staff and SGHS volunteers
Proximity to doors, gates and the street	Students could leave Lydham Hall Museum and go out of sight of supervisors onto the street	3	School staff to supervise students and ensure safety. Side gate and front door to be closed by SGHS volunteer guides, after students have arrived and whilst on the premises. At the time of booking, schools are made aware of required student/teacher ratios to always ensure adequate supervision.	1	School staff and SGHS volunteer guides
Other incidents	Injury caused by faulty equipment or mishandling of objects; unforeseen circumstances	3	SGHS volunteer guides do their best to ensure that all equipment and materials are safe and age appropriate for the students to use and that the site itself is safe for visitors. All games and outdoor equipment are checked regularly to comply with safety standards. All activities are closely supervised. However, unforeseen situations can arise. Prior to the commencement of an activity, SGHS volunteer guides will issue instructions for the students' safety and endeavour to ensure that these are followed. School staff to supervise students and ensure safety.	2	School staff and SGHS volunteer guides

	Long grass	Allergic reaction to sitting on grass	2	This location is regularly mowed. Students are invited to either sit or stand on the grass area, as they choose (and as per the advice of their teachers). Waterproof ground covers such as tarpaulins or picnic style blankets/rugs are available for use, if required, so students don't sit directly on the grass. Students are encouraged to wear enclosed footwear.	1	Bayside Council gardening staff, SGHS volunteers and School staff
	Craft materials	Toxic reaction; improper use of craft tools/resources	2	Materials are non-toxic. SGHS volunteer educational guides explain and demonstrate the proper and safe use of resources/equipment prior to use and supervise students closely during the task. School staff to supervise students to ensure safe and proper use of craft materials.	1	SGHS volunteers and School staff