



Teachers Pack

Risk Assessment & Management

Effective August 2011

Nine (9) pages including this one

BATHURST GOLDFIELDS RISK ASSESSMENT & MANAGEMENT

This document has been prepared to assist teachers who are bringing school groups to the Bathurst Goldfields for overnight stays and/or tours. It is not a substitute for a risk assessment compiled by a representative of the Department of Education and Training. The intention of this document is to illustrate recognised hazards and how these are dealt with at the Bathurst Goldfields.

What is a Risk Assessment?

A risk assessment is simply a look at what could go wrong – both before and during the activity – and then deciding on ways to prevent – or minimise – these potential problems.

Matrix Interpretation:

	Risk				
PROBABILITY	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost Certain	High	High	Critical	Critical	Critical
B Likely	Medium	Medium	High	High	Critical
C Possible	Low	Low	Medium	High	Critical
D Unlikely	Very Low	Low	Low	Medium	High
E Rare	Very Low	Very Low	Low	Medium	High

Hazard Identification	Probability	Severity	Matrix Value	Management Strategy
People	-	-	-	Safety parameters are established with each school on arrival, a copy of this document is provided to each school. Each school is asked if their representative/s have read and understood this document and the information is supplied in the Teachers pack.
Excursion Program Activity				
Gold Panning	C	Minor	Low	<p>Instruction is given to those on tour to;</p> <ul style="list-style-type: none"> Do as directed by the guide Stay close to the guide To observe safety procedures already Explained e.g.: do not run Cover ears prior to the discharge of the steam whistle In the blacksmiths shop the students wear full protective clothing when working the bellows and at other times are behind a fine mesh screen
Life in the Goldfields	C	Minor	Low	<p>Safe conduct procedures are supplied to the accompanying supervising adults. The activities in this tour are “hands” on and have inherent dangers if they are undertaken without due care. At the damper cooking numbers are limited and closely supervised by the Bathurst goldfields staff. Please see attached instructions.</p>

Excursion Program Activity				
Campfire Programs	C	Minor	Low	<p>At the evening campfires students are not to be close to the fire and are directed that they are not to have anything to do with the fires. Hoses are at these sites.</p> <p>Schools wishing to toast marshmallows do so under the supervision of their teachers. This is not part of any Bathurst Goldfields activity</p> <p>There are two burns risks:</p> <ol style="list-style-type: none"> 1. during the cooking process 2. eating overly hot marshmallows
Accommodation				
Use of Dormitory Bunks	C	Moderate	Medium	<p>Accommodation in our lodges is equipped with bunk beds. All top bunks are fitted with a safety rail.</p> <p>Teachers must allocate beds to avoid restless sleepers being given a top bunk.</p>
Motel Accommodation	C	Minor	Low	<p>Children are instructed to remain on the pathways when walking from the motel to other areas as there is a possibility of falling over particularly at night time. Children are asked to walk and not run when using stairway.</p> <p>Teachers must enforce “good behaviour” principles.</p> <p>Balconies on first floor levels are locked for safety purposes.</p>
Bathrooms	C	Minor	Low	<p>The possibility of a slip on wet floor exists. Teachers must enforce “Good behaviour” principles.</p>
Dining Area	D	Minor	Low	<p>The dining room is supervised by Bathurst Goldfields staff who will give clear and detailed instructions regarding the operating procedures for the dining and servery areas. In the dining room the pot belly stoves and fire used for heating purposes are screened off. Children are warned of the danger of misbehaviour near fires of any sort.</p>

Venue				
Serious injury or trauma	E	Major	Medium	A senior staff member is on site and contact details are given for immediate assistance. A Gold Phone for 000 use is situated at the main entrance to the office.
Fire	E	Catastrophic	High	Evacuation procedures are given to accompanying adults in the teachers pack and on arrival. A senior staff member is on site and contact details given if in need of immediate assistance. A Gold Phone for 000 use is situated at the main entrance to the office. Fire extinguishers and fire hoses are fitted and checked according to regulations. Fire alarms that are independently powered are also fitted.
Venue	C	Minor	Low	The need to walk not run is stated in the safety talk. Specific safety issues relevant to sections of the tours are explained by the guides at each section of the tour. Teachers are asked to bring their First Aid kit. A First Aid box and trained staff are located in the main building.



Teachers on tour at the Bathurst Goldfields

The Gold Tour and Panning will go ahead in wet weather

The Life in the Goldfields Tour will only be moved inside the school room and cottage or into the Laycocks in extreme weather.

The intention is that our programs reflect the life of the 1850's and rain, hail and shine did not stop the miners! In the event of child conducting themselves inappropriately, the guide will request that the child is excluded from these activities.

Please ensure that;

- You have your First Aid box with you;
- You and your children stay within the area indicated by the guide;
- You and your children observe safety procedures stated by the guides and in the teachers notes.
- Each child has a full water bottle for their tour regardless of the season;
- Each child has water proof clothing regardless of the season;
- Each child has a hat (preferably water proof) regardless of the season;
- Each child is wearing serviceable hard wearing shoes and clothes (Sleeveless tops and sandals are **not** appropriate even in hot weather);

Gold Tours

The Gold Tour is conducted on a site that is intended to be a faithful reproduction of conditions on an 1890'2 gold field. Consequently, children must ensure that they:

- Follow the direction of the guide;
- Not run at any time;
- Listen carefully;
- Only touch those things they are asked to touch;
- Stay with their group at all times.

Please be aware we do not know your children, as they are new to us!

As a result we are ignorant of their group dynamics, if any children have educational or psychological difficulties or just the ones who are uncooperative.

A teacher is required to remain with group at all times to ensure that your children are behaving appropriately and having a good experience.

Life in the Goldfields

The life in the Goldfields Tour is activities based on life in the 1850 – 1860's. For safety this requires a high level of supervision and so we ask that at least two teachers and/or parents remain with the group throughout these activities.

We also ask that these adults take an active role in the following aspects of the Life in the Goldfields.

- Games:* Tug "o" War – Please watch that this game is conducted safely
Boche – The metal balls must only be tossed or rolled under arm
Horseshoes – All Horseshoes must be thrown underarm
- Tents/Camps:* All heavy items are to be carried in the arms at a level between the chest and knees, and placed on the ground, not dropped or thrown down. At the tent / campsite construction – the children are encouraged to work as a team; however only one child is to use the hammer and tent peg. This is an activity for one (where a child holds the peg while another hammers could result in injuries).
When the activity is finished please have your children pack the items away ready for the next group which includes:
Fire rocks stacked neatly
Logs stacked away neatly
Tents folded and placed under the cross members
Knots untied
Place tent pegs on top of the tents
Games equipment collected together for each game.
- Rammed Earth:* Please see that the children take care not to knock each other with the rammer and shovels.
- Mud Bricks:* The guide will supervise this activity and will instruct the children in safety matters.
However please note children will be carrying buckets of water and using spades – they are to do as they are asked at all times.
- Damper Making:* The assistant guide will supervise this activity and will instruct the children in safety matters. However please be aware cooking is done by wrapping a piece of uncooked dough around the end of the stick which is then held over an open fire. The children are to do as they are asked at all times.



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ACKNOWLEDGEMENT**

Acknowledgement

We hereby acknowledge that we have received, read and understood the Bathurst Goldfields Risk Assessment and Management Document.

Please sign and date the section below and return it to use with your Final Confirmation details. This information is required to be held by the Bathurst Goldfields at least **SEVEN** days prior to your visit with us.

School Name: _____

Print Name: _____

Signature: _____

Date: _____