

HORNSBY SHIRE HISTORICAL SOCIETY INC.

Contacts

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Risk Assessment Policy

Scale 0 – 5

Zero being low risk

5 being high risk

1 Uneven concrete path - to allow for drainage

Risk: 2 Prevention: warning

2 Park grounds

Risk: loose stones, sticks, uneven ground, falling branches **Risk of injury 1**

Prevention: Reminders of rules regarding picking up sticks and stones.

Warning: to be aware of the uneven ground.

3 Small Play equipment - HSC approved - only used at the discretion of supervising teachers

Risk: Falling, being hit by swing **Risk of injury 1**

Prevention: Supervision required ensuring turn taking and safe sensible play.

4 Museum

Risk: step into building **Risk of injury:** 0.5 **Prevention:** warning

Activities within the Museum:

Hands on equipment (washing socks, playing marbles and quoits, visiting a schoolroom, shop, kitchen and laundry) **Risk of injury:** minimal due to small groups and high level of supervision

Prevention: reminders regarding listening to instructions, not running indoors and taking turns

General

The Museum has two exit doors, good lighting and adequate space.

There are no loose floor coverings or trip hazards within the building.

Electrical fittings have been checked for safety purposes

An evacuation plan detailing exits and assembly areas is displayed

Three fire extinguishers are installed and checked regularly by staff from HSC and fire blankets are available. Smoke alarms have been installed

Toilet facilities are available in the park and these are regularly cleaned and maintained by Hornsby Shire Council

There are two First Aid kits on the premises.

Security system is connected to Police, Fire and Ambulance

NB: Teachers are asked to bring sufficient Arrowroot biscuits so that children can be given 2 biscuits in brown paper bags also provided by the teachers when they visit the shop. Only arrowroot biscuits can be brought into the Museum.