

## RISK ASSESSMENT INFORMATION

### Information for teachers making risk assessments for school tours of Government House Sydney

The following table outlines potential risks and control measures implemented for school tours. Visiting schools may wish to incorporate this into their risk management process. Government House does not take responsibility for a visiting school's risk management process for their visit to Government House, Sydney.

Excursion Risk Management Advice for Government House, Sydney				
Name of Institution		Government House Sydney		
Location		Royal Botanic Gardens, Sydney. Entrance via Macquarie Street to the left of the Conservatorium of Music.		
Bus access		School buses are to drop off and pick up students from the front of the Conservatorium of Music. There is no bus access to Government House except for disabled groups.		
Phone number		9228 4111	Fax number	9228 4107
Web address		governor.nsw.gov.au	Email address	tours@governor.nsw.gov.au
Insurance		Does the venue have public liability insurance? YES		
WHS Risk Management Assessment				
Hazard/Risk Identification Type/Cause	Priority (severity & likelihood)	Risk Management Plan - Elimination or Control Measures (Elimination Substitution Isolation Engineering Administration PPE)		
		Who	When	
Vehicles using road into Government House	Low	Class teachers to manage student assembly and movement so as to avoid vehicles. Use footpaths for student movement. Move students across roads in groups.	Class teachers	At all times when walking between sites
Allergies, injuries, medical conditions	Low	Students to keep essential personal medical items with them at all times. (Do not stow with bags in cloakroom.) Class teacher to keep a small first aid kit and EpiPen with them for class use. (Do not stow in cloakroom.) Class teacher to notify Government House staff if a student falls ill or is injured. Class teacher to manage the condition.	Class teachers	At all times
Emergency situations	Low	On arrival, class teachers and adults are briefed on emergency and evacuation procedures and assembly points. Teachers follow emergency procedures as instructed.	Government House staff Class teachers	Introduction on arrival
Use of public toilets	Low	Students to always be accompanied by an adult to toilets. Students to go in pairs accompanied by an adult to toilets in the Government House grounds.	Class teachers and parent supervisors	During guided tour

Steps into and out of building	Low	Supervise entry into and exit from the building.	Government House staff Class teachers	Tour introduction
Disability access	Low	Prior to the visit, class teachers to advise Government House staff of students requiring wheelchair access to the building and toilets. Government House staff to place portable wheelchair ramp and advise of disabled toilet location.	Class teacher Government House staff	Prior to visit Arrival at site
Special needs and behaviour of students	Low	Prior to the visit, class teachers to advise Government House staff of students with special needs. Class teachers to keep students with special needs or potential behaviour issues in their group on the house tour. Class teachers to manage special needs of students. Class teachers to manage student behaviours.	Class teachers	Prior to visit
Contact with the general public	Low	All students to remain in sight of class teacher and supervising adults at all times. Class teachers to manage student movement to avoid or minimise contact with the general public. Manage students so as to avoid photographs being taken of school students by members of the public.	Class teachers	Travelling to and from venue During outdoor session
Steps, stepped paths, fountain and uneven surfaces in grounds	Low	Class teachers to supervise students at all times within the Government House grounds. No running, jumping or playing whilst in Government House grounds. No climbing on the edge or jumping into the fountain. No picking of leaves or flowers or climbing of trees within the Government House grounds.	Class teachers	Beginning of outdoor session
Insect stings during outdoor session	Low	NOTE: Bee Hives on site. Relocate activity if hazard is present, eg large number of bees. Class teacher to have Epipen with them at all times. All school staff trained in anaphylaxis and emergency first aid procedures.	Class teachers	Beginning of session During session
Exposure to heat, sun, rain and lightning	Low	Students to bring wet weather gear, preferably raincoats. Students to wear hats when walking and in outdoor areas. (Hats to be removed for tour of Government House interior.) If raining, outdoor grounds session to be undertaken in arcade. Avoid student movement during lightning events.	Students Class teacher	Before session