

# Marsden Valley Education Centre, Shantytown Risk Management







All activities provided by MVEC are carefully prepared, however, should you feel uncertain about the safety of any activity, we encourage you to immediately discuss this with us.

**PLEASE NOTE: A CLASS LIST, with school contact details in case of an emergency are to be forwarded or supplied on the day of the visit  
ADULTS ACCOMPANIED BY PRE-SCHOOL STUDENTS CANNOT BE COUNTED AS ADDITIONAL HELPERS**

ACTIVITY	POTENTIAL RISKS	RISK MANAGEMENT	RESPONSIBILITY OF	EMERGENCY ACTION
<b><u>General Township</u></b>  <b>Animals</b>	Bites/pecks/scratches Allergic reactions	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> <b>Expectations and standards given</b> Students warned not to approach animals - Mr Seddon – town cat will scratch - Chooks- will chase & peck if harassed - Wekas – will steal food & ice-cream cones	All supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures ↓
<b>Natural Hazards</b>	Bee stings, allergic reactions, sunburn, sunstroke, windfall, electrical storms	MVEC staff awareness of weather forecast During summer classes to bring school hats & sun block Staff to have been informed of any students at risk	MVEC staff, Visiting teacher	↓
<b>Visitors/Tourists</b>	Inappropriate behaviour -while students are in bathrooms or secluded areas  -while being photographed eg hugging	Toileting protocol at visiting teacher's discretion MVEC guidelines are for students to be in pairs when visiting toilets-young children escorted by an adult / older student to just inform classroom teacher. <b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL regarding potential tourist 'situations' (Direct adult supervision, physical boundaries)</b>	MVEC educators, classroom teacher & supervising adults	↓
<b>Public Playground (Flying fox, swings etc)</b>	Falls Hit by equipment	Pre check site for adequate absorbent material under play equipment Direct supervision by teacher/adults Prevent any dangerous activities	Supervising adults	↓
<b>Artefacts and machinery</b>	Dropping objects on feet etc. Squashing fingers/hands/ hair between objects e.g. rollers	Artefacts handled only under strict adult supervision	All supervising adults	↓
<b>Jailhouse/Stocks</b>	Fingers/limbs trapped in door Strain from lifting weight	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> Students to be informed of danger from doors, supervised at all times. Doors to remain open at all times	All supervising adults	↓
<b>Classroom</b>	Slip on floor  Injury from ink pens	Supervision of students at all times Students to enter classroom quietly and slowly No running, pushing etc. Nib pens only to be used in supervised activity	MVEC staff	↓
<b>School house playground and sports programmes</b>	Slips, falls and colliding with others Twisted ankles using stilts Hit by horseshoe playing quoits Friction Burns from tug-of-war	Adult to supervise at all times Briefing & defined boundaries for quoits	MVEC staff Supervising adults	↓
<b>Ascending or descending steps/ stairs</b>	Slips & trips on steps /stairs	Students to be forewarned of dangers- single file, hold rails, girls to lift long dresses	Supervising staff	↓

ACTIVITY	POTENTIAL RISKS	PREVENTION	RESPONSIBILITY OF	EMERGENCY ACTION
<b>Inappropriate behaviour.</b>	Self harm or offence to child or other Students, staff or visitors to Shantytown	<p>Visiting school to notify MVEC prior to visit to allow good planning &amp; preparation to cater for any individual learning/discipline needs</p> <p>Briefing on arrival should outline rules, expectations and consequences</p> <p>Close proximity of an adult to any potentially offending student</p> <p>Promotion of positive learning in the interactive hands on environment</p>	<p>MVEC staff</p> <p>Visiting teacher</p> <p>All supervising staff</p>	<p>First aid as appropriate</p> <p>Immediately inform senior MVEC staff who will initiate Shantytown H&amp;S procedures</p> <p>↓</p> <p>+ In extreme cases arrangements will need to be made for student to return to school</p>
<p><b>Fire</b></p> <p><b>Earthquake</b></p>	<p>Students entering buildings to collect belongings</p> <p>Hurt by debris</p> <p>Students trapped</p> <p>Students in shock</p>	<p><b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b></p> <p>If alarm sounds, all students and adults to walk to main entrance and line up on grass area in car park for roll call</p> <p><u>For overnight stays, practice roll calls and/or simulated exercise from Welshman's Conference Centre</u></p> <p>Earthquake. Stop. Drop.</p> <p>Follow evacuation as for fire when tremor stops</p>	<p>MVEC and Shantytown staff</p> <p>All adults</p>	<p>Raise alarm. Fire Services called 111</p> <p>First aid as appropriate</p> <p>Immediately inform senior MVEC staff who will initiate Shantytown H&amp;S procedures</p> <p>Giving of calm, confident procedural instructions by Shantytown staff</p>
<b>Civil Emergency</b>	<p>Impending Event –</p> <p>Multiple</p> <p>Isolation -Loss of communication with or access to the outside world</p>	<p>In the unlikely scenario of a major earthquake, tornado, storm, flood, pandemic, lockdown or terrorism attack, visiting schools can be assured Shantytown has a 24 hour Emergency Plan to adequately accommodate those on site.</p>	<p>Shantytown staff,</p> <p>Teaching staff</p>	<p>Shantytown Emergency Plan</p> <p>First Aid kits and equipment situated at Main Office, MVEC Office, Railway Station, train carriage, gold claim</p> <p>Defib at Main Office</p> <p>Shantytown First Aiders</p> <p>WATER- Tanks, potable water supply</p> <p>SHELTER – Welshmans</p> <p>Food- Shantytown restaurant</p> <p>Cooking- Gas, BBQ's</p> <p>Communication- Battery operated radios</p>
<p><b>Train ride</b></p> <p><b>Engine visit</b></p>	<p>Fall from carriage</p> <p>Loss of limbs/ bruising from vines/branches (if limbs out carriage windows)</p> <p>Burns from fire box</p> <p>Slips &amp; trips ascending or descending train steps</p>	<p><b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b></p> <p>Students to be quiet /orderly - no running at all times</p> <p>An adult to stand by carriage door to assist while students get in and out of carriages.</p> <p>No leaning or holding heads/arms out of carriage windows</p> <p>Students must sit or kneel on seats while train is moving</p> <p>Guard physically checks each carriage gate is secure</p> <p>Preferably LEOTC educator standing or sitting next to carriage door</p> <p>Students to keep to rear of engine cab when viewing, and in single file, supervised by engine driver</p> <p>Adult to stand at top of steps or at bottom of ramp to supervise students, encouraging use of hand rails to prevent</p>	<p>Train guard</p> <p>Shantytown staff</p> <p>Supervising adults</p>	<p>Inform guard -who will stop train.</p> <p>↓</p>

		falls Adult to stand by steps at far side to supervise students descending		
ACTIVITY	POTENTIAL RISKS	PREVENTION	RESPONSIBILITY OF	EMERGENCY ACTION
<b>Train Freight vehicles</b>	Train moving through town or sawmill tramway crossing Occasional vehicles delivering supplies to Conference Centre	Follow road crossing rules when crossing track  Supervised crossing of rail lines at sawmill crossing No running in town	Supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures
<b>Walking (especially creek bed and bush tracks)</b>	Trips/slips/falls and falling from steep track Weather conditions/ raising water levels Natural obstacles, undergrowth/vines	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT</b> Walks to be inspected by MVEC staff prior visit Students must have sturdy footwear Visiting teacher break class into small groups with an adult directly supervising each group -Single file Students must stay on tracks, no short cuts, no running Use of handrails where available	Alternative route if not satisfactory.	↓ + MVEC staff with portable first aid kit, whistle & mobile phone
<b>Sawmill Hand sawing activities</b>	Trips, slips and falls Squashing, scratching or bruising of fingers in static machinery displays Cuts, bruises & blisters from saws	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> SPECIFIC BRIEFING OF TOOL HAZARDS/management Close proximity supervision Ensure all logs chocked	Supervising adults	↓ + MVEC staff with portable first aid kit, whistle & mobile phone
<b>Chinatown activities</b>	Trips, slips and falls Strains/injury from poles/ta'ams Collision with others Creek in flood- check swiftness Falling from river bank	Students only to carry weights if they can lift easily. Single file to avoid injury when carrying ta'ams MVEC staff check footwear (no sandals) No running in area. Warn about slippery steps etc. Students are NOT allowed on creek bed, or to engage with stones unless as a set activity and under direct adult supervision.	Supervising adults	↓
<b>Gold mining activities Sluice demonstration Use of gold cradle</b>	Trips, slips and falls Steep bank at sluice area Cradle falls off rocker Collecting water Hit by shovel handle	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> Including dangers of leaning on fences/railings. Students to remain behind fence at sluice area Mining equipment only to be used in small groups Strict adult supervision MVEC staff to give instructions to adults before commencement of activities	Shantytown staff Supervising adults	↓
<b>Forges</b>	Static displays – moving parts/handles Burns/sparks/fire Point of anvil	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> Safety lines to be drawn so that students are kept at a safe distance.	Shantytown staff Supervising adults	↓
<b>Creek/stream</b>	Drowning Slips and falls Wet clothing	Shantytown staff to assess level of stream before activity - with an alternative route/activity pre-planned. Creek out of bounds if water is high, discoloured or swifter than normal. Adult supervision of designated small groups Students must be wearing suitable footwear	MVEC staff All adult helpers	↓ +Shower and warm clothing available
<b>Stables area Horse</b>	Walking into equipment, hooks etc Falls from carts/wagon/coach Kicks, allergic reaction	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> Strict adult supervision No climbing on carts, wagons or buggies Students not permitted at rear of horse	Shantytown staff Supervising adult	↓

<b>Washday</b>	Slips /Spillages (water) Allergy to soap Burns from flat irons/fire Fingers/hair trapped in the mangle or in village pump	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT</b> Strict adult supervision around mangle/pump, only half full buckets, no running Check for medical conditions before using soaps	Shantytown Staff Supervising adults	
<b>ACTIVITY</b>	<b>POTENTIAL RISKS</b>	<b>PREVENTION</b>	<b>RESPONSIBILITY OF</b>	<b>EMERGENCY ACTION</b>
<b>Shelter building</b>	Scratches and injury from branches Trips, slips and falls Becoming lost	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT</b> Students to be arranged in small directly supervised groups, having received a briefing which includes info on where, why, how, who, and when they must be back and what to do if they become lost	MVEC staff Supervising adults	First aid as appropriate Immediately inform senior MVEC staff who will initiate Shantytown H&S procedures + MVEC staff with portable first aid kit, whistle & mobile phone
<b>Making and carrying packs and stretches</b>	Handling of hammers, picks etc Carrying weight Cutting string to tie packs General public being injured by careless handling of equipment Student on stretcher being dropped	Adult with each group to supervise at all times Adults and Students given safety reminders for lifting, carrying and checking packs/stretchers Clear safety instructions given for use of tools String to be cut by adults	Supervising adults Remove tools if being used inappropriately	
<b>Setting camp Staking claims</b>	Accidents with tools	Adult supervision/assistance with each group	Supervising adults	
<b>Steam Shed</b>	Moving Trains Inspection Pit Hot metalwork and open fires Falls from engine Slips on stairs and steps Fingers squeezed or stuck	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT ON ARRIVAL</b> Classes only to visit under strict supervision and with permission of educator/teacher and steam manager. Clear guidelines prior Designate safe places to stand and ensure class does this Students prohibited from climbing on engines unless directly supervised by steam staff	Steam shed staff Supervising adults	
<b>Foundry</b>	Tripping Fingers squeezed or stuck	Classes to visit only under strict supervision and clear guidelines given prior to visit.	Supervising adults	
<b>Cooking Activities</b>	Hot surfaces and open fires Splashes with hot liquid, Hygiene.	<b>BRIEFING OF RISKS &amp; RISK MANAGEMENT</b> Obtain permits. Safe sites. Water bucket by open fires Strict adult supervision of small groups Antiseptic wipes for hands/bucket water Fire to be lit in safe area by Shantytown staff (Dependent of fire risk regulations on day)	Shantytown staff	

1. Please inform staff of any students in wheelchairs, on crutches or whom have medical or behavioural conditions prior to or on arrival at Shantytown
2. Any students with asthma should carry their own inhaler at all times. Students who suffer from severe reactions should have an adult in the group with their medication / Epi-pen
3. If a student becomes unwell the visiting teacher will instigate procedures as required by the visiting school's policy, in conjunction with MVEC staff.
4. Full first aid kits are situated at the MVEC Office and at the Main Office, as well as at the train station, in train carriage and at the gold claim
5. All injuries must be reported to a MVEC staff member immediately. In the case of injury, trained first aiders in consultation with the class teacher will assess the situation. If hospital treatment is considered advisable an ambulance will be called or transport to hospital organised.
6. Many of MVEC's programmes are not suitable for pre-school children. Should a pre-school child accompany the visiting class the parent or guardian cannot be counted in the ratio and cannot be given responsibility of a specific group of students.
7. Groups working independently in various locations on site will still require close supervision by accompanying adults.

8. The overall behaviour of the class is the responsibility of the class teacher throughout the visit. A teacher or responsible adult from the visiting school must be with the group at all times even when the session is being led by MVEC or Shantytown staff.
9. This hazard register is a live document, with hazard identification and risk management ongoing. This register is constantly being updated as required and reviewed by MVEC staff after any incident, accident or near miss, and at four monthly monitoring reviews.

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