



OLVESTON

HISTORIC HOME



Education Programmes

Risk Management Support

Safety Action Plan



Apple iPad



General

- On arrival the children will disembark from the bus in Royal Terrace.
- The children will be greeted by the Educators and ushered to the basement laundry back door.
- Wheel Chair access is only to the ground floor and basement of the home.
- Toilets are located in the grounds beside the glasshouse.
- Coats and bags can be removed at this point and stored in this area.
- Under the guidance of the Educator's the students will dress in replica clothing.
- A safety presentation will be made to the Students, Teachers and Parents / Caregivers present.
- At the completion of the visit, the students will be escorted by the Educator's back to Royal Terrace. At this point responsibility will be handed over to the classroom teacher who will supervise the groups movement back onto the bus

Notes:

- The Olveston Educators have overall responsibility for the safety of school groups that are within the house.
- Teachers and adult helpers are also expected to take responsibility for students within their groups and immediate vicinity.
- Within the grounds of 'Olveston' Home', students are not permitted entry to the bank that adjoins itself with the footpath leading up to the front door ramp.
- Teachers are asked to advise their students not to play on the driveway at the bottom of the property as often different forms of transportation will use this area for access to the home.
- Teachers are asked to identify the following types of students and report this information to the Education Team
 1. Students with behavioural / medical issues
 2. ESOL Students
 3. Other Students that may be of concern
- Wheel Chair access is only to the ground floor (Students unable to ascend the staircase can view a DVD presentation of the upstairs rooms in the house)

Safety of the Collection

Identified risk:

- Collection items damaged by touching or in other ways

Procedure to minimise risk

- Students need to be made aware before the visit that collection items are valuable, fragile and irreplaceable. Students are to move in a controlled manner and refrain from touching. This message will be reinforced at the introduction of the visit by the Olveston educator. Teachers and adult helpers need to actively watch the students in their immediate vicinity to ensure the procedures are being followed. Adults and students will not be able to take bags or backpacks into the house to avoid collection items being bumped or knocked over. Participants will leave bags in the Drying Room.

Emergency Plan

- Report any instances of damage (which include touching) to the educator immediately so that action can be taken.
- Olveston Historic Home reserves the right to cancel a visit at any time if students are ignoring procedures and placing collection items in danger.

Notes:

- Students are requested to keep fingers out of hinges of self-closing doors (Staff room door, Dining room door, Billiard room door)
- Roped off areas are not to be entered for any reason by the students (with the exception of the 'Grand Piano' in the 'Sitting Room' should the classroom teacher under the guidance of the Educator agree to this opportunity taking place)
- Students are not permitted to sit on any items of furniture - pinecones are not to be lifted or removed from the furniture
- Students are not at any time permitted to touch, lift any objects that are on display throughout the house
- Students are requested not to touch glass surfaces
- Students are requested to stand from balcony railings overlooking the Great Hall

Personal Safety (within the house)

Identified Risk:

- Fire / Earthquake

Procedure to Minimise Risk

- The house has features such as smoke alarms and sprinkler systems designed to minimise risk. Bring a class list to identifying class members who are absent.

Emergency Plan

- Follow the instructions of the Education and House staff, they are trained to assist visitors to safely evacuate the house. Education staff will check to see if any children are in the toilet areas.
- Once safely assembled outside the house check off students (and adult helpers) from the class list to make sure all are accounted for.

Identified Risk

- Students slipping and falling (wooden stairs) or tripping over collection items

Procedure to Minimise Risk

- When moving in any part of the house students will be expected to walk in a controlled manner and avoid rushing and jumping.
- Both the educator and the teacher will instruct students to walk in a single file to help keep order and allow space for other visitors to the house.

Emergency Plan

- Initial help with accidents caused in these areas will be provided by the Educator and 'House' staff. Thereafter emergency services contacted with the permission of the teacher

Identified Risk

- Leaning over stairwell handrails or safety handrails on the 1st floor balcony

Procedure to Minimise Risk

- Students need to be under strict supervision when approaching railings particularly on the top viewing level / balcony of the house. Students tend to rush in their excitement. Students need to be encouraged to approach these areas in an orderly manner

Emergency Plan

- Initial help with accidents caused in these areas will be provided by the Educator and 'House' staff. Thereafter emergency services contacted with the permission of the teacher

Identified Risk:

- Students may be cut with scissors or burnt with hot glue guns during practically based classroom activities

Procedure to Minimise Risk

- Students need to exercise care when using scissors. Adults are required to run the hot glue guns, students need to know not to touch the glue until it cools.

Emergency Plan:

- The Students with glue gun burns need to hold the affected area under running cold water at the sink located in the basement kitchen immediately. Initial help with accidents caused in these areas will be provided by the Educator and 'House' staff. Thereafter emergency services contacted with the permission of the teacher

Personal Safety (within the grounds)

Identified Risk:

- Students tripping / falling down concrete stairs within the grounds

Procedure to Minimise Risk:

- Students should be encouraged to walk in an orderly manner within the grounds and avoid running unnecessarily

Emergency Plan:

- Initial help with accidents caused in these areas will be provided by the Educator and 'House' staff. Thereafter emergency services contacted with the permission of the teacher

Note:

- Upon request at the office, a first aid kit is available for treating minor cuts, breaks and burns.
- The house owns a 'Defibrillator', this is located in the administration area – please seek staff assistance should this be required
- All accidents that occur at 'Olveston Home' will be recorded in the 'Accident Register' – please see the 'House' staff for access to this