



# Commissariat Store Tours

## Risk Assessment Analysis



### Royal Historical Society of Queensland

115 William Street Brisbane

Commissariat Store Museum: 10am to 4pm Tuesday to Friday

Phone: (07) 3221 4198

[info@queenslandhistory.org.au](mailto:info@queenslandhistory.org.au)

## WELCOME!

Welcome to the Commissariat Store, the home of the Royal Historical Society of Queensland (RHSQ). Staff, management and volunteers hope that your visit is safe, enjoyable and educational.

We at the RHSQ recognise that school excursions and tours are used to enhance student learning by providing opportunities to participate in activities outside the normal school routine. Any school excursion or tour should be well-planned in advance, approved by the relevant principal, and a risk assessment carried out to determine any potential risks to those students undertaking an excursion.

In order to ensure that everyone has a safe visit, the RHSQ has responsibilities under the Workplace Health and Safety Act 1995 to ensure that the risk of injuries and accidents to visitors to the Commissariat Store is minimal. With this in mind, the RHSQ has prepared a risk assessment guide to assist in planning your visit to the Commissariat Store. There is also a checklist that can be completed before your visit to ensure that you have all the necessary information and procedures in place.

Education Queensland provides a number of helpful policies and hints for addressing risk management during school excursions. Please go to the [website](#)<sup>1</sup> which contains details of relevant policies and legislation in relation to risk management. This website may be updated from time to time, and you are encouraged to familiarise yourself with the information supplied on it.

If you require any further information during the planning of your visit, please contact us on (07) 3221 4198 or email [info@queenslandhistory.org.au](mailto:info@queenslandhistory.org.au).

After your visit, RHSQ will send out a feedback form. We would appreciate it if you could fill in this form, telling us about your visit, what was enjoyable and ways in which we can improve our tours.

**Disclaimer:** The information contained here is a guide only to assist schools in organising an excursion to the Commissariat Store, Brisbane. Please contact the Royal Historical Society Queensland directly on (07) 3221 4198 or email: [info@queenslandhistory.org.au](mailto:info@queenslandhistory.org.au) if you have any questions or require further information in organising your tour, or Education Queensland at <http://www.education.qld.gov.au> for more information on preparing risk assessments for excursions.

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<sup>1</sup> <http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>

# **RISK ASSESSMENT GUIDE**

## **1. Teachers/Supervisors**

School groups are managed by teachers and other supervisors, e.g. parents. Before commencing an excursion, teachers should arrange to discuss the following issues with accompanying supervisors:

- travelling arrangements
- any medical issues for students
- familiarity of procedures relating to lost or injured students, and other emergency situations
- safety concerns relating to travel and visiting the Commissariat Store.

All teachers should provide to the supervising adult for each student group the following information:

- students' names
- medical information, including food allergies
- emergency phone numbers
- name tags for supervisor/students.

Tours in and around the Commissariat Store are in a ratio of one Commissariat Store Museum tour guide to fifteen visitors.

## **2. Travelling to the Commissariat Store**

There are different methods of travelling to the Commissariat Store. These include car, bus, ferry, train and walking. When organising your travel arrangements, you should consider what actions may be required in the event of a breakdown, accident, illness or adverse weather conditions.

## **3. Activities in the Commissariat Store**

Within the Commissariat Store are a number of displays. Commissariat Store staff inspect the displays daily for possible hazards that may impact on visitors' safety and enjoyment during their visits.

So all visitors can enjoy their visit, teachers and supervisors should be aware of the following issues:

- No running is permitted in the Commissariat Store or surrounding grounds.
- Loud conversations should be kept to a minimum where possible to allow other visitors to enjoy the displays.

- The instructions of Commissariat Store tour guides and volunteers should be followed at all times. If one of our identified staff advises of an emergency, please follow their instructions for evacuation of the building.
- If there are any displays under construction or repair, our staff will advise of this and all visitors should not touch these displays.
- Students must not touch the display artefacts unless permitted by the tour guides.

Miller Park, which is located next to the Commissariat Store, forms part of the visit. The park is accessed separately from William Street and is also accessible from the Commissariat Store. Students must exercise care when walking around the park, as it contains a number of stairwells. The riverfront of the Commissariat Store may be accessed through Miller Park as well, but teachers should be aware that this entrance is not accessible at the present time.

If you become aware of a potential hazard or risk in or around the Commissariat Store, please advise one of our identified staff or volunteers straight away.

#### **4. Lunch/Morning Tea/Afternoon Tea**

No eating or drinking is allowed within the Commissariat Store. Students may bring bottled water only into the Commissariat Store. There is access to water should it be required.

The Botanical Gardens and Queens Park are a short walk from the Commissariat Store and provide relaxing settings for lunches and morning/afternoon tea.

#### **5. First Aid**

All tour groups should carry a first aid kit and it is recommended that at least one adult have first aid qualifications.

Any relevant medical information should be collected as part of permission slips and a record maintained and held by a teacher/supervisor for the duration of the excursion. In addition, blank accident forms should be carried as part of the first aid kit, in the event that an injury is sustained by a student or other member of the group.

The closest medical centre is located at the Myer Centre. FirstCare Medical Centre is on Level E Myer Centre, and the contact number is (07) 3210 2111.

Please inform one of the volunteers if any medical or first aid situations arise during your visit so that the appropriate assistance may be provided.

## 6. Safety at the Commissariat Store

Upon arrival at the Commissariat Store, guides will provide a short demonstration of the safety procedures. At this time, it is particularly important to listen to the instructions of the guides in relation to evacuation procedures.

The displays are currently located on the middle floor and there are emergency exits located at one end of this floor, which will take all persons in the Commissariat Store out into Miller Park.

Please do not use the lift in the event of an evacuation. The Commissariat Store contains:

- fire hose reels
- extinguishers
- sprinkler systems and smoke detectors
- a public address system
- alert and evacuation alarms

The instructions of the Fire Warden should be followed in evacuation/emergency procedures.

Where instructed, groups are asked to use the stairs or lifts as indicated to move between floors.

Please remember that there may be other visitors in the Commissariat Store, such as other schools, families and tourists and we ask that students please keep noise levels down and consider the impact of their behaviour on other visitors.

The Commissariat Store has wheelchair access from William Street and contains an internal lift and disabled toilet facilities.

**Important Note:** The Commissariat Store sustained damage during the January 2011 floods and it is important that students and teachers do not attempt to enter areas around the periphery of the Commissariat Store whilst repairs are taking place. This area contains open drainage areas, heavy machinery and building materials.

## 7. General

If a student becomes lost, please advise Commissariat Store staff immediately and provide details of identification.

## 8. Public Liability Insurance

The Commissariat Store has appropriate public liability insurance for tour groups.

## SCHOOLS PLANNING CHECKLIST

### VISIT TO THE COMMISSARIAT STORE, BRISBANE

#### Pre-visit

- Book visit to Commissariat Store.
- Send permission slips to parents/guardians for trip, including requests for particular medical information and dietary requirements, and emergency numbers.
- Arrange transport, from school to Commissariat store, taking into consideration preferred methods of transport, scheduled stops and general safety issues
- Visit the Commissariat Store if possible. This is a good way to ascertain any additional risks, emergency procedures and other facilities available that can be shared with those adults accompanying students on the visit. If you are unable to conduct such a visit, for example due to distance, call the Commissariat Store and find out this information.
- Go to the Education Queensland website and review the procedures and policies for school excursions.
- Collect all monies for the visit, including transport, entrance fees and lunch (if applicable).
- Arrange student/teacher ratios.
- Consider any potential hazards and organise management plans for incidents occurring during travelling, the visit and lunch (if applicable). Also consider the procedure if a child goes missing.
- Arrange name badges for staff and students.
- Prepare a first aid kit for the excursion, and ensure at least one person is appropriately qualified in first aid procedures.
- Visit [www.queenslandhistory.org.au](http://www.queenslandhistory.org.au) or activity materials for use on the excursion.
- Advise any excursion changes to parents/guardians if required.