



COBB+CO MUSEUM

27 Lindsay Street, Toowoomba
Queensland 4350, Australia
t. +61 7 4659 4900 | f. +61 7 4638 5791
inquiries@cobbandco.qm.qld.gov.au
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SCHOOLS RISK ASSESSMENT GUIDE - Cobb+Co Museum Toowoomba

Venue and Safety Information

- Cobb+Co Museum makes every effort to provide a safe and comfortable environment for visiting students and teachers.
- Duty of care is the responsibility of the visiting school and its teachers while on excursion at Cobb+Co Museum.
- All Cobb+Co Museum staff directly dealing with children have current Blue Cards.
- Please provide us with details of any special needs or concerns you may have prior to your arrival.

Access and Facilities

- A bus drop off area is provided at the front of the building on Lindsay Street.
- Public toilets including disabled facilities are available.
- A manual wheelchair is available on request. Please notify in advance if this is required.
- Cobb+Co Museum is a single floor building with varying levels connected by ramps.

Workplace Health and Safety

- Cobb+Co Museum has clearly marked fire exits. In the event of an emergency follow the instructions given by the floor warden.
- A map of the Museum showing exits is available on request.
- First aid facilities and officers are on site.
- Cobb+Co Museum has Public Liability Insurance.

Schools Risk Assessment Guide

This document is designed to assist teachers/group leaders when completing their own risk assessment during a preliminary visit to the site. It lists activities and tasks that are commonly done during school visits at Cobb+Co Museum and raises awareness of the possible risks. Please remember that a risk assessment document is a guide only and only valid if completed by the teacher/group leader.

Teachers/group leaders can minimise the risk to themselves and their group when visiting Cobb+Co Museum by paying attention to the following guidelines:

- Provide a sufficient number of adult supervisors for the age and ability of your children, ratios for the Cobb+Co Museum are - Prep 1:5, Primary 1:10, Secondary 1:15;
- Supervise your children closely at all times and read signs and instruction labels carefully;
- Be aware of changes in the weather and how this may affect your environment, in particular surfaces;
- Students should have hats and sunscreen all year round;
- Students should be brief on safety prior to their museum visit;
- There is to be no running within the Museum;





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- There is to be no food and drink within the Museum building; and
- Student meals are to be eaten in the Show Ring (outdoor covered area)

Hazard Awareness Table

Part of planning a successful excursion is doing a careful risk assessment of the location first. To make this process easier we have compiled this simple hazard awareness table. NB: Please remember that this is a guide only and only valid if completed by the teacher/group leader.

Activity/Tasks	Possible Hazard	Action
Arriving at the Museum, getting on and off the bus and traffic on Lindsay Street	<ul style="list-style-type: none"> • Trips • Slips • Falls • Car accident 	<ul style="list-style-type: none"> • Bus to stop at bus parking bay • Exit on non-traffic side • People are encouraged to walk slowly • People to walk on pavements • Close teacher / adult supervision
Trips, slips and falls around the museum	<ul style="list-style-type: none"> • Sprains • Breaks • Bruising 	<ul style="list-style-type: none"> • People are encouraged to walk slowly • People should stay on walkways • Close teacher / adult supervision
Bumping into objects around the museum	<ul style="list-style-type: none"> • Sprains • Breaks • Bruising 	<ul style="list-style-type: none"> • People are encouraged to walk slowly • Stay on walkways • Close teacher / adult supervision
Inappropriate behaviour of members of the public	<ul style="list-style-type: none"> • Students at risk from adults, other students and from those not known to them. • Legal implications • Short & long term effects to 	<ul style="list-style-type: none"> • All staff to have Blue Cards • Children go to toilets in pairs • Display detailed Conditions of Entry • Close teacher / adult supervision from outside





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	individuals and others	and around toilets required at all times.
Accidents in The Coach Stop	<ul style="list-style-type: none">• Slips• Trips• Sprains• Breaks• Bruising	<ul style="list-style-type: none">• Appropriate signage of rules for The Coach Stop.• A supervising adult must remain with the horse at all times if children are climbing onto it.• Only one child allowed on the horse at a time.• Adult supervision to ensure that children do not throw any objects.• Children should use the ladder or steps when getting on/off the horse and coach.• Close teacher / adult supervision
Fingers trapped in doors	<ul style="list-style-type: none">• Breaks• Bruising	<ul style="list-style-type: none">• Children not to open/close doors to the Show Ring or in any other part of the museum.• Students not to slam doors.• Close teacher / adult supervision
Possible spillage of wet food and drink onto pavers – pavers may be wet	<ul style="list-style-type: none">• Burns• Slips• Sprains• Breaks• Bruising	<ul style="list-style-type: none">• People are encouraged to walk slowly• stay on walkways• School encouraged to keep out of Coffee Shop• Patrons encouraged to report spillages• Close teacher / adult supervision
Bumping into Staff carrying hot food and drinks in the Coffee Shop	<ul style="list-style-type: none">• Burns• Slips	<ul style="list-style-type: none">• Children are encouraged not to be in or walk through Cobb's Coffee Shop during their visit.• Access to and from the Factory and Windmill





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	<ul style="list-style-type: none">• Sprains• Breaks• Bruising	<p>Gallery should be via the West Ramp.</p> <ul style="list-style-type: none">• Close teacher / adult supervision
Allergic reaction to plants in gardens	<ul style="list-style-type: none">• Allergic reactions	<ul style="list-style-type: none">• Staff to advise teachers of the risk• Close teacher / adult supervision
Possible exposure to sun, rain, wind, etc.	<ul style="list-style-type: none">• Sunburn• Cancer• Exposure• Illness	<ul style="list-style-type: none">• Teachers to advise children to dress appropriately for the weather – hats, sunscreen, jackets, etc.• If they have no hat they are to stay under cover.
Outdoor Old Time Games – hopscotch, quoits, marbles, jacks, knuckles, elastics, skipping, hoola hoops, horse shoes	<ul style="list-style-type: none">• Slips• Trips• Sprains• Breaks• Bruising• Choking	<ul style="list-style-type: none">• Children advised of risks with games• Choking risks highlighted• Games only to played with adults supervision• Horse shoe throwing only to be done with permanent adult supervision• Close teacher / adult supervision

