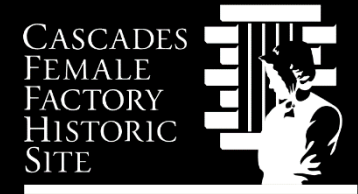


# PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

## CASCADES FEMALE FACTORY HISTORIC SITE

### VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS



The following information is current as of June 2024. It is provided by the Port Arthur Historic Site Management Authority (PAHSMA) to assist teachers in their risk management planning for excursions to the Cascades Female Factory Historic Site. If further information is required, please contact PAHSMA.

<b>Venue name</b>	Cascades Female Factory Historic Site
<b>Location</b>	16 Degraeves Street, South Hobart, Tasmania 7004
<b>Phone number</b>	1800 139 478
<b>Email contact</b>	<a href="mailto:education@portarthur.org.au">education@portarthur.org.au</a>
<b>Web address</b>	<a href="https://femalefactory.org.au/">https://femalefactory.org.au/</a>
<b>Heritage status</b>	Cascades Female Factory Historic Site is one of the most significant sites associated with female convicts in Australia. It is also a place of global significance and listed as one of the 11 sites that together form the Australian Convict Sites World Heritage Property.
<b>Insurance</b>	Does the venue have public liability insurance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### General site entry

Activity	Hazards	Potential risks	Control strategies
Entry/exit to and from the site, moving around the site	Vehicles on public roads around the site	Collision with vehicle/run over by vehicle	<p>PAHSMA provides information on safe set-down and pick-up locations.</p> <p>Students are supervised when embarking/disembarking from buses and other transport vehicles.</p> <p>Students are supervised when crossing the road and are instructed on safe crossing points.</p>
	Uneven ground and steps, gravel, slippery surfaces	Slips, trips, and falls	<p>Students are advised to wear enclosed shoes.</p> <p>Signs warn of potential difficulties in some areas on site and safety cones are used to indicate slippery and icy ground surfaces.</p> <p>Guidelines provided to teachers before their visit outline PASMA's expectations for student behaviour during their visit, including no running.</p>

	Fragile fabric of historic walls and buildings	Falling materials, trips, and falls	Guidelines provided to teachers before their visit outline PAHSMA's expectations for student behaviour during their visit. Teachers and accompanying adults supervise students at all times and students are asked to respect the history of the site and behave appropriately around buildings and walls.
	Medical emergency		<p>Duty of care is with the school's teachers and adult supervisors in the first instance. Schools should bring their own first aid kit and must have in their possession students' medical information and (if required) emergency response plans.</p> <p>PAHSMA staff can be approached to provide additional medical assistance and implement the site's Emergency Response Plan. Most staff are accredited to provide first aid.</p> <p>AED (with pediatric pads) and additional first aid supplies are located onsite.</p>
	Extreme weather	Heat stress, sunburn, rain, high winds, storms, lightning strikes	Schools are advised that the Cascades Female Factory is a largely outdoor site. Students are advised to bring PPE appropriate to the conditions on the day including hats, sunscreen, rain jackets, and layered clothing, and to be prepared for changeable weather.
	Consuming food and beverage sold at the venue	Allergy and food intolerances	<p>Teachers must have in their possession students' medical information and have appropriate checks and control measures in place.</p> <p>Students with potentially severe allergies and food intolerances should arrange their own food as a precaution.</p>
	Emergency situation	Fire or other kind of emergency requiring evacuation	<p>PAHSMA staff are aware of and trained to implement the site's Emergency Management Plan and will issue appropriate instructions to all visitors in the event of an emergency.</p> <p>Signage around the site indicates evacuation routes and assembly areas.</p>

## Education programs

Activity/program	Hazards	Potential risks	Control strategies
Guided tour	Uneven ground and steps, gravel, slippery surfaces	Slips, trips, and falls	<p>Students are advised to wear enclosed shoes.</p> <p>Students are accompanied by a PAHSMA staff member and are advised on potential hazards relating to slips, trips, and falls.</p>
	Fragile fabric of historic walls and buildings	Falling materials, trips and falls	PAHSMA staff brief students on the importance of the site and about appropriate behaviour around historic buildings and walls. Teachers and accompanying adults provide additional support to ensure students are following instructions.
Handling collection objects	Broken, damaged, or fragmented objects of various materials, i.e. ceramic, glass, and metal	Incorrect handling leading to small cuts and abrasions	<p>Objects selected from the collection for handling are considered low risk and/or are contained within boxes or plastic bags to reduce risk.</p> <p>PAHSMA staff instruct students on safe handling procedures prior to handling objects. Group sizes are limited to ensure staff are able to effectively supervise students participating in this type of activity. Teachers and accompanying adults provide additional support to ensure students are following instructions.</p> <p>PPE (cotton or nitrile gloves) are provided for use during handling.</p> <p>Most staff are accredited to provide first aid, and small cuts and abrasions can be treated with first aid materials currently onsite.</p>
Using art supplies	Sharp implements	Incorrect use of supplies leading to minor injuries	PAHSMA staff supervise students using scissors, embroidery needles, and any other sharp implements. Teachers and accompanying adults provide additional support to ensure students behave appropriately when using these materials.

<b>Supervision</b>	<p>One or more PAHSMA staff members are allocated to facilitate education programs. Staff are responsible for facilitating the program; student behaviour is the responsibility of teachers. Teachers and accompanying adults are required to remain with the group to supervise students</p> <p>Maximum group sizes apply to education programs. Large groups of students will be divided into smaller groups at the discretion of PAHSMA in order to deliver a program.</p>
--------------------	---

<b>Access</b>	<p><i>Is access to and from the venue safe and without risk to health?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Are wheelchairs available to borrow?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Does the site provide accessible bathrooms?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Most areas of the Cascades Female Factory Historic Site are wheelchair accessible.</p>
<b>First Aid / Medical Emergency</b>	<p><i>Are there trained First Aid Officers on site?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Are first aid kits available?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Is there a First Aid Room located on site?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>First aid kits are available at the site. All tour guides and most other staff members are accredited to provide first aid.</p>
<b>Emergencies</b>	<p><i>Does the venue have an emergency management plan?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b>Maintenance / Repair</b>	<p><i>Are licensed personnel used for all construction, maintenance, and repair work?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b>Child-related employment</b>	<p><i>Are staff engaged in child-related employment registered to Work with Vulnerable People in Tasmania?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Does the organization have a Child Safety Policy?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>