

PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY

PORT ARTHUR 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 Port Arthur Historic Site. If further information is required, please contact PAHSMA.

Venue name	Port Arthur Historic Site
Location	6973 Arthur Hwy, Port Arthur, Tasmania 7182
Phone number	1800 659 101
Email contact	education@portarthur.org.au
Web address	https://portarthur.org.au/
Heritage status	Port Arthur Historic Site is a special place of complex history, heritage, and compelling stories. It is a site of global significance and one of the 11 places that together form the Australian Convict Sites World Heritage Property.
Insurance	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 in carparks, vehicles on roads around site	Collision with vehicle/run over by vehicle	Buses and coaches can set-down and pick-up students directly in front of the Visitor Centre to minimise walking through carparks. Students are supervised when embarking/disembarking from buses and other transport vehicles. Students are supervised when crossing the roads and are instructed on safe crossing points. Groups move off the roads when and where it is safe to do so to allow authorised vehicles to pass. Speed limit is enforced for authorised vehicles on roads around the site and buggies are speed limited.

	Uneven ground and steps, gravel, slippery ground (wet grass and mud)	Slips, trips, and falls	<p>Students are advised to wear enclosed shoes and instructed to walk (not run), keeping to paths, roads, and steps. Teachers and accompanying adults supervise students at all times.</p> <p>Staff presence and signs warn of potential difficulties in some areas of the site.</p>
	Fragile fabric of historic walls and buildings	Falling materials, trips and falls	<p>Students are asked to respect the history of the site and behave appropriately around buildings, including not climbing on walls.</p> <p>Guidelines provided to teachers before their visit outline expectations around student behaviour while onsite. Teachers and accompanying adults supervise students at all times.</p>
	Out-of-bounds/restricted access areas	Injury due to accessing areas and buildings closed for maintenance or conservation works and/or out of bounds for visitors	<p>Signage advises if a building or area is closed and barriers are in place to prevent access to certain areas or buildings.</p> <p>Teachers and accompany adults should supervise students at all times and observe signage indicating an area or building is closed or out of bounds.</p>
	Large groups of people, management of groups	Lost students or students become isolated/separated from their group	<p>Teachers and accompanying adults should supervise students at all times. Minimum ratio of supervisors to students of 1:10 is recommended.</p> <p>Teachers should implement effective supervision strategies (e.g. name badges, regular headcounts and roll calls, buddy systems, marshalling points, emergency meeting points, what to do if students become separated from the group). Lost students should approach a PAHSMA staff member for assistance in locating their group.</p>
	Open bodies of water	Slips, trips, or falls into water	<p>Teachers and accompanying adults should supervise students at all times in and around Mason Cove, the Dockyard, and on the jetty and harbour cruise. Students should keep away from the edge, remain on paths and bridges, and not enter the water.</p> <p>Safety rails are in place around the jetty and a safety briefing is provided on board the boat. Crew on board are trained to implement safety and rescue procedures while on the water.</p>

	Medical emergency	Medical emergency	<p>Duty of care is with 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>The Visitor Centre has a First Aid Room including an AED (with pediatric pads) and first aid kits are located around the site.</p>
	Extreme weather	Heat stress, sunburn, rain, high winds, storms, lightning strikes	<p>Schools are advised that Port Arthur is a largely outdoor site with limited shelter from the weather.</p> <p>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. Waterbottles are also recommended.</p>
	Consuming food and beverage sold at the venue	Allergy and food intolerances	<p>Schools must have in their possession students' medical information and have appropriate checks and control measures in place.</p> <p>Special dietary requirements can be catered for but students with potentially severe allergies and food intolerances should bring their own food as a precaution.</p>
	Emergency situation	Fire or other kind of emergency requiring evacuation	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.
	Interaction with wildlife	Scratches and bites from wildlife, wildlife behave unpredictably	Guidelines provided to teachers before their visit ask students to respect nature and to not approach or chase any wildlife.
	Falling trees or branches	Injury caused by falling branches or trees	Signage at the Visitor Centre warns against standing under trees during high winds.

Education programs

Activity	Hazards	Potential risks	Control strategies
Guided tour	Uneven ground and steps, gravel, slippery surfaces	Slips, trips, and falls	<p>Students are accompanied by a PAHSMA staff member who can advise students on potential hazards relating to slips, trips, and falls. Teachers and accompanying adults provide additional support to ensure students follow instructions.</p> <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>
	Fragile fabric of historic walls and buildings	Falling materials, trips and falls	<p>Students are accompanied by a PAHSMA staff member who will advise students on fragile areas and structures.</p> <p>Students are briefed on the importance of the site and asked to behave appropriately around historic buildings and walls. Teachers and accompanying adults provide additional support to ensure students follow instructions.</p>
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 onsite.</p>
Using art supplies	Sharp implements	Incorrect use of supplies leading to minor injuries	<p>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.</p>

Supervision	<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>Minimum ratio of supervisors to students of 1:10 is recommended.</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>
Access	<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>The Port Arthur Historic Site is extensive and covers a range of terrain. Some areas offer independent wheelchair access, while others may require assisted access.</p> <p>A number of heritage buildings and ruins on site can be accessed by wheelchair, but some have steps and stairs only.</p> <p>The Visitor Centre, including the Port Arthur Gallery, is wheelchair accessible via ramps or elevator. Accessible bathroom facilities are available within the Visitor Centre and at other locations around the site. The harbour cruise is also wheelchair accessible.</p>
First Aid / Medical Emergency	<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Port Arthur Historic Site has a First Aid Room in the Visitor Centre and First Aid kits at locations throughout the site, including the Education Centre. All tour guides and most other staff members are accredited to provide first aid.</p>
Emergencies	<p><i>Does the venue have an emergency management plan?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
Maintenance / Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Child-related employment	<p><i>Are staff engaged in child-related employment registered to Work with Vulnerable People in Tasmania?</i></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Does the organisation have a Child Safety Policy?</i></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
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