

HISTORY ROADSHOW – RISK ASSESSMENT

21 May 2020 – version 03 (approved at the Board meeting on 21 May 2020)

The HCV has prepared this document to assist schools planning to attend a History Roadshow event.

The History Council of Victoria (HCV) is responsible for ensuring that all History Roadshow activity complies with its [Child Safe Policy](#). In accordance with this policy, all presenters and HCV personnel attending a History Roadshow event must hold a current:

- Victorian Institute of Teaching registration card, or
- Working With Children Check card, or
- Working With Children Check application number.

The HCV selects the venue that will host a History Roadshow event. The venue may be:

- a school, or
- a regional university campus, or
- another suitable venue.

If the host venue is not a school, the HCV:

- requires the host venue to provide a copy of its Child Safety Policy, and
- will send to the mailing list of teachers in the region a copy of the host venue's Child Safety Policy as part of the booking information for the relevant History Roadshow event.

The HCV uses a Risk Assessment matrix to analyse and manage its own risks. Some identified risks are specific to the HCV's delivery of the History Roadshow program and are listed in the following table for the information of schools and teachers. Appropriate mitigation strategies are also shown in this table.

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| RISK | Late bookings by schools into a History Roadshow event | | |
| CONTEXT | Usually caused by misunderstanding or a failure of communication. | | |
| IMPACT | <p>Late bookings can usually be accommodated, but inconvenience:</p> <ul style="list-style-type: none"> • HCV (through insufficient copies of handouts and Feedback forms, and potentially in regard to catering for staff lunches), • presenters (through a change in the expected dynamic of their sessions), and • the host venue (because the planned accommodation of seats and tables may not match the actual numbers). <p>If the late booking exceeds the capacity of the venue to accommodate safely a larger group, other impacts may be on safety and child welfare, and the venue's ability to comply with fire regulations and fire hazard restrictions.</p> | | |
| CONSEQUENCE | Minor | LIKELIHOOD | Possible |
| MITIGATION | <ul style="list-style-type: none"> ➤ HCV provides advance warning of dates and reminds teachers to meet booking deadline. ➤ HCV can post additional copies of the take-home resources if quantities are short on the day. ➤ HCV selects venues and caterers that have some excess capacity above the expected attendance. | | |
| RISK | Non-attendance by a school group that was booked to attend a History Roadshow event | | |
| CONTEXT | Usually caused by transport breakdown, or illness of supervising teachers on the day. | | |
| IMPACT | <p>Non-attendance inconveniences:</p> <ul style="list-style-type: none"> • HCV (through oversupply copies of handouts and Feedback forms, and potentially in regard to catering for staff lunches), • presenters (through a change in the expected dynamic of their sessions), and • the host venue (because the planned accommodation of seats and tables exceeds the actual numbers). | | |
| CONSEQUENCE | Minor | LIKELIHOOD | Possible |
| MITIGATION | <ul style="list-style-type: none"> ➤ Schools are strongly encouraged to keep HCV informed in advance of changes to numbers. ➤ HCV can post copies of the take-home resources if, for a last-minute reason, a booked school cannot attend. | | |
| RISK | Non-attendance by individual students who were booked to attend a History Roadshow event | | |
| CONTEXT | Student absences have many causes. | | |
| IMPACT | The absentee suffers more than the group. | | |
| CONSEQUENCE | Minor | LIKELIHOOD | Almost certain |
| MITIGATION | <ul style="list-style-type: none"> ➤ HCV encourages teachers to collect copies of the take-home resources for their absent students, and/or provides materials by email. | | |

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| RISK | Inability of personnel to perform their duties, including cancellation by History Roadshow presenters | | |
| CONTEXT | Ill health and family emergencies are occasional and inevitable. HCV has never had to cancel a History Roadshow session or event at short notice, but has sometimes needed to organise replacement personnel at very short notice. | | |
| IMPACT | Inability of personnel to perform their duties may result in: <ul style="list-style-type: none"> • Increased administrative time in sourcing alternative presenters (if there is sufficient time to make changes) • Reputation risk to HCV through inconvenience caused to schools, students and other personnel, especially if events need to be cancelled | | |
| CONSEQUENCE | Major | LIKELIHOOD | Possible |
| MITIGATION | <ul style="list-style-type: none"> ➤ HCV maintains a database of presenters with expertise and experience in relevant subject areas. ➤ HCV invests in relevant insurance. ➤ HCV personnel maintain good communications with History Roadshow presenters and the HCV Board. ➤ HCV coordinator carries a list of contact details for all booked schools and emergency contact details for all its presenters and personnel; a duplicate copy is provided to another responsible HCV representative. | | |
| RISK | Transport breakdown, accident or delays affecting participants on the way to or from a History Roadshow venue | | |
| CONTEXT | All travel carries risks. Accidents may occur, and may be caused by third parties. 'Participants' include all people attending a History Roadshow event. They comprise: teachers and students from participating schools; HCV personnel and representatives; presenters engaged by HCV; and representatives of the host venue who are involved in supporting the History Roadshow event. | | |
| IMPACT | <ul style="list-style-type: none"> • Late arrivals may be disruptive for others in a session. • Road or rail accidents can result in injury or death. | | |
| CONSEQUENCE | Moderate to Extreme (depending on the nature of the event) | LIKELIHOOD | Possible |
| MITIGATION | <ul style="list-style-type: none"> ➤ HCV hires modern cars, breaks the journey at regular intervals, and breaks very long trips with an overnight stop. ➤ Presenters and HCV representatives who self-drive (or take public transport as part of their journey) do so at their own undertaking. ➤ Schools take responsibility for their own transport. ➤ Each driver or group leader takes responsibility for (a) seeking roadside and/or emergency assistance and (b) advising HCV and/or the host venue as soon as practicable. ➤ Mobile phone communications are essential so that HCV and/or the venue can be informed of any delays on the way to a History Roadshow event. ➤ HCV coordinator carries a list of contact details for all booked schools and emergency contact details for all its presenters and personnel; a duplicate copy is provided to another responsible HCV representative. ➤ Starting each History Roadshow event with an introductory half-hour discussion of career pathways provides a 'buffer zone' for late arrivals, before the highly-focused subject-specific sessions commence. | | |

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| RISK | Accident or disaster or infection affecting participants at a History Roadshow venue or event | | |
| CONTEXT | HCV had not experienced an occurrence of this risk prior to the COVID-19 pandemic. | | |
| IMPACT | Accident or disaster or infection at the venue or event: <ul style="list-style-type: none"> • could have severe impact on one or many individuals • may damage the reputation of HCV and/or the venue. | | |
| CONSEQUENCE | Extreme | LIKELIHOOD | Possible |
| MITIGATION | <ul style="list-style-type: none"> ➤ HCV invests in relevant insurance. ➤ HCV requires contracted presenters to indemnify the Council against loss. ➤ Host venues hold public liability insurance. ➤ All participants observe rules and laws for travel, social distancing, isolation and quarantine during an epidemic | | |
| RISK | Epidemic or pandemic limiting or preventing participation in excursion programs | | |
| CONTEXT | In 2020, the Australian and Victoria governments introduced rules for travel, social distancing, isolation and quarantine in response to the declared COVID-19 pandemic. These rules strengthened quickly during March 2020. At times, schools and venues may impose their own guidelines that are more restrictive than government legislation. | | |
| IMPACT | Declaration of an epidemic or pandemic could result in: <ul style="list-style-type: none"> • Loss of opportunity for HCV to engage with VCE students • Potential loss of revenue if program can't be delivered in line with SPP rules (or if rules change) | | |
| CONSEQUENCE | Extreme | LIKELIHOOD | Rare |
| ➤ MITIGATION | <ul style="list-style-type: none"> ➤ HCV invests in Zoom for video-conferencing ➤ HCV postpones or cancels events in line with rules and laws ➤ HCV may develop alternatives (if SPP rules permit) | | |
| RISK | Personnel fail either to be registered with the Victorian Institute of Teaching or to gain a Working With Children Check card | | |
| CONTEXT | The presence of unregistered adults may put a child at risk of harm. Organisations that provide services to children in Victoria must, by law, meet the compulsory minimum Child Safe Standards that aim to ensure organisations are well prepared to protect children from abuse and neglect. VIT or WCCC registrations assist organisations in meeting the Standards. | | |
| IMPACT | Failure of personnel to be registered via either VIT or WWCC would: <ul style="list-style-type: none"> • be a breach of the HCV Child Safe policy • breach the rules for accessing any school campus • lead to the removal of unregistered personnel from the program and could lead to the cancellation of a History Roadshow event, or the cancellation of sessions that were scheduled to be presented by the unregistered person | | |
| CONSEQUENCE | Major | LIKELIHOOD | Rare |
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| <p>➤ MITIGATION</p> | <ul style="list-style-type: none"> ➤ HCV requires all presenters and adult participants to hold either a VIT or a WWCC card (or application number) in advance of each History Roadshow event. ➤ HCV checks registration details (VIT and WWCC) in advance of each History Roadshow event and maintains a record of having performed this check. ➤ HCV reminds presenters and adult participants to carry their registration card at all times during a History Roadshow event. ➤ Each school takes responsibility for the compliance of its own adult personnel with VIT or WWCC registration. ➤ The host venue takes responsibility for the compliance of its own adult personnel with VIT or WWCC registration, in accordance with its own Child Safety policy. | | |
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| <p>RISK</p> | <p>History Roadshow venues other than schools may have different Child Safety provisions from those used by schools</p> | | |
| <p>CONTEXT</p> | <p>Organisations that provide services to children in Victoria must, by law, meet the compulsory minimum Child Safe Standards that aim to ensure organisations are well prepared to protect children from abuse and neglect.</p> | | |
| <p>IMPACT</p> | <p>Failure to meet the compulsory minimum Child Safe Standards may:</p> <ul style="list-style-type: none"> • put a child at risk of harm • result in cancellation of a History Roadshow event • jeopardise the entire History Roadshow program | | |
| <p>CONSEQUENCE</p> | <p>Major</p> | <p>LIKELIHOOD</p> | <p>Rare</p> |
| <p>MITIGATION</p> | <ul style="list-style-type: none"> ➤ Each venue must have a Child Safety Policy that expresses the organisation's commitment to meeting the Child Safe Standards, or it will not be selected by HCV as a History Roadshow venue. ➤ If the History Roadshow venue is not a school, HCV will provide to teachers and schools a copy of the venue's Child Safety Policy as part of the booking information for the relevant event. | | |
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| <p>RISK</p> | <p>HCV and/or a selected History Roadshow venue fails to comply with its own Child Safety policy in conjunction with an event</p> | | |
| <p>CONTEXT</p> | <p>Organisations that provide services to children in Victoria must, by law, meet the compulsory minimum Child Safe Standards that aim to ensure organisations are well prepared to protect children from abuse and neglect. An organisation's Child Safety policy expresses the organisation's commitment to meeting the Standards, including:</p> <ul style="list-style-type: none"> • The requirement to maintain a Child-Safe environment, and • Provision for disciplinary action where it is found that a child's safety has been jeopardised. | | |
| <p>IMPACT</p> | <p>Failure to comply with a Child Safety policy may put a child at risk of harm.</p> | | |
| <p>CONSEQUENCE</p> | <p>Severe</p> | <p>LIKELIHOOD</p> | <p>Rare</p> |
| <p>MITIGATION</p> | <ul style="list-style-type: none"> ➤ HCV reviews its Child Safe policy and its implementation of that policy on a regular basis. ➤ History Roadshow venues are selected by HCV for their good standing and public reputation. | | |
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