



## SAFETY Risk Assessment and Management Plan

Name of workplace:

Rumbalara Environmental Education Centre

Workplace manager:

Christine Freeman

Activity, event or task:

Early Stage 1 – Science – Bush Picnic.  
Girrakool Picnic Area, Quarry Road off Old Pacific Highway,  
Somersby  
**Bushwalk – approx. 1.1km**

Date of activity:

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
	Supervisors & first aid contacts			Christine Freeman (Principal) 0409786620		REEC = Rumbalara	
<b>Pre planning activities</b>  Student / Staff medical needs and conditions	Student / staff allergic reaction Asthma attack Trigger or exacerbate known medical conditions	Visiting school to complete 'Participant Safety Notification' Form provided by Rumbalara.	3	Visiting school to complete Rumbalara's 'Participant Safety Notification' Form and email to Rumbalara <b>prior</b> to the excursion.	3	Visiting teachers	Prior to excursion date
<b>Pre planning activities</b>  Student Behaviour	Specific student management / adjustments are not met.	Visiting school to notify Rumbalara teachers of students with behavioural difficulties	5	Visiting school to ensure that 'risk management guidelines' are approved (including a Behaviour Support Plan) by their own school's Principal. Visiting School to advise Rumbalara EEC prior to the planned excursion: <ul style="list-style-type: none"> <li>- of any behavioural difficulties.</li> <li>- a student's <i>Behaviour support Plan / Risk</i></li> </ul>	5	Visiting teachers	Prior to excursion date

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				<i>Management Plan for the excursion.</i> Visiting school to complete Rumbalara's 'Participant Safety Notification' Form and email to Rumbalara <b>prior</b> to the excursion.			
<b><u>Pre planning activities</u></b>  Student Learning	Specific student learning adjustments are not met.	Visiting school to notify Rumbalara teachers of students with specific learning needs.	5	Visiting school to notify Rumbalara teachers of students with specific learning needs.  Visiting school to complete Rumbalara's 'Participant Safety Notification' Form and email to Rumbalara <b>prior</b> to the excursion.	5	Visiting teachers	Prior to excursion date
<b><u>Student Safety</u></b>	Public toilet block/BBQ picnic area not safe to use.	Rumbalara teachers to check the conditions of the toilet block, ensuring there are no safety hazards/ people. In addition, sweep the area of the picnic tables for any obvious hazards.	5	Rumbalara teachers to check the conditions of the toilet block, ensuring there are no safety hazards/ people within the sheltered area. Also to sweep the area of the picnic tables for any obvious hazards.	5	REEC teachers	Prior to arrival of school at excursion site
<b><u>Student Supervision</u></b>  Walking to and from transport	Vehicle accident injuring students.	Visiting teachers to supervise students	3	Visiting teachers must issue clear and concise instructions on carpark /road safety and ensure these instructions are followed.  Ensure that the carpark/road is out of bounds.	3	Visiting teachers	Arrival and Departure of school group on excursion date
<b><u>Student Supervision</u></b>  Carpark / Road Safety	Vehicle accident injuring students.	Visiting teachers to supervise students	3	Rumbalara teachers to provide clear and concise instructions about the carpark being out of bounds.  Students to stay in picnic area. Visiting teachers to escort students to toilets and supervise	3	REEC and Visiting teachers	Commencement and During excursion

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<b><u>Student Supervision</u></b>	Students not being supervised.	Rumbalara and visiting teachers to supervise students	3	<p>Visiting teachers are responsible for:</p> <ul style="list-style-type: none"> <li>- Student supervision during recess and lunch</li> <li>- Supervision of movement between lessons</li> <li>- Movement of students to and from bus</li> </ul> <p>Rumbalara teachers and Visiting teachers will supervise students during bushwalk/activities.</p>	4	REEC and Visiting teachers	Commencement, During, end of day on excursion date
<b><u>Student Supervision</u></b>	Student being separated from group.	Ensure appropriate supervision ratios.	4	<p>The supervision ratio must not exceed 1:15</p> <p>Rumbalara teachers are familiar with the field study sites and terrain.</p> <p>Rumbalara teachers to issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed.</p> <p>Rumbalara teachers will lead the bushwalk with a visiting teacher positioned at the end of the bushwalking line.</p> <p>Rumbalara has a lost child procedure as part of Emergency Management Planning that is communicated to visiting teachers.</p>	5	REEC and Visiting teachers	Prior and During excursion
<b><u>Student Supervision / Child Protection</u></b>	Students being approached by strangers	Visiting teachers to supervise students	5	Students to be supervised by Visiting teachers including at the toilet block	6	Visiting teachers	During excursion
<b><u>Student Behaviour</u></b>	Student behaviour not managed adequately.	Visiting teachers to notify Rumbalara staff of students with behavioural difficulties	3	Visiting teachers to identify students with behavioural difficulties to REEC staff at commencement of excursion.	4	REEC and Visiting teachers	Commencement, During, end of day on excursion date

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				Visiting teachers are ultimately responsible for student behaviour. Rumbalara teachers will assist with behaviour management during lessons.			
<b><u>Anaphylaxis</u></b>	Anaphylactic reaction	Visiting teachers to complete 'Participant Safety Notification' Form provided by Rumbalara.	3	<p>Visiting teachers must provide Rumbalara teachers with a completed 'Participant Safety Notification' Form <b>prior</b> to the excursion date</p> <p>Visiting school to inform and identify students with known anaphylaxis to Rumbalara teachers at the commencement of the excursion.</p> <p>Visiting teachers are responsible for bringing the students epiPen to the excursion</p> <p>Visiting teachers to ensure students carry own epiPen, or with supervising teacher.</p> <p>Visiting teachers are responsible for monitoring students with known anaphylaxis.</p> <p>Rumbalara teachers also carry an epiPen in their first aid kit.</p>	4	REEC and Visiting teachers	Prior and During excursion
<b><u>Known Medical Conditions</u></b>	Students suffer known medical conditions (allergies, diabetes, asthma)	Visiting teachers to complete 'Participant Safety Notification' Form providing by Rumbalara.	3	<p>Rumbalara teachers to review completed "Participant Safety Notification" form with Visiting teachers at the commencement of the excursion</p> <p>Visiting teachers to identify students with known medical conditions to Rumbalara teachers.</p> <p>Visiting teachers to ensure students carry own medication, or with supervising teacher.</p>	3	REEC and Visiting teachers	Prior and During excursion

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				Visiting school's teachers are responsible for monitoring students with known medical conditions.			
<b><u>First aid</u></b>	Bites and Stings	Wear enclosed footwear and appropriate bushwalking clothing.	3	<p>Rumbalara teachers hold current First Aid Training and carry a fully maintained first aid kit.</p> <p>The Visiting teachers to ensure students wear appropriate bushwalking clothing (hats, covered footwear, raincoat).</p> <p>Rumbalara teachers will issue clear and concise instructions on safety and, with the support of visiting teachers, ensure these instructions are followed.</p> <p>Ticks – Do not removal the tick with tweezers. Rumbalara staff have "Wart Off" which can be applied to freeze the tick.</p>	3	REEC and Visiting teachers	Prior and During excursion
<b><u>First aid</u></b>	Physical Injury –Sprains, cuts, broken limbs from hazards such as deep water, slippery rocks	Wear enclosed footwear and appropriate bushwalking clothing.	3	<p>Visiting teachers to ensure appropriate clothing for bushwalking and sturdy covered footwear are worn by students and staff.</p> <p>Rumbalara teachers will issue clear and concise instructions on safety and, with the support of participating teachers, ensure these instructions are followed.</p> <p>Rumbalara teachers hold current First Aid training and carry fully maintained first aid kits</p>	4	REEC and Visiting teachers	Prior and During excursion
<b><u>Student Safety</u></b>	Exhaustion, dehydration, exposure	<p>Wear enclosed footwear and appropriate bushwalking clothing.</p> <p>Students to bring water bottles</p>	5	<p>Excursion to be postponed in extreme weather conditions.</p> <p>Rumbalara teachers to continually monitor walking pace and condition of students.</p>	6	REEC and Visiting teachers	Prior and During excursion

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				<p>Visiting teachers to ensure students have water bottles.</p> <p>Visiting teachers to ensure students wear hats, appropriate footwear/clothing and apply sunscreen.</p> <p>Rumbalara teachers hold current First Aid training.</p> <p>Rumbalara teachers carry a fully maintained first aid kit.</p>			
<b><u>Environment</u></b>	Risk of falling limbs from trees	Rumbalara teachers to monitor wind conditions	3	Excursion to be postponed or altered in the event of high winds	3	REEC teachers	Prior and During excursion
<b><u>Environment</u></b>	Bush Fire	Rumbalara teachers to monitor Bush fire threats	3	<p>Excursion postponed if the Rural Fire Service advises of Total Fire Ban</p> <p>In case of outbreak of bushfire during excursion, Rumbalara teachers to call both 000 and the Rumbalara Principal and notify them of the bushfire and the location of the school group.</p> <p>Rumbalara teachers to lead students and Visiting teachers to the closest safe refuge point.</p> <p>Possible refuge point – Girrakool Picnic Area</p> <p>Rumbalara and Visiting teachers to supervise students. Visiting teachers to call their Principal and bus company.</p>	3	REEC and Visiting teachers	Prior and During excursion
<b><u>Environment</u></b>	Air Quality Considerations (Bush fire smoke)	Rumbalara teachers to monitor air pollution conditions	3	Rumbalara teachers to monitor air pollution conditions prior to the excursion.	4	REEC and Visiting teachers	Prior and During excursion

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				<a href="https://www.dpie.nsw.gov.au/air-quality/current-air-quality">https://www.dpie.nsw.gov.au/air-quality/current-air-quality</a>  <p>If the Air Quality Index (AQI) is Hazardous (200+), the excursion will be postponed.</p> <p>If the AQI is expected to be Poor or Very Poor, Rumbalara Teachers will discuss with the Visiting school, prior to the excursion, whether to go ahead or postpone the excursion.</p> <p>If the excursion goes ahead, the Visiting teachers are to ensure that student Health Care Plans and medications are readily available and there is sufficient dosage to get them through the day.</p> <p>The Visiting teachers must monitor students carefully.</p> <p>If signs and symptoms are displayed:</p> <ul style="list-style-type: none"> <li>- Follow first aid procedures</li> <li>- Visiting Teachers to inform parents</li> <li>- Visiting Teachers to discuss whether parent / carer can pick up the child.</li> <li>- Call an ambulance if required.</li> </ul>			
<b>COVID 19 infection control</b>	Rumbalara teachers and Visiting school community come in contact with COVID 19 infection.	Rumbalara Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training	4	Rumbalara staff are trained in infection control measures and equipment/surface cleaning procedures	5	<p>Rumbalara Principal and teachers</p> <p>Visiting school Principal and staff</p>	At each change of Phase during COVID 19

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		<p>Visiting school staff and students stay home if unwell or have been in contact with someone unwell</p> <p>All participating students and staff hand wash or sanitise at the commencement and end of each activity</p> <p>All adults practice social distancing (1.5m)</p>	<p>Surfaces are cleaned between and at the conclusion of activities</p> <p>All equipment cleaned with warm soapy water or sanitiser between use</p> <p>Equipment placed in the sun when possible for additional sanitisation</p> <p>When possible, enough equipment will be provided so students do not have to share equipment. Sterile latex (and non-latex) gloves to be worn by staff and students when equipment must be shared. Safe and hygienic removal of gloves demonstrated. Disposal container for used gloves provided</p> <p>Review correct hand wash and sanitise procedures</p> <p>Rumbalara teachers carry additional handwash and sanitiser supplies</p> <p>If any person becomes unwell with a COVID 19 symptom during the excursion they are immediately isolated, visiting school contacted and arrangements made for collection from the site</p>			<p>In the case of infection all measures will be reassessed</p>
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<b>Student Safety</b> - BBQ	Burns received from BBQ'S that can be turned on by simply pushing a button.	Brief students on the dangers of the BBQ.	3	Inform visiting teachers of the risk and inform students that the BBQ areas are out of bounds.  Student Supervision by Rumbalara and visiting teachers	4	REEC and Visiting teachers	Commencement and During excursion
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Relevant information attached: Yes ☐ No ☐

**You should report, monitor and review:**

Prepared by:  Position:  Plan review date:

Sign off Authority:  Position:  Contact no.:  Signature:

Prepared in consultation with:

**Communicate to** - *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

Name	Signature	Date

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### Likelihood criteria

### Consequence criteria

Qualitative criteria <i>Hazard is:</i>	Description
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

### Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

Sign-off authority - *Based on highest residual risk*

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> <li>Director Educational Leadership for review</li> <li>Health and Safety Directorate for review, and</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> <li>Health and Safety Directorate for review, and</li> <li>Legal as required.</li> </ul>
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> <li>Health and Safety Directorate for review</li> <li>Legal as required.</li> </ul>	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> <li>Health and Safety Directorate for review, and</li> <li>Legal as required.</li> </ul>
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager