

# SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle EEC

Workplace manager: Steven Body

Activity, event or task: Off Site Activities

Date of activity: Year round

Sites to be visited:		
Blacktown City Showground	Nurragingy Reserve, Blacktown	YMCA Yarramundi. Springwood Rd Yarramundi.
Cattai National Park - Wisemans Ferry Road	Devils Rock - Old Northern Rd, Maroota	
Turnbull's Lagoon - 311 Mud Island Rd	Ebenezer Tebbutt's Observatory, Windsor	
St Matthews Church, Windsor	Ulinbawn Ski Park, 968 Sackville Ferry Rd	
Windsor Town Walk, Windsor	Marramarra National Park – Canoelands Road.	
Windsor Wharf, Windsor	Other schools as required by bookings	

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?
Travel	Arrival / departure of vehicles	Park in staff carpark at host school. Adhere to 10km/h limit while driving in Blacktown Showground. BEEC to inform school of safe bus parking area for all offsite venues. School teachers to ensure bus driver is made aware of this.	3	Speed limits, parking and safety signs displayed	4	BEEC Staff attending teachers	Arrival/Departure
	Students moving around vehicles	BEEC to park away from students and be aware of students at all times	2	Attending teachers to ensure no student access near moving vehicles	5	BEEC Staff	Arrival/Departure
	Removal and/or storage of bags and equipment	Teachers to instruct students to wait for bags to be removed from vehicle. BEEC staff to unpack and monitor equipment in public spaces.	4	Driver and teachers to distribute all bags and equipment	5	Drivers, attending teachers	Arrival/Departure

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk others	You
		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating		
	Movement of passengers to and from arrival / departure point	Teachers to instruct students about movement to and from arrival/departure point.	4	All passengers to remain within assembly point until instructed	5	Drivers, Attending teachers	Arrival/Departure
Equipment	Inappropriate use of equipment	BEEC staff to provide clear instructions and demonstrations	4	Equipment to be labelled with instructions regarding use	5	BEEC Staff	Before and during BEEC scheduled activities
	Faulty equipment	BEEC staff to assess equipment prior to use	4	Faulty equipment is set aside and labelled for repair or disposal and not used Turn radios on and check in with office and other users before	5	BEEC Staff	Before and during BEEC scheduled activities
	Dangerous equipment eg water/soil testing chemicals, solar oven	Staff to instruct students in use of equipment	3	Always used in a controlled setting under strict guidance. MSD Sheets are in equipment boxes.	5	BEEC Staff	Before and during BEEC scheduled activities
	Safe storage of equipment at recess and lunch	School to ensure safe storage / supervision of equipment	4	Determine where safe storage is to be located on arrival at school or venue.	5	BEEC Staff	Before and during BEEC scheduled activities
Environment	Trip / fall whilst on bush tracks Slips when wet.	Pathway surface monitored, instruction given to students and teachers -walking only, all participants to wear enclosed shoes	3	Students are instructed to take care when walking to and from Brewongle site, supervision from Brewongle staff and attending teachers	4	BEEC staff and attending teachers	During activities
	Loss of contact with group during hike	Appropriate student teacher ratios. Teacher at front and rear in hi-vis vest if walking on local roads	5	Lead teacher to carry radio, place second teacher at rear of group.	4	BEEC staff and attending teachers	During activities
	Playground equipment use eg: Blacktown Showground	Visiting teachers to be advised of playground for use during recess and lunch. Use in consultation with visiting teachers	3	Students to be supervised at all times.	5		
	Bites / stings / allergic reactions from animals / plants	First aid and Epi-pen located in office building for activities close to centre. First kit and epipen taken for all other activities – eg river and oval.	3	Staff trained in anaphylaxis and Epi-pen use, two way radios and mobiles to	4	BEEC staff and attending teachers	During activities

# SAFETY Risk Assessment and Management Plan



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?
		Participants advised to keep on paths, all students wear enclosed footwear.		call emergency services, instruction and supervision			
	Sunburn/sun exposure	Participants instructed to wear T-shirts or long sleeve shirts, sunscreen, hats, sunglasses. Provide spare hats if required.	2	Measures distributed to students on permission notes prior to camp participants reminded to use sunscreen, take hat etc before leaving centre	4	Brewongle staff, attending teachers	Prior to camp Before departing centre
	Storms, High Wind, Bushfire Risk, River Height	BoM and RFS Websites consulted before scheduled activity. Staff to monitor Fires Near Me app during fire weather. Visual observations prior and during activity. Excursions postponed during high smoke levels. Assessments made based on wind a forecast smoke levels during week before	3	Activities suspended when high winds, major storm forecast or river height over 1m above mean level. <b>Programs to be cancelled in the event of Extreme/Catastrophic Fire Danger rating</b>	5	BEEC staff	Before and during scheduled activities
	Cars on Chapel Road during walk to and from river	"Students on road" safety signs placed half way down and at bottom of Chapel Hill Road	2	Students are instructed which side of road to walk on and Brewongle teachers and accompany teachers walk at front and rear of group wearing Hi-Vis vests and two way radio.	4	Brewongle staff	Before departing Centre and River
	Hawkesbury River Blue Green Algae	Surroundings inspected prior to use and check with council if suspected algal outbreak.	4	Kayaking/water quality activities suspended if Blue Green algae notifications have been made by Hawkesbury Council	6	Brewongle staff	Before departing Centre
	Storms, High Wind, Bushfire Risk, River Height	BoM and RFS Websites consulted before scheduled kayaking Visual observations prior and during activity	4	Kayaking activities suspended when high winds, major storm or river height over 1m above mean level forecast Trip to be cancelled in the event of Extreme/Catastrophic Fire Danger rating	6	Brewongle staff	Before departing Centre
	Slippery river edge	Hazardous areas of river perimeter are highlighted (rocks, steep slopes, mud) and students monitored by staff	4	Participants instructed to wear appropriate footwear (enclosed shoes, water shoes, NO thongs) for the	5	Brewongle staff, attending teachers	During activity

# SAFETY Risk Assessment and Management Plan



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?
				activity and first aid kit carried by staff to attend to any injuries			
	Motorised watercraft on river, debris in river	Participants are made aware of motorised watercraft dangers on the river and instructed to remain in close proximity to each other between boundaries set by Brewongle staff.	2	Boundaries are clearly defined during briefing – kayaks stick to eastern side of river –avoid centre Fridays to be avoided as the river is often busier with watercraft at these times	4	Brewongle staff	Before and during activity
	Hypothermia	Staff trained in how to retrieve participants from the water and how to treat hypothermia. Weather appropriate clothing worn. Supply extra ponchos if necessary for prevention. Return students to BEEC for hot showers ASAP.	3	Staff carry first aid kit with emergency blanket Staff to have up to date Senior First Aid Cancel or modify activity if necessary.	5	Brewongle staff	During activity
	Contact with live animals eg: cattle, sheep, pigs	Instruction re safe distances / approach/ herd management	3	Remain behind fences where applicable, follow instruction from farm management.	5	Brewongle staff Farm staff	Before & during activity
Medication	Administering of medication / first aid	<b>Visitors to provide necessary medication and trained staff to administer</b>	4	All instructions to be written down to ensure that any staff member of accompanying adult may be able to follow	6	Attending teachers	Before visit
	Appropriate medication available	Ensure students bring medication with them	4	Ensure students bring medication with them and BEEC to maintain Ventolin and Epi-pen in date	5	Attending teachers	Before visit
	Appropriate first aid available	Visiting school to provide well equipped kits, BEEC also have kits on site – BEEC staff to ensure Epi-pen 1 <sup>st</sup> aid kit is taken for all offsite activities.	4	Visiting teachers to be made aware locations of all first aid-kit and de-fib machine	5	BEEC Staff Attending teachers	During visit
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	Notification on arrival of students with medication/behavioural issues – monitor throughout visit – during teacher briefing <b>BEEC staff to sight epi-pen if required. BEEC has epi-pen on-site.</b>	3	Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers to be held by attending teachers.	5	Attending teachers	Before and during visit

# SAFETY Risk Assessment and Management Plan



Situation	Anticipate	Find out		Eliminate or control		Talk others	You
		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating		
Food and catering	Food poisoning and / or contamination	Kitchen, equipment and food preparation to meet WH&S standards and food prep standards	4	Staff to be trained in food prep and WHS standards	5	Catering staff/ parent helpers /attending teachers	Before and during visit
	Injury from sharp object	Clear guidelines and appropriate training of staff and visitors	3	All storage locations of sharp objects identified and labelled	5	Catering staff/parent helpers and attending staff	Before and during visit
	Allergic Reaction	Dietary and medication requirements to be presented to BEEC prior to visit. Up to date allergen risk management plan completed	3	Visiting school to ensure all medications, action plans, contact numbers for parents and medical officers are to be located in a secure location in the BEEC Kitchen	5	Parent helpers/ attending teachers	Before and during visit

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:

# SAFETY Risk Assessment and Management Plan



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

Name	Signature	Date

Name	Signature	Date

# SAFETY Risk Assessment and Management Plan



Sign-off authority - Based on highest residual risk

## Likelihood criteria

## Consequence criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
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

	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