

<b>Risk Assessment and Safety Information for Education and Community Programs</b>	
<b>Organisation</b>	Greater Sydney Parklands (GSP)
<b>Locations:</b>	Centennial Parklands Western Sydney Parklands <ul style="list-style-type: none"> <li>- Lizard Log</li> <li>- Bungarribee Park</li> </ul> Callan Park Fernhill Estate
<b>Phone Number:</b>	Phone: 02 9339 6645 Email: <a href="mailto:education@gsp.nsw.gov.au">education@gsp.nsw.gov.au</a>  Centennial Park Security Rangers: 0412 718 611 Western Sydney Parklands Rangers: 0459 883 834 Callan Park Rangers: 0402 696 321 Fernhill Park Rangers: 0409297332
<b>Insurance</b>	Does the venue have public liability cover? <b>Yes</b>

Supporting Documentation	<ol style="list-style-type: none"> <li>1) Emergency Plans for individual parks</li> <li>2) Safe Work Method Statements for: <ul style="list-style-type: none"> <li>Catering for Groups</li> <li>Child Safe and Friendly Environment</li> <li>Community Events</li> <li>COVID-19</li> <li>Dealing with Spiders and Snakes</li> <li>Driving for Work-related Purposes</li> <li>Drop-off Programs</li> <li>Fire Related Activities</li> <li>Gardening Activities</li> <li>Handling of Biological Material</li> <li>Land-based Invertebrate Hunt</li> <li>Leading a Group</li> <li>Leading a Group at Night</li> <li>Managing Exposure to Allergens</li> <li>Nature Based Sensory Activities</li> <li>Overnight Camping</li> <li>Program Set-up</li> <li>Removing Hazardous Waste</li> <li>Shelter and Stick Construction</li> <li>Staff Site Induction</li> <li>Tool Use</li> <li>Tree Climbing</li> <li>Vehicle Loading</li> <li>Water's Edge Activities</li> <li>Working in Extreme Weather</li> </ul> </li> <li>3)</li> </ol>
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Risk Name	Details	Risk Score	Treatment	Residual Score	Who/ Responsibility
Slips, trips, and falls	The risk listed covers all education and community program activities	12 Medium	<ul style="list-style-type: none"> <li>GSP educators will provide guidance to participants walking in natural areas until they prove competence in negotiating uneven ground.</li> <li>Teachers or carers/group leaders supervise participants to ensure they can concentrate and navigate the area in which they are walking. Provide assistance where needed.</li> <li>Participants wear appropriate, enclosed footwear.</li> <li>All attending groups must bring their own first aid kit.</li> <li>Refer to the Leading a Group and Child Safe and Friendly Environment SWMS for more information.</li> </ul>	4 Low	GSP/ On the day  Teacher or Carer/ On the day
Using shared public toilet facilities	Stranger interaction	13 Medium	<ul style="list-style-type: none"> <li>GSP Education staff will pre-check nearby toilets before the start of a session</li> <li>GSP educators, teachers or carer/group leaders to accompany children to toilets to ensure they are vacant before use.</li> <li>Children advised to go to the toilet in pairs.</li> <li>GSP educators carry a mobile or two-way radio to gain additional assistance from Rangers with toileting children if required.</li> </ul>	6 Low	GSP Education Staff, Teacher or Carer/group leader  On the day  On the day  On the day  On the day
Fire/Bush fire  High wind  Severe and inclement	The risk listed cover all outdoor activities	16 High	<ul style="list-style-type: none"> <li>GSP educators and staff will monitor weather via Bureau of Meteorology weather alert and website.</li> <li>On severe weather days and on <b>Very High to Extreme</b> fire danger days, the GSP educators</li> </ul>	10 Medium	GSP/ 24 hrs  GSP/ On the day

weather events			<p>may cancel or modify all program activities, including for school excursions.</p> <ul style="list-style-type: none"> <li>• There are no programs conducted at WSP on Extreme fire danger days.</li> <li>• Weather/ Air conditions will be considered by GSP Education Staff before undertaking activities.</li> <li>• In the event of inclement/dangerous weather during an activity the GSP educators will modify or stop the activity and where needed move the group to safety.</li> <li>• Activities under tree cover will not occur when high winds are rated Near Gale or above (28knots+) (severe weather warning).</li> <li>• In an emergency, GSP educators and all participants will follow the direction of the GSP Staff or Park Rangers in attendance.</li> <li>• All participants attending community events are to wear appropriate clothing, dependant on the activity.</li> <li>• <b>All participants in instructional activities, including schools, are advised to bring and wear appropriate clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen.</b></li> <li>• <b>Refer to the Working in Extreme Weather SWMS for more information.</b></li> </ul>		<p>GSP/ On the day</p> <p>GSP/ On the day</p> <p>GSP/ On the day</p> <p>GSP/ On the day</p> <p>Safety Officer/ On the day</p> <p>All/ Prep &amp; on the day</p>
Hypothermia	The risk listed cover all outdoor activities	5 Low	<ul style="list-style-type: none"> <li>• GSP Education Staff are first aid trained and have available at the excursion venue a thermal 'space blanket'.</li> <li>• Participants are advised when booking to wear clothing and bring extra where needed appropriate to the weather conditions.</li> </ul>	2 Low	<p>Teacher or Carer/ On the day</p> <p>GSP/ On the day</p>

			<ul style="list-style-type: none"> <li>GSP Educators will monitor participants for signs of hypothermia on cold days.</li> <li>In school groups teachers or carers/group leaders will check the appropriateness of students and participants' clothing prior to the commencement of the activity. Teacher or Carer/ group leader should monitor children for blue lips and signs of hypothermia on cold days.</li> </ul> <p><b>Refer to the Working in Extreme Weather SWMS for more information.</b></p>		Teacher or Carer/ On the day
Heat exhaustion Dehydration Sunburn	The risks listed cover all outdoor activities	9 Medium	<ul style="list-style-type: none"> <li>Especially on hot days activities are run in the shade where possible.</li> <li>All participants are required to bring at least one 600ml bottle of water. For school groups teachers are recommended to bring additional bottles of water as backup</li> <li>Schools and parents/carers are expected to bring sunscreen from their school/home for their students and participants.</li> <li><b>Participants are responsible for administering their own sunscreen as needed. Younger children will be assisted by their parents/ carers or their centre educators.</b></li> <li>All students, participants and staff are required to wear hats, protective clothing and enclosed footwear when participating in excursions and activities.</li> <li>Water can be refilled on site as needed.</li> <li><b>Refer to the Working in Extreme Weather SWMS for more information.</b></li> </ul>	4 Low	Teacher or Carer  Teacher or Carer  Teacher or Carer  (Prep & on the day)
Lack of duty of care, student behaviour management	The risks listed cover all education and program activities	14 Medium	<ul style="list-style-type: none"> <li>On guided walks/ exploration walks GSP education staff are familiar with tracks and terrain and check the path they will walk ahead of time on the day.</li> </ul>	5 Low	Teacher or Carer/ Note

<p>resulting in lost child.</p> <ul style="list-style-type: none"> <li>- On walks</li> </ul> <p>In the outdoor classroom or set space</p>			<ul style="list-style-type: none"> <li>• In the outdoor classroom or set space, boundaries are set for participants to complete activities in. They are not to leave these defined areas.</li> <li>• In locations where there are buildings that are not in use will be locked and/or fenced off.</li> <li>• GSP education staff carry mobile phones or two-way radios for communication in the case of emergency.</li> <li>• GSP educators issue clear and concise instructions on bush/site safety to participants, including staying on paths.</li> <li>• Participants are responsible for following the instructions of GSP educators in relation to safety, boundaries and all activity guidelines.</li> <li>• Specifically for school groups:</li> <li>• <b>Supervising teachers have acknowledged (via online booking form) and signed booking confirmation that they understand they must supervise their students at all times. The duty of care remains solely with the supervising teachers and supervisors and cannot be delegated to GSP educators.</b></li> <li>• Supervision ratio will meet the GSP guidelines (the school or group will provide a minimum of one teacher/supervisor per class).</li> <li>• GSP Education Staff lead the walk; schools and groups' supervising teacher or carer/ group leader remain at the rear of the group.</li> <li>• GSP educators issue clear and concise instructions on bush/site safety and with the support of participating teachers or carers/group leaders, ensure these instructions are followed.</li> </ul>		<p>GSP/ On the day</p> <p>GSP/ On the day</p>
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Injury requiring first aid	The hazards listed cover all outdoor activities	7 Low	<ul style="list-style-type: none"> <li>GSP education staff will carry radio or telephone communication equipment to use in an emergency.</li> <li>GSP education staff have the Emergency Plus app downloaded on their phones to provide location information to emergency services.</li> <li>GSP education staff will have available a basic First Aid Kit, including a snake bite kit and will assist if an injury or incident occurs requiring care on request of the responsible teacher or carer.</li> <li>GSP educators are trained in first aid.</li> <li>Adult participants are required to carry and be responsible for any personal medication needs, and accompanying adults those needed for children in their care.</li> <li>Specifically for school groups:</li> <li><b>Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants, this includes medication, personalised medical plans or medical</b></li> </ul>	4 Low	<p>GSP/ On the day</p> <p>GSP/ Prep &amp; on the day</p> <p>GSP/ On the day</p>

			<b>equipment that may be required during excursion.</b>		
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease	9 Medium	<ul style="list-style-type: none"> <li>Visiting school/group staff/ participants will be notified prior to visit if food will be served during lessons or activities by the GSP education staff.</li> <li>Preparation and serving of food will be carried out to the highest hygiene standards.</li> <li>Participants are also reminded not to put any unknown plant materials – berries leaves, etc in or near their mouths and to wash their hands before eating.</li> <li>If participating in preparation and serving of food participants will follow guidelines set out by the GSP education staff.</li> <li>Most food used in lessons/activities is supplied from commercial companies.</li> <li>Leaves, flowers, fruits supplied from GSP are edible plant materials that are washed and dried.</li> <li>Participants will be required to wash their hands before eating and drinking.</li> <li>Refer to the Catering for Groups and Managing Exposure to Allergens SWMS for more information.</li> </ul>	3 Low	GSP/ Booking Confirmation  GSP/ On the day  GSP/ On the day  Participant/ On the day  GSP/ Purchasing  All/ On the day
Lessons involving cooking and tasting	Explosion of LPG gas Bottles  Burns	10 Medium	<ul style="list-style-type: none"> <li>GSP education staff will supervise any use of the barbeques to ensure the safety of the group.</li> <li>This includes enforcement of the surrounding area being out of bounds to students/participants and any others not authorized to be in the area.</li> <li>All gas bottles comply with regulations and are checked regularly.</li> </ul>	5 Low	GSP/ On the day        GSP/ Purchasing



			<ul style="list-style-type: none"> <li>Refer to the Catering for Groups, Fire Related Activities and Managing Exposure to Allergens SWMS for more information.</li> </ul>		
<p>Asthma</p> <p>Nut allergies</p> <p>Allergies leading to severe reactions such as anaphylaxis etc.</p>	The risk listed covers all outdoor activities	16 High	<ul style="list-style-type: none"> <li><b>In the case of a participant having a known allergy or condition requiring medication, an individual management plan is required to be brought to the venue with any required medications.</b></li> <li>For school groups and where parents/ carers are present a parent, teacher, carer or adults participant must carry the plan and medications or treatments during activities and be trained to administer such medications. (i.e. adrenalin, EpiPen™ dispensers). For child drop off programs, medications are given to the lead educator for the day. In drop off programs GSP complete these actions.</li> </ul>	4 Low	<p>Teacher or Carer/ Prep</p> <p>GSP, Teacher or Carer/ On the day</p>
Poor student and participant behaviour that compromises group safety	The risk listed covers all outdoor activities	9 Medium	<ul style="list-style-type: none"> <li>In group activities participants are briefed on expected behaviour and respect for educators, other participants and the environment.</li> <li>Measures in place for disruptive students and participants to be picked up or removed from the excursion for the enjoyment and learning of other participants.</li> <li>For children and youth a social story video is sent out ahead of time to ensure students who require priming know what to expect. Refer to the</li> </ul>	4 Low	<p>Teacher or Carer/ Prep &amp; on the day</p> <p>Teacher or Carer/ On the day</p>
Activities in contact with natural objects	Plants with prickles, spikes, thorns or sharp protrusions	13 Medium	<ul style="list-style-type: none"> <li>Participants will be briefed on the risks of touching or handling plants and will be directed by GSP educators when they may touch or handle plants.</li> </ul>	4 Low	GSP / On the day

	Poisonous plants  Low branches scratching face and eyes		<ul style="list-style-type: none"> <li>Participants are briefed to leave at least one metre gap between each other while walking and encouraged to warn others of such hazards by 'passing it back'.</li> <li>GSP Educators do a site check ahead of all programs to monitor for anything that might be considered a possible hazard.</li> <li>Refer to the Program set up SWMS for more details.</li> </ul>		Participant, GSP Teacher or Carer/ On the day  GSP/ Before session
Dog bite	The risk listed covers all outdoor activities	13 Medium	<ul style="list-style-type: none"> <li>Participants are advised how to interact with dogs if approached by one. Stand still and remain calm – avoid excitement.</li> <li>At community events where dogs are permitted, they must follow the general rules and regulations of the park.</li> <li>Visitors asked to keep dogs on leash and away from participants.</li> </ul>	10 Medium	GSP/ On the day
Needle stick injury	The hazards listed cover all outdoor activities	16 High	<ul style="list-style-type: none"> <li>GSP education staff to do a litter collection at activity sites before an excursion commences.</li> <li>Participants are advised to wear enclosed shoes during all activities.</li> <li>Refer to the Site set up and Removing Hazardous Waste SWMS.</li> </ul>	10 Medium	GSP/ On the day  GSP Teacher or carer/ Prep
Outdoor activities in snake habitats	Snake bite	16 High	<ul style="list-style-type: none"> <li><b>Participants must wear sturdy, enclosed shoes and stay on walking tracks.</b></li> <li>Participants are briefed by GSP educators as to the appropriate responses and reactions upon encountering snakes.</li> <li>GSP Education Staff carry snake bite kits and compress bandages for management of snakebite.</li> <li>Site specific notes:</li> </ul>	10 Medium	All/ On the day  GSP/ On the day  GSP/ On the day

			<ul style="list-style-type: none"> <li>At WSP in bush regeneration activities participants wear PPE, including gloves and gaiters. There are also areas of slashed grass that are used for all activities. Refer to the Dealing with snakes and spiders SWMS for more information.</li> </ul>		
All outdoor activities and those involving catching leaf litter animals	<p>Insect bites &amp; stings</p> <p>Stinging nettles</p>	<p>13 Medium</p>	<ul style="list-style-type: none"> <li>Participants are briefed on expected hazards such as ant nests, and how to best avoid getting stung.</li> <li><b>All visiting groups/schools/ participants are advised to bring a personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it.</b></li> <li>Participants will be shown how to collect invertebrates safely using sample jars and containers and avoid touching insects with their hands/fingers.</li> <li>GSP Educators do a site check for any hazardous bugs/plants where activities will take place.</li> <li>Refer to the Dealing with snakes and spiders and Land Based Invertebrate SWMS for more information.</li> </ul>	<p>9 Medium</p>	<p>GSP/ On the day</p> <p>Teacher or Carer/ Prep &amp; on the day</p> <p>GSP/ On the day</p>
<p>Water features including Waterways</p> <p>Dip netting activities</p>	<p>Drowning</p> <p>Oyster shells, moss – slips and cuts</p> <p>Steep slopes to water body – slips</p>	<p>15 High</p> <p>9 Medium</p>	<ul style="list-style-type: none"> <li>Participants will be briefed on the risks of undertaking activities near the water by the GSP Education Staff.</li> <li><b>Participants are to wear stable and enclosed footwear.</b></li> <li>Only 5 participants are permitted to go to the water's edge at a time during dip netting.</li> <li>Appropriate technique and stance for dip netting to be demonstrated by the GSP educators and must also be reinforced by visiting staff and parents with children's groups.</li> </ul>	<p>3 Low</p> <p>5 Low</p>	<p>GSP / On the day</p> <p>Participants/ On the day</p> <p>Prep &amp; on the day</p>

			<ul style="list-style-type: none"> <li>Specifically for school groups: <b>The visiting Teacher or carer/leader will supervise students near the waters edge.</b></li> <li>Site specific notes: <ul style="list-style-type: none"> <li>At Callan Park, rocks and other areas covered in slippery moss and sharp oyster shells on the water's edge will be avoided.</li> <li>At Lizard Log, if water levels are too low for students to safely access, GSP staff will collect samples for students to access in trays.</li> </ul> </li> <li>Refer to the Water edge SWMS for more information.</li> </ul>		Teacher or Carer/ On the day
Biology/ Geography soil testing  Poisoning with chemicals	Poisoning with chemicals	15 High	<ul style="list-style-type: none"> <li>Material Safety Data Sheets info readily available at the GSP education venue for all chemical reagents used.</li> <li>Protective equipment such as gloves and eyewear are available for participant use. Participants will be briefed and encouraged to use these.</li> </ul>	6 Low	GSP / Record Management  GSP/ On the day
Students and participants boarding and alighting from bus	Injury	16 High	<ul style="list-style-type: none"> <li>Participants to be clearly informed of their expected movements upon alighting from bus, (specifically that the area may not be a signposted bus stop and to beware of cars and cyclists travelling at high speeds on quiet park roads).</li> <li>Where doubt exists before alighting, GSP educators will advise teachers and students/ participants to remain on the bus, or contained in a safe location until safe to do so.</li> <li>GSP Educators will meet all groups at the agreed location to assist with alighting and boarding buses.</li> </ul>	2 Low	Teacher or Carer/ On the day  Teacher or Carer, GSP/ On the day

Collisions - motor vehicles, bicycles, horses, pedestrians	Injury	16 High	<ul style="list-style-type: none"> <li>Participants will be briefed at the beginning of the lesson, on how to travel safely as a group on paths and roads.</li> <li>Participants will be led through the site by the GSP Education Staff.</li> </ul>	2 Low	GSP/ On the day
Indoor gardening	Injury  Respiratory problems from inhaling potting medium  Plant and soil toxicity and allergies	10 Medium	<ul style="list-style-type: none"> <li>Planting will take place in well-ventilated area.</li> <li>GSP Education Staff will ensure the potting medium is damp.</li> <li>Suitable plant material will be selected for planting.</li> <li>Hands will be washed after planting and before consuming food or drinks.</li> <li>Refer to the Gardening Activities SWMS for more information.</li> </ul>	2 Low	GSP/ On the day  Teacher or Carer/ On the day
Outdoor gardening and Bush regeneration	Injury  Plant and soil toxicity and allergies	10 Medium	<ul style="list-style-type: none"> <li>Groups will be guided on risks of activity.</li> <li>Suitable plant material will be selected for planting.</li> <li>Participants are informed they may bring their own gloves to wear.</li> <li>Hands will be washed after planting and before consuming food or drinks.</li> <li>Specifically for school groups:</li> <li>Visiting schools/groups are advised that providing gardening gloves or disposable gloves for each student and participant will be beneficial but not essential.</li> <li><b>Gloves may be supplied by the school.</b></li> <li>Refer to the Gardening activities, Tree felling, Tool use and Bush regeneration SWMS for more information</li> </ul>	2 Low	GSP/ On the day GSP/ Prep GSP/ On the day Teacher or Carer/ On the day
Bushcraft activities	Burns  Fume inhalation	14 Medium	<ul style="list-style-type: none"> <li>GSP Education Staff will ensure all materials used are non-toxic and age appropriate.</li> <li>GSP Education Staff will instruct participants in safe use of materials.</li> </ul>	10 Medium	GSP/ On the day

	Unforeseen adhesion of body parts		<ul style="list-style-type: none"> <li>• Glue gun use will be supervised by adults.</li> <li>• Craft workshops will be conducted in well ventilated areas.</li> <li>• Refer to the Tool use SWMS for more information.</li> </ul>		
Tree Climbing	Fall from height	14 Medium	<ul style="list-style-type: none"> <li>• GSP Education Staff will identify the specific tree/s where climbing is permitted.</li> <li>• GSP Education staff will communicate the climbing rules of 3. Only 3 people at once, 3 points of contact with the tree and 3 minutes per person.</li> <li>• Participants may only climb if they are able to get themselves into and out of the tree and to a maximum height where they can be safely reached by an educator or teacher. For children's groups supervising teachers and adults will be asked to assist with supervision and behaviour management, particularly around tree climbing.</li> <li>• Refer to the Tree Climbing SWMS for more information.</li> </ul>	10 Medium	GSP/ On the day          Teacher/Carer/ On the day
Shelter Building & Construction	Stick injury	13 Medium	<ul style="list-style-type: none"> <li>• GSP educators will demonstrate the safe carrying of long sticks (dragging large sticks longer than ones forearm with hand over top end of stick) and also demonstrate the correct and most stable method of building shelters.</li> <li>• GSP educators will model giving space and being aware of others to avoid hitting/colliding during the construction.</li> <li>• GSP Educator will check on the stability of structures before allowing children to enter.</li> <li>• Refer to the Shelter and stick construction SWMS for more information.</li> </ul>	8 Medium	GSP/ On the day

Risk Reduction Control Measures for activities  
at the Greater Sydney Parklands are:

- GSP Education Staff are trained in delivering education activities safely.
- The GSP has Senior First Aid Officers on site and all education staff delivering lessons maintain current First Aid Certification.
- GSP Education Staff have first aid kits on hand and are in radio or mobile communication at all times.
- All GSP Education Staff have a current Working with Children Check.
- Accompanying teachers and group leaders are required to supervise their students and participants in accordance with GSP or their own school policy.
- All activities at GSP are guided by Lesson Plans, and educators have time before each session to properly plan and prepare materials for sessions.
- All participants are advised to wear sun protection and conduct themselves safely and respectfully whilst in the sites.
- At the commencement of activity, students, participants, teachers and carers are briefed on the specific risk associated with their upcoming activity and the appropriate actions they will need to perform to minimise the risks.
- GSP Education Staff undertake safety 'Tool Box Talks' amongst themselves beforehand and also conduct pre site-inspections (including litter picks) before every excursion or program.
- There are detailed SWMS to guide each activity that is mentioned in the Risk Assessment that educators are familiar with, these are regularly updated.
- Any incidents requiring evacuations on site, visiting students, participants and staff will follow evacuation procedures according to the supervising GSP Education Staff member and or the GSP Safety Warden.

NOTE: "schools" in this document is the terms used to define any group accompanied by their own educators, teachers or instructors. This includes but is not limited to University, High School, Primary School, Early Learning Centres and OOSH groups.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	MEDIUM 11	HIGH 17	HIGH 20	VERY HIGH 23	VERY HIGH 25
Likely	LOW 7	MEDIUM 12	HIGH 18	HIGH 21	VERY HIGH 24
Possible	LOW 4	MEDIUM 9	MEDIUM 13	HIGH 19	HIGH 22
Unlikely	LOW 2	LOW 5	MEDIUM 10	MEDIUM 14	HIGH 16
Rare	LOW 1*	LOW 3	LOW 6	MEDIUM 8	HIGH 15

\*The primary use of the numbering is to serve as a guide to assist with prioritising risk treatment plans and resource allocation.

Risk Score	Risk Level	Response
1-7	Low	Manage through routine procedures
8-14	Medium	Specific procedures and monitoring required, specify management responsibility
15-22	High	Action plan required, specific senior management attention and specify responsibility
23-25	Very High	Immediate action required, senior management required with detailed plan and Senior management responsibility noted.

*Plan prepared by:* Coordinator, Education and Community Programs  
*Plan approved by:* Manager, Education and Community Programs

*Date:* October 2024

*Review Date:* October 2025