

Risk Assessment for Education and Community Programs

Hazard Locations:		Centennial Parklands Western Sydney Parklands Callan Park as part of Greater Sydney Parklands (GSP)			
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Slips, trips and falls	3	<ul style="list-style-type: none"> GSP will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground Teachers or Carers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking 	GSP Teacher or Carer	On the day On the day
Using shared public toilet facilities	Stranger interaction	4	<ul style="list-style-type: none"> GSP Education staff will pre-check nearby toilets before the start of a session GSP Education Staff, Teacher or Carer/group leader to accompany children to toilets. Children advised to go to the toilet in pairs. GSP carry a mobile or two-way radio to gain additional assistance from Rangers with toilets where it is required. 	GSP Education Staff, Teacher or Carer/group leader	On the day On the day On the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Fire/Bush fire High wind	3	<ul style="list-style-type: none"> GSP Education Staff will monitor severe weather via Bureau of Meteorology weather alert and website. 	GSP GSP	24 hrs On the day

	Severe and inclement weather events		<ul style="list-style-type: none"> On severe weather days and on Very High to Extreme fire danger days, the GSP Education Staff may cancel or modify all excursions or education activities. Weather conditions will be considered by GSP Education Staff before undertaking activities. In the event of inclement/dangerous weather during a lesson or activity the GSP Education Staff will modify or stop the activity. Activities under tree cover will not occur when high winds are over 65km/hr (severe weather warning). In an emergency situation GSP Education Staff and visiting school/group staff will follow the direction of the on-site safety officer. Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen. 	GSP GSP GSP Safety Officer Teacher or Carer	On the day On the day On the day On the day Prep & on the day
The hazards listed cover all outdoor activities	Hypothermia	5	<ul style="list-style-type: none"> School/group staff will check the appropriateness of students and participant's clothing prior to the commencement of the activity. GSP Education Staff are first aid trained and have available at excursion venue a thermal 'space blanket'. Supervising Teacher or Carer/ group leader should monitor children for blue lips on cold days. 	Teacher or Carer GSP Teacher or Carer	On the day On the day On the day
The hazards listed cover all outdoor activities	Heat exhaustion Dehydration Sunburn	4	<ul style="list-style-type: none"> All students and participants are required to bring at least one 600ml bottle of water. Schools and parents/carers are expected to bring sunscreen from their school/home for their students and participants. All students, participants and staff are required to wear hats, protective clothing and closed footwear when participating in lessons and activities. 	Teacher or Carer Teacher or Carer Teacher or Carer	Prep & on the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Being separated from group	3	<ul style="list-style-type: none"> Teacher or Carers are reminded that GSP excursion policy means the duty of care owed to students 	Teacher or Carer	Note

			<p>cannot be delegated from the school to employees of external organisations in regard to student supervision.</p> <ul style="list-style-type: none"> Supervision ratio will meet the GSP guidelines (the GSP will provide one Teacher or Carer per class). GSP Education Staff lead the walk; Schools and groups' supervising Teacher or Carer/ group leader remains at the rear of the group. GSP Education Staff are familiar with tracks and terrain. GSP Education Staff issue clear and concise instructions on bush/Site safety and with the support of participating Teacher or Carers/group leaders, ensure these instructions are followed. Students and participants will be briefed about staying on the paths unless directed by the GSP Education Staff. GSP Education Staff schedule regular stops to check on group cohesion and maintain communication with schools' supervising Teacher or Carer/group leader at the rear of the group. GSP Education Staff carry mobile phones or two-way radios for communication in the case of emergency. At Lizard Log, in case of an emergency, staff are to call the WSP Ranger on 0402 696 255. 	GSP GSP GSP GSP GSP GSP GSP	On the day On the day On the day On the day On the day On the day On the day
The hazards listed cover all outdoor activities	Injury requiring first aid	3	<ul style="list-style-type: none"> GSP Education Staff will carry radio and telephone communication equipment. Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants. GSP Education Staff will have available a basic First Aid Kit and will assist in injury requiring care on request of the responsible Teacher or Carer. 	GSP GSP GSP	On the day Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease	3	<ul style="list-style-type: none"> Visiting school/group staff will be notified prior to visit if food will be served during lessons or activities by the GSP Education Staff. 	GSP GSP	Booking Confirmation On the day

			<ul style="list-style-type: none"> Preparation and serving of food will be carried out to the highest hygiene standards. If participating in preparation and serving of food students will follow guidelines set out by the GSP Education Staff. Most food used in lessons/activities is supplied from commercial companies. Leaves, flowers, fruits supplied from the GSP as edible plant material are washed and dried. 	Teacher or Carer GSP GSP	On the day Purchasing On the day
Lessons involving cooking and tasting	Explosion of LPG gas Bottles Burns	3	<ul style="list-style-type: none"> GSP Education Staff will supervise any use of the barbeques to ensure the safety of the group. This includes enforcement of surrounding area being out of bounds to students and participants and any others not authorized to be in the area. All gas bottles comply with regulations. 	GSP GSP GSP	On the day On the day Purchasing
The hazards listed cover all outdoor activities	Asthma Nut allergies Allergies leading to severe reactions such as anaphylaxis etc.	3	<ul style="list-style-type: none"> In the case of a student or participant having a known allergy, then an individual allergy management plan is required to be brought to the GSP education venue on the excursion date by the visiting Teacher or Carer/carer. On the excursion date a parent or Teacher or Carer from the visiting school/group must carry the plan and medications or treatments during activities and be trained to use such medications. (i.e. adrenalin, EpiPen™ dispensers). 	Teacher or Carer Teacher or Carer	Prep On the day
The hazards listed cover all outdoor activities	Poor student and participant behaviour that compromises group safety	2	<ul style="list-style-type: none"> Students and participants to be briefed on expected level of behaviour. Measures in place for dangerously disruptive students and participants to be picked up by other staff from visiting school/group. 	Teacher or Carer Teacher or Carer	Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all outdoor activities	Plants with prickles, spikes,	4	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of touching or handling plants and will be directed by GSP Education Staff when they may touch or handle plants. 	GSP	On the day

	<p>thorns or sharp protrusions</p> <p>Poisonous plants</p> <p>Low branches scratching face and eyes</p>		<ul style="list-style-type: none"> Students and participants 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'. 	GSP / Teacher or Carer	On the day
The hazards listed cover all outdoor activities	Dog bite	4	<ul style="list-style-type: none"> Students advised how to interact with dogs if approached by one. Visitors asked to keep dogs on leash and away from students. 	GSP	On the day
The hazards listed cover all outdoor activities	Needle stick injury	4	<ul style="list-style-type: none"> GSP education staff to do a litter collection at activity sites before an excursion commences. Students and participants advised to wear enclosed shoes on excursion. 	GSP GSP Teacher or carer	On the day Prep
The hazards listed cover all outdoor activities	Snake bite	3	<ul style="list-style-type: none"> Students and participants must wear sturdy, enclosed shoes and stay on walking tracks Students and participants briefed by GSP Education Staff as to the appropriate responses and reactions upon encountering snakes. GSP Education Staff carry compress bandages for management of snakebite. 	Teacher or Carer GSP GSP	On the day On the day On the day
All outdoor activities and those involving catching leaf litter animals	<p>Insect bites & stings</p> <p>Stinging nettles</p>	4	<ul style="list-style-type: none"> Students and participants briefed on expected hazards such as ant nests, and how to best avoid getting stung. All visiting groups/schools are advised to bring personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it. Students and participants will be shown how to collect invertebrates safely using sample jars and containers. 	GSP Teacher or Carer GSP	On the day Prep & on the day On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Water features including Waterways	Drowning	3	<ul style="list-style-type: none"> Students and participants will be briefed on the risks of undertaking activities near the water by the GSP Education Staff. 	GSP	On the day

Dip netting activities	Oyster shells, moss – slips and cuts Steep slopes to water body – slips		<ul style="list-style-type: none"> • The visiting Teacher or Carer/leader will supervise the safety of their group. • Students and participants to wear stable and enclosed footwear. • Appropriate technique and stance for dip netting to be demonstrated by the GSP Education Staff and must be reinforced by visiting staff and parents. • At Callan Park, rocks and other areas covered in slippery moss and sharp oyster shells on the water's edge will be avoided. • 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. 	Teacher or Carer Teacher or Carer GSP	On the day Prep & on the day On the day
Biology/ Geography soil testing Poisoning with chemicals	Poisoning with chemicals	4	<ul style="list-style-type: none"> • Material Safety Data Sheets info readily available at the GSP education venue for all chemical reagents used. • Protective equipment such as gloves and eyewear are available for student and participant use. Students and participants will be briefed and encouraged to use these. 	GSP GSP	Record Management On the day
Students and participants boarding and alighting from bus	Injury	4	<ul style="list-style-type: none"> • Students and 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 travelling at high speeds on quiet park roads). • Where doubt exists before rendezvous with the GSP Education Staff, students and participants should remain on bus, or contained in safe location until rendezvous made. 	Teacher or Carer Teacher or Carer	On the day On the day
Collisions - motor vehicles, bicycles, horses, pedestrians	Injury	4	<ul style="list-style-type: none"> • Students and participants will be briefed at the beginning of the lesson, on how to travel safely as a group on paths and roads. • Students and participants will be led through the site by the GSP Education Staff. 	GSP GSP	On the day On the day
Indoor gardening	Injury	4	<ul style="list-style-type: none"> • Planting will take place in well-ventilated area. • GSP Education Staff will ensure potting medium is damp. • Suitable plant material will be selected for planting. 	GSP GSP GSP	On the day On the day On the day On the day

	Respiratory problems from inhaling potting medium Plant and soil toxicity and allergies		<ul style="list-style-type: none"> Hands will be washed after planting. 	Teacher or Carer	
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Outdoor gardening	Injury Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> Groups will be guided on risks of activity. Visiting schools/groups are advised that providing gardening gloves or disposable gloves for each student and participant will be beneficial but not essential. Gloves may be supplied by the school. Suitable plant material will be selected for planting. Hands will be washed after planting. 	GSP Teacher or Carer GSP Teacher or Carer	On the day Prep On the day On the day
Craft activities	Burns Fume inhalation Unforeseen adhesion of body parts	3	<ul style="list-style-type: none"> GSP Education Staff will ensure all materials used are non-toxic and age appropriate. GSP Education Staff will instruct students and participants in safe use of materials. Glue gun use will be supervised by adults. Craft workshops will be conducted in well ventilated areas. 	GSP GSP GSP GSP	On the day On the day On the day On the day

Risk Reduction Control Measures for school excursions and education 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 taking lessons maintain current First Aid Certificates.
- Accompanying Teacher or Carers and group leaders supervise their students and participants in accordance with OEHL or their own school policy.
- GSP Education Staff have first aid kits on hand and are in radio or mobile communication at all times.
- At Lizard Log, GSP staff to have WSP Security Ranger phone number saved in their phone - 0402 696 255.
- All students and participants are advised to wear sun protection and conduct themselves in a safe and caring manner whilst in the Sites.
- At the commencement of activity, students, participants and Teacher or 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 with students and participants at the start of each session.

- As per GSP policy, all GSP Education Staff have a current Working with Children Check.
- 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.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long-term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood - is an estimate of how probable it is for the hazard to cause harm		
Legend				
1 and 2	Extreme risk: deal with the hazard immediately			
3 and 4	Moderate risk: deal with the hazard as soon as possible			
5 and 6	Low risk: deal with the hazard when able			

Risk assessment matrix as provided by the Department of Education and Communities for completing Risk Management Plans for school excursions. (Department of Education and Communities OHS Directorate 2006).

Plan prepared by: Manager, Community and Education Programs

Date: March 2019

Review Date: March 2020