

# Greater Sydney Parklands

## School Incursion Risk Assessment



Greater Sydney  
Parklands

### Hazard Locations:

Sydney area school grounds and/or parks or open spaces as nominated by the school.

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
COVID Guidelines	Cross infection	3	<ul style="list-style-type: none"> <li>Participants (GSP Education staff, school/group staff, students, other group participants, parent helpers) should not attend if they have travelled overseas, been in contact with persons diagnosed with Covid-19 or are demonstrating any Covid-19 symptoms. All participants are to follow the directions of NSW Health.</li> <li>School/group staff provide hand sanitiser for participants to use prior to activities and encourage regular use throughout the program/activity</li> <li>GSP Education staff use hand sanitiser prior to activities, throughout activities, and between programs</li> <li>Program area surfaces are cleaned with disinfectant / alcohol-based wipes prior to activities and between programs</li> <li>GSP Education Staff provide enough supplies for one per participant, where practical, to reduce items being handed from one person to another</li> <li>If supplies are shared, the items are to be wiped with a disinfectant wipe before being used by the next person and between programs.</li> <li>If a student, teacher, school staff member or parent helper shows any symptoms of Covid-19 during the incursion, it is the responsibility of the teacher in charge to socially distance the person/s for the remainder of the programs</li> </ul>	<p>GSP / Teacher</p> <p>Teacher</p> <p>GSP</p> <p>GSP / Teacher</p> <p>GSP</p> <p>GSP / Teacher</p> <p>Teacher</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p> <p>On the day</p>

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"> <li>GSP will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground</li> <li><b>Teachers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking</b></li> </ul>	GSP  Teacher	On the day  On the day
The hazards listed cover all outdoor activities	Fire/Bush fire  High wind  Severe and inclement weather events	3	<ul style="list-style-type: none"> <li>GSP Education Staff will monitor severe 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 Education Staff may cancel or modify all incursions or education activities.</li> <li>Weather conditions will be considered by GSP Education Staff before undertaking activities.</li> <li>In the event of inclement/dangerous weather during a lesson or activity, the GSP Education Staff will modify or stop the activity.</li> <li>Activities under tree cover will not occur when high winds are over 65km/hr (severe weather warning).</li> <li><b>In an emergency, GSP Education Staff will follow the direction of the school's on-site safety officer.</b></li> <li><b>Participants will need to wear clothing suitable for the weather conditions on the day, for example raincoat, jacket, hat, covered shoes and sunscreen.</b></li> </ul>	GSP  GSP  GSP  GSP  School Safety Officer  Teacher	24 hrs  On the day  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"> <li><b>School/group staff will check the appropriateness of students and participant's clothing prior to the commencement of the activity.</b></li> <li><b>Supervising teacher/group leader should monitor children for blue lips on cold days.</b></li> </ul>	Teacher  Teacher	On the day  On the day
The hazards listed cover all outdoor activities	Heat exhaustion  Dehydration  Sunburn	4	<ul style="list-style-type: none"> <li><b>All students and participants are required to have access to drinking water (water bottles).</b></li> <li><b>Schools are expected to provide sunscreen for their students and participants.</b></li> </ul>	Teacher  Teacher	On the day  On the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
			<ul style="list-style-type: none"> <li>All students, participants and staff are required to wear hats, protective clothing and closed footwear when participating in lessons and activities.</li> </ul>	Teacher	Prep & on the day
The hazards listed cover all activities	Injury requiring first aid	3	<ul style="list-style-type: none"> <li>Schools are expected to provide an appropriate first aid kit and first aid provision to students and participants.</li> </ul>	Teacher	On the day
Food tasting and preparation including Bush Tucker tasting	Poisoning Allergic reactions Spread of disease	3	<ul style="list-style-type: none"> <li>School/group staff 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><b>If participating in preparation and serving of food, students will follow guidelines set out by the GSP Education Staff.</b></li> <li>Most food used in lessons/activities is supplied from commercial companies.</li> <li>Leaves, flowers, fruits supplied from the GSP as edible plant material are washed and dried.</li> </ul>	GSP GSP Teacher GSP GSP	Booking Confirmation On the day On the day Purchasing On the day
Lessons involving cooking and tasting	Burns	3	<ul style="list-style-type: none"> <li>School/group staff will supervise all use of cooking equipment to ensure the safety of the group.</li> </ul>	Teacher	On the day
The hazards listed cover all activities	Asthma Nut allergies Allergies leading to severe reactions such as anaphylaxis etc.	3	<ul style="list-style-type: none"> <li>School/group staff must be aware of allergy management plans and must carry medications or treatments during activities and be trained to use such medications. (i.e. adrenalin, EpiPen™ dispensers).</li> </ul>	Teacher	Prep & on the day

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
The hazards listed cover all activities	Poor student and participant behaviour that compromises group safety	2	<ul style="list-style-type: none"> <li>• <b>Students and participants to be briefed on expected level of behaviour.</b></li> <li>• <b>Measures in place for dangerously disruptive students and participants.</b></li> </ul>	Teacher  Teacher	Prep & on the day  On the day
The hazards listed cover all activities	Plants and seeds with prickles, spikes, thorns or sharp protrusions	4	<ul style="list-style-type: none"> <li>• Students and participants will be briefed on the risks of touching or handling plants or seeds and will be directed by GSP Education Staff when they may touch or handle plants.</li> </ul>	GSP	On the day
The hazards listed cover all outdoor activities	Snake bite	3	<ul style="list-style-type: none"> <li>• <b>School/group staff must advise GSP Education Staff of known snake activity on or near the program areas.</b></li> <li>• <b>All students and participants must wear sturdy, enclosed shoes.</b></li> </ul>	Teacher  Teacher	Prep & on the day  Prep & on the day
All outdoor activities and those involving catching leaf litter animals	Insect bites & stings	4	<ul style="list-style-type: none"> <li>• <b>All groups/schools are advised to have a personal supply of appropriate insect repellent (roll on or lotion) and know how to apply it.</b></li> <li>• Students and participants will be shown how to collect invertebrates safely using sample jars and containers.</li> </ul>	Teacher  GSP	Prep & on the day  On the day
Collisions - motor vehicles, bicycles, pedestrians if program area is not on school grounds (i.e. nearby park)	Injury	4	<ul style="list-style-type: none"> <li>• <b>Students and participants will be led to the off-school grounds program area by supervising school/group staff.</b></li> </ul>	Teacher	On the day
Indoor gardening	Injury  Respiratory problems from inhaling potting medium  Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> <li>• <b>Planting activities will be conducted in well ventilated areas.</b></li> <li>• GSP Education Staff will ensure potting medium is damp.</li> <li>• Suitable plant material will be selected for planting.</li> <li>• <b>Hands will be washed after planting.</b></li> </ul>	Teacher GSP GSP Teacher	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
Outdoor gardening	Injury  Plant and soil toxicity and allergies	4	<ul style="list-style-type: none"> <li>• Groups will be guided on risks of activity.</li> <li>• <b>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.</b></li> <li>• Suitable plant material will be selected for planting.</li> <li>• <b>Hands will be washed after planting.</b></li> </ul>	GSP / <b>Teacher</b>  GSP <b>Teacher</b>	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"> <li>• GSP Education Staff will ensure all materials used are non-toxic and age appropriate.</li> <li>• GSP Education Staff will instruct students and participants in safe use of materials.</li> <li>• Glue gun use will be supervised by adults.</li> <li>• <b>Craft workshops will be conducted in well ventilated areas.</b></li> </ul>	GSP  GSP  GSP / <b>Teacher</b>	On the day  On the day  On the day On the day

**Risk Reduction Control Measures for school excursions and education activities at 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 teachers and group leaders supervise their students and participants in accordance with OEH or their own school policy.
- GSP Education Staff have first aid kits on hand and are in radio or mobile communication at all times.
- 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 teachers 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 OEH 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.

<b>Risk Assessment Matrix</b>				
<b>How serious could the injury be?</b>	<b>How likely is it to be that serious</b>			
	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
<b>Severity</b> – is how seriously a person could be harmed		<b>Likelihood</b> - is an estimate of how probable it is for the hazard to cause harm		
<b>Legend</b>				
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, Education and Community Programs

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