

Risk Assessment Form

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|-----------------------------------|---|----------------------------|-------------------------|
| Directorate/business unit: | National Arboretum Canberra | Manager/supervisor: | Christine Callen |
| Employee representative/s | Nil | Date: | N/A |
| Job description: | School groups onsite at the Arboretum. | | |

| Identified risk(s) | Risk factor(s) What can happen and how it can happen? | Current treatment | RR with current controls in place | | | Can current treatment be improved Proposed control(s) to reduce risk | RR with new controls in place | | | Person who will ensure this happens and date to be made effective |
|--------------------------------------|---|--|-----------------------------------|---|---|---|-------------------------------|---|---|---|
| | | | C | L | R | | C | L | R | |
| Injury due to trips, slips or falls. | Visitors could injure themselves by tripping on uneven ground, or slipping on wet or loose material. Injuries includes, but are not limited to bruising, grazes and broken bones. | All student groups are to be accompanied by a teacher at all times. Students on an Education program are briefed about how to move safely through the site. Facilitated walks must remain follow preapproved routes. All Education staff are first aid trained, and carry a first aid kit. Closed non-slip shoes are recommended. Education staff are to have radios with them at all times. | 2 | 2 | M | | | | | |

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| | | | C | L | R | | C | L | R | |
| | | Climbing on rocks, walls and trees is not permitted | | | | | | | | |
| Weather exposure to sun, heat, wind, rain and cold | <p>Visitors could potentially suffer from heat stress being out for extended periods</p> <p>Visitors could potentially suffer from exposure when out for extended periods during cold.</p> | <p>Students are dressed appropriately for the weather conditions expected</p> <p>Hats, water sunscreen in summer</p> <p>Windproof, warm clothing in winter</p> <p>Water proof clothing for wet weather.</p> <p>Walk might not go ahead if the group is not dressed appropriately for the forecast.</p> <p>Education programs are modified to suit the weather. Walks will not take place if weather is over 35 degrees.</p> <p>In the event of a severe weather event or warning all groups will be evacuated to the Village Centre, or</p> | 2 | 2 | M | | | | | |

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| | | | C | L | R | | C | L | R | |
| | | from the site. | | | | | | | | |
| Pod Playground | Potential injury | Students must be supervised in the playground at all times. The Pod Playground is compliant with Australian Standards. The Pod Playground undergoes regular inspections consistent with the standards. | 2 | 2 | M | | | | | |
| snake bites | Visitor is bitten by snake leading to illness or potential death | Closed shoes are required to be worn at all times. Groups on facilitated programs are briefed prior to program about the hazards of snakes onsite and the appropriate way to respond. Education staff first aid trained and carry a first | 3 | 1 | M | | | | | |

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| | | | C | L | R | | C | L | R | |
| | | aid kit, including snake bite bandage. Teacher guided groups are required to alert students to be aware of snakes, and to move slowly away from snakes if they are encountered. Report any snake sighting to staff onsite Education staff are to carry a radio | | | | | | | | |
| Risk from traffic accident | Student or teacher could be hit by a vehicle while crossing roads. | All Arboretum speed limits set to 40 Programs requiring crossing of roads will be done under the supervision of Education staff Road crossings to take place in suitable locations for visibility and accessibility | 3 | 1 | M | | | | | |

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| | | | C | L | R | | C | L | R | |
| Swooping magpies | Potential injury | Feeding of magpies is not permitted. Avoid known nesting locations during swooping season. | 2 | 2 | M | | | | | |
| Fire | potential injury due to fires onsite | A Strategic Bushfire Management Plan in place. The Arboretum is a flame free site. The Arboretum will be closed to the public in the event of extreme fire danger warning Fuel reduction strategies are in place in and around the Arboretum site Education staff are to carry a radio while out with groups | 4 | 1 | H | | | | | |
| Dams | Drowning risk from dams onsite | Students must remain supervised by teachers at all times. | 4 | 1 | H | | | | | |

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| | | | C | L | R | | C | L | R | |
| | | <p>Groups on education programs will be alerted to the dam's onsite and risks.</p> <p>Groups on Education programs will avoid the dam site.</p> | | | | | | | | |
| Medical emergency | Serious medical condition arising (asthma, allergies, epilepsy) | <p>The school identify students with serious medical condition in advance of the activity, and consult with the Education Officer how to manage that situation.</p> <p>Children with known grass sensitivities should avoid rolling in the amphitheatre.</p> <p>Teachers are responsible for bringing and handling any medical forms, or medication such as</p> | 2 | 3 | M | | | | | |

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| | | | C | L | R | | C | L | R | |
| | | epipens that might be required Education staff are to carry a radio | | | | | | | | |



MANDATORY FIELDS (section must be completed)



OPTIONAL FIELDS (only if issues are identified, incident / accident or new plant and equipment)

Instructions

1. Complete a new line, in the above table, for each identified hazard and conduct a risk assessment (RA).
2. Use the risk matrix below to risk rate (RR) the level of risk posed by each hazard for the following scenarios, uncontrolled (i.e. the risk the hazard presents without any controls), controlled (i.e. the risk the current controls reduce the risk level to), proposed (i.e. for unacceptable risk, the risk the proposed new control will reduce the risk level to).
3. For each scenario, indicate whether the controlled risk is Acceptable/Not acceptable.

Instructions (see table next page)

To establish a risk rating follow Steps 1-3:

Step 1 - Consider the *consequences* of the risk in terms of people and financial factors and select the rating (1-5).

Step 2 - Assess the *likelihood* of the risk occurring, using the information under 'Probability' and 'Historical', and select the rating (1-5).

Step 3 - Where the consequences and likelihood ratings meet, in the coloured part of the matrix, this will give you the overall risk rating of L, M, H or E.

| Risk matrix | | | | | | | | | |
|--|-------------------|--|---|----------------|--|--|--|--|---|
| <p>E: Extreme risk — detailed action plan required H: High risk — needs senior management attention M: Medium risk — specify management responsibility L: Low risk — manage by routine procedures Note: High or Extreme risks must be reported to senior management and require detailed treatment plans to reduce the risk to Low or Medium.</p> | | | | | Consequences | | | | |
| | | | | People | Injuries or ailments not requiring medical treatment | Minor injury or first aid treatment case | Serious injury causing hospitalisation or multiple medical treatment cases | Life threatening injury or multiple serious injuries causing hospitalisation | Death or multiple life threatening injuries |
| | | | | Financial | 1% of budget or <\$5K | 2.5% of budget or <\$50K | > 5% of budget or <\$500K | > 10% of budget or <\$5M | >25% of budget or >\$5M |
| | | | | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | Probability | Historical | | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | >1 in 10 | Is expected to occur in most circumstances | 5 | Almost certain | M | H | H | E | E |
| | 1 in 10–100 | Will probably occur | 4 | Likely | M | M | H | H | E |
| | 1 in 100–1,000 | Might occur at some time in the future | 3 | Possible | L | M | M | H | E |
| | 1 in 1,000–10,000 | Could occur but doubtful | 2 | Unlikely | L | M | M | H | E |

| | | | | | | | | | |
|--|---------------------|---|---|------|---|---|---|---|---|
| | 1 in 10,000–100,000 | May occur but only in exceptional circumstances | 1 | Rare | L | L | M | H | E |
|--|---------------------|---|---|------|---|---|---|---|---|

Source: Adapted from AS/NZS ISO 31000:2009 Risk Management, and Australian Capital Territory Insurance Authority (ACTIA) *Risk Management Toolkit*, Canberra, viewed 12 June 2012 < <http://www.treasury.act.gov.au/ACTIA/RM.htm> >.

NB: The Risk Matrix has been modified to reflect that in the context of health and safety any chance, even a rare occurrence, of a death or multiple life threatening injury is considered extreme.