

Risk Assessment and Management Plan

The Woodlands and Wetlands Trust

GENERAL RISKS

Organisation	The Woodlands and Wetlands Trust: Mulligans Flat / Jerrabomberra Wetlands
Activity	General Risks when visiting our sanctuaries
Date	2019 - 2020
Time	Whilst onsite
Location	This risk assessment applies across the entire Mulligans Flat / Jerrabomberra Wetlands site
Participants	This risk assessment applies to all visiting school groups onsite at Mulligans Flat / Jerrabomberra Wetlands
Interested Parties	The Woodlands and Wetlands Trust, Parks and Conservation Services, Visiting School (students, teachers, assistants, volunteers, parents, community), external contractors

Event Summary: General Risks

This Risk Assessment and Management Plan applies to all school groups visiting Mulligans Flat / Jerrabomberra Wetlands. It includes government, non-government and interstate school groups visiting for excursions.

	Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (G)ood, (A)dequate, (M)arginal	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	Timetable (by when)	Priority rating
1.	Medical emergency.	2	4	H	<ul style="list-style-type: none"> At least 1 visiting adult with a current Senior First Aid certificate must be available to deliver first aid. Epipens/puffers/other emergency medications must be brought by the visiting teachers to Mulligans Flat / Jerrabomberra Wetlands and taken with students to each activity (G) Mulligans Flat / Jerrabomberra Wetlands staff possess current Senior First Aid certificate. 	1	3	M	Ranger/ guide Teachers, staff with first aid to administer	Ongoing / controls in place	
2.	Fire (within buildings or bushfire): Evacuation, injury	1	5	H	<ul style="list-style-type: none"> All visiting schools briefed on emergency procedures during teachers' briefing. All teachers informed of evacuation procedures before tour. In the event of evacuation, staff to follow Mulligans Flat / Jerrabomberra Wetlands staff to evacuation point. 	1	3	M	Coordinating staff and visiting teachers	Ongoing / controls in place	
3.	Contact with the general public: inappropriate exchanges.	2	2	M	<ul style="list-style-type: none"> Staff supervision ratios must be met in accordance with the directorate's Mandatory Procedures (G) 	1	2	L	Staff with duty of care	Ongoing / controls in place	
4.	Students and / or visitors unknowingly pick up a piece of bonded Asbestos Containing Material (ACM). Requires follow-up visit to doctor/hospital for advice.	1	3	M	<ul style="list-style-type: none"> All asbestos areas are known. No walks to be taken within 20 metres of those areas. 	1	3	M	Principal, Site Manager and Coordinating teacher	Ongoing / controls in place	

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5.	Contact with wildlife (e.g. snake, spider, centipede, magpie, microbots, large animals): Injury and potential hospitalisation.	3	4	H	<ul style="list-style-type: none"> Students briefed on boundaries and appropriate behaviour should they encounter a snake, spider or larger wildlife during their time at Mulligans Flat / Jerrabomberra Wetlands. Instruct all students to stay behind Mulligans Flat / Jerrabomberra Wetlands teacher when walking to and from activities at Mulligans Flat / Jerrabomberra Wetlands (G) Instruct students to stay within identified boundaries at each activity (G) 	1	3	M	Coordinating Teacher, Orientation teacher and activity leader, TCCS to implement mowing	Ongoing / controls in place	
6.	Contact with animal faeces: Infection.	2	2	M	<ul style="list-style-type: none"> Instruct students to avoid handling faeces (A) Instruct students to wash hands or avoid handling food / placing hand near mouth if they have handled faecal material (A) 	1	2	L	Activity leader	Ongoing / controls in place	
7.	Volunteers (ie parents) inappropriate supervision of students, child protection issues, poor role modelling.	2	3	M	<ul style="list-style-type: none"> Students to be supervised by at least 1 registered teacher at all times (G) Teacher's responsibility to nominate appropriate volunteers to care for students. 	1	2	L	Coordinating teacher to advise schools	Ongoing	
8.	Photo and media publication used without permission: Photos published on the internet and in public, court or restraint order compromised.	3	2	M	<ul style="list-style-type: none"> Teachers asked before any faces of students are published on social media or other media forums. 	1	2	L	All staff	Ongoing	
9.	Inadequate supervision and compromised ability of staff to maintain group control: Increased likelihood of student accident & injury, misadventure, bullying.	2	3	M	<ul style="list-style-type: none"> It is the visiting teacher's responsibility to supervise their students at all times. 	1	2	L	Mulligans Flat / Jerrabomberra Wetlands staff and visiting teachers	Ongoing	

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10.	Inappropriate student behaviour - inadequate instructions given to students or student non-compliance: Compromised individual or group safety, increased costs due to property damage or legal action, damage to reputation.	3	3	M	<ul style="list-style-type: none"> Discuss behavioural expectations with visiting schools during pre-visit liaison (G) All students made aware of commitments to success of activity and consequences of misbehaviour (A) Mulligans Flat / Jerrabomberra Wetlands staff to stop activity in the event of student misbehaviour, disengagement/off-task behaviour, wandering (G) 	1	2	L	Activity leaders and visiting teachers	Ongoing / controls in place	
11.	Individuals wandering off from group and becoming lost: Implement search and rescue, participant injury while lost, negative publicity.	3	3	M	<ul style="list-style-type: none"> All students made aware of activity boundaries at start of session (A) It is the teacher's responsibility to ensure the entire group is regularly checked and accounted for(A) Mulligans Flat / Jerrabomberra Wetlands staff to stop activity in the event of wandering student – visiting teacher to assist with wandering student, but must not jeopardise group ratios by leaving activity (G) Search of last known location and immediate area by staff. Emergency Services to be contacted if student is unable to be located within a reasonable time frame based on weather, student, time of day, terrain... 	1	2	M	Activity leaders and visiting teachers	Ongoing / controls in place	
12.	Exposure to temperature extremes (hot and cold): Disengagement and loss of focus leading to subsequent accidents, hypo/hyperthermia in serious cases.	3	2	M	<ul style="list-style-type: none"> At least 1 visiting adult with a current Senior First Aid certificate must be available to deliver first aid. Staff all hold a current Seniors First aid certificate. Monitor students for signs of early hypo- or hyperthermia (A) Provide sufficient rest/drink stops in shade when necessary (A) 	1	2	L	Coordinating teacher, activity leaders and visiting teachers	Ongoing / controls in place	
13.	Prolonged exposure to sun: Sunburn, blisters, heat stroke.	4	2	M	<ul style="list-style-type: none"> Sunscreen is available for students to use and they are encouraged to apply sunscreen (G) All visiting teachers to enforce SunSmart policy – hats, sunscreen and appropriate clothing. 	3	1	L	Activity leaders	Ongoing / controls in place	
14.	Dehydration: Disengagement and loss of focus leading to subsequent accidents, headache, dizziness, and heat stress/stroke in serious cases.	3	2	M	<ul style="list-style-type: none"> Provide sufficient rest/drink stops in shade when necessary (A) 	2	1	L	Coordinating teacher and activity leaders	Ongoing / controls in place	

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15.	Fatigue: Disengagement and loss of focus leading to subsequent accidents, inability to participate in activity, possible removal from activity.	3	2	M	<ul style="list-style-type: none"> Monitor levels of student fatigue through observation of engagement and effort (A) Provide sufficient rest stops in shade when necessary (A) 	2	1	L	Activity leader	Ongoing / controls in place	
16.	High winds or heavy rain: Compromised ability to communicate with group, disengagement and loss of focus leading to subsequent accidents, falling tree limbs with resultant injury.	3	3	M	<ul style="list-style-type: none"> Check weather forecast www.bom.gov.au before heading out on overcast days (G) Mulligans Flat / Jerrabomberra Wetlands staff to stop activity where high wind/rain pose a direct threat to students and adults or communication becomes ineffective (G) 	2	2	M	Activity leader	Ongoing / controls in place	
17.	Glass / bottle / rubbish / sharps / drug paraphernalia found	3	4	All staff	<ul style="list-style-type: none"> Educators to complete full site hazard check Brief children to leave anything suspicious alone and notify educator First aid kit Emergency contact details Supervision plans 	1	2	M	All staff	Ongoing / controls in place	
18.	Traffic and road crossing inappropriate which allows students to run onto road and potentially get hit by oncoming traffic	1	5	All staff	<ul style="list-style-type: none"> Buses to park in designated parking areas as outlined by WWT staff previous to Teachers to supervise students near roads If crossing is needed, use the designated pedestrian crossings 	1	1	A	Visiting teachers and bus drivers	Ongoing / controls in place	
19.											

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20.											
21.											

High or Extreme Residual Risks must be reported to Senior Management and require further detailed treatment plans to reduce/modify the risk.

Risk Control Ratings

Good – Documented policy and procedures

Adequate – Established and proven practice

Marginal – Untested practice or subject of unsubstantiated assessment

Version Control

Version	Author (position)	Amendment date	Comments
	Amelia Sutherland Saines (Education officer)	20/10/17	Written

RISK ASSESSMENT MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Medium	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	Extreme
Unlikely	2	Low	Medium	Medium	High	High
Remote	1	Low	Low	Medium	Medium	High

Risk Likelihood

Rating	Scale	Criteria
1	Rare	<ul style="list-style-type: none"> Remote chance of risk event and even then in highly exceptional circumstances, 1 in 10,000
2	Unlikely	<ul style="list-style-type: none"> Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise 1 in 1,000
3	Possible	<ul style="list-style-type: none"> Foreseeable that risk event may occur, but is not expected to occur 1 in 500
4	Likely	<ul style="list-style-type: none"> Risk event likely to occur at least once 1 in 100
5	Almost Certain	<ul style="list-style-type: none"> Expect frequent occurrences 1 in 10

Risk Consequences

Rating	Description	Remarks
1	Insignificant	<ul style="list-style-type: none"> No Injuries Negligible community disruption No disruption to excursion No environmental or other damage. Minimal financial risk or loss (1% of budget)
2	Minor	<ul style="list-style-type: none"> Small number of injuries Only first aid required Limited disruption to excursion Some environmental or other property damage Some financial risk or loss (2.5% of budget)

3	Moderate	<ul style="list-style-type: none"> • Ambulance / Hospital Treatment required • Some community inconvenience • Some activities unable to proceed • Some environmental damage (minor long term effect) • Other property damage • Significant financial risk or loss (5% of budget)
4	Major	<ul style="list-style-type: none"> • Extensive injuries • Significant hospitalisation • Some community displacement • Extensive environmental damage (long term effect) • Other extensive property damage • Serious financial risk or loss (10 % of budget)
5	Catastrophic	<ul style="list-style-type: none"> • Fatalities • Injuries and extended hospitalisation periods • Widespread community displacement • Extensive and widespread property damage • Significant short or long term environmental damage • Extreme financial risk or loss (25% of budget)

Risk Priority

Description	Priority Ranking
Immediate Requires immediate intervention by Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital	A
High Requires involvement from School Network Leader Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital	B
Significant Requires involvement or attention from principal Requires immediate attention from first aid officer	C
Low Requires assistance by staff on site / Possible attention by first aid officer	D