

*Risk Assessment and Management Plan*

*The Woodlands and Wetlands Trust*

**GENERAL RISKS**

Organisation	The Woodlands and Wetlands Trust: Mulligans Flat / Jerrabomberra Wetlands
Number	WWT RA: 2
Activity	School tours in Mulligans Flat Sanctuary and Jerrabomberra Wetlands
Date	15/3/2022
Time	Whilst onsite
Location	This risk assessment applies across Mulligans Flat Sanctuary and Jerrabomberra Wetlands
Participants	This risk assessment applies to all visiting school group participants onsite at Mulligans Flat Sanctuary and Jerrabomberra Wetlands
Interested Parties	The Woodlands and Wetlands Trust, Parks and Conservation Services, Visiting School (students, teachers, assistants, volunteers, parents, community), external contractors

**Summary:** General Risks

This Risk Assessment applies to all school groups tours hosted by the Woodlands and Wetlands Trust at Mulligans Flat Sanctuary or Jerrabomberra Wetlands. **Schools are also required to do their own risk assessment.**

	<b>Risk</b> What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	<b>Risk Treatment / Prevention measure</b> Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	<b>Timetable</b> (by when)	Priority rating
1.	<p><b>General safety of students on school tours</b></p> <p><b>Risks:</b> General risks to students and teachers due to the nature of the activity; walking in the dark, walking on uneven ground and varying weather conditions.</p> <p><b>Considerations:</b> Schools must undertake their own Risk Assessment for their activities.</p> <p><b>Supporting document:</b> <i>Guidelines for Outdoor Activities in Extreme Conditions</i></p>	3	3	M	<ul style="list-style-type: none"> <li>• Outreach officers are experienced in managing large groups of children</li> <li>• All Outreach officers are familiar with potential risks of Tours and are familiar with how to best mitigate risks</li> <li>• Outreach officers provide a General Safety and Emergency Evacuation briefing to participants prior to the tour commencing</li> <li>• Students to be supervised by at least 1 registered teacher at all times</li> <li>• Staff supervision ratios must be met in accordance with the directorate's Mandatory Procedures</li> <li>• It is the teacher's responsibility to nominate appropriate carers for students.</li> <li>• Outreach officers have current First Aid training and carry a first aid kit and carry a Snake Bite kit during snake season</li> <li>• Outreach officers carry a mobile phone and have a list of staff and emergency contact numbers</li> <li>• Outreach officers to download the Emergency + app on their phone which can provide a GPS location in the event of an emergency</li> <li>• School tours do not take place in extreme weather as listed in <i>Guidelines for Outdoor Activities in Extreme Conditions</i></li> </ul>	2	1	L	Woodlands and Wetlands Trust Staff and supervising teachers		

	<b>Risk</b> What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	<b>Risk Treatment / Prevention measure</b> Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	<b>Timetable</b> (by when)	Priority rating
2.	<p><b>Slips, trips, falls and other medical emergencies</b></p> <p><b>Risk Factors:</b> Slips, trips and falls due to terrain, weather and light.</p> <p><b>Considerations:</b> Outreach officers provide a General Safety and Emergency Evacuation briefing prior to the tour commencing</p> <p><b>Supporting document:</b> <i>WWT RA 4: Twilight Tours</i></p>	3	4	H	<ul style="list-style-type: none"> <li>• Tours stay mostly on predetermined main tracks and avoid uneven ground where possible.</li> <li>• Torches are provided to teachers and students for Twilight Tours</li> <li>• Groups are briefed to be careful on boardwalk and near water</li> <li>• At least 1 visiting adult with a current Senior First Aid certificate must be available to deliver first aid.</li> <li>• Epipens/puffers/other emergency medications must be brought by the visiting teachers to Mulligans Flat and taken with students to each activity</li> <li>• Outreach officers provide a General Safety and Emergency Evacuation briefing to participants prior to the tour commencing</li> <li>• Outreach officers have current First Aid training and carry a first aid kit</li> <li>• Outreach officers carry a Snake Bite kit during snake season</li> <li>• Outreach officers carry a mobile phone and have a list of staff and emergency contact numbers.</li> <li>• Outreach officers to download the Emergency + app on their phone which can provide a GPS location in the event of an emergency</li> </ul>	2	2	M	Woodlands and Wetlands Trust Staff and supervising teachers		

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3.	<p><b>Emergency Evacuation of the Sanctuary</b></p> <p><b>Risk Factors:</b> Fire Danger, severe weather and other threats to human life in the Sanctuary eg. Hostile or violent member of the community</p> <p><b>Considerations:</b> The sanctuary is closed on days of TOBAN and as directed by ACTPCS.</p> <p><b>Supporting document:</b> <i>Guidelines for Outdoor Activities in Extreme Conditions</i></p>	3	4	H	<ul style="list-style-type: none"> <li>• ACTPCS Rangers, WWT staff and Emergency Services will coordinate and any emergency evacuation that needs to take place.</li> <li>• ACTPCS staff to communicate to WWT any activities or events taking place such as shooting that may cause a threat to staff and visitors due to protestors/hostile members of the community.</li> <li>• In the event of the group being approached by a hostile member of the community, the Outreach officer is to call 000</li> <li>• In the event of evacuation, the Outreach Officer will take their group to the nearest exit gate out of the Sanctuary</li> <li>• Outreach officers carry a mobile phone so they can be contacted in an emergency.</li> <li>• Outreach officers have a list of emergency contact numbers and always call 000 first in a life-threatening situation</li> <li>• Outreach officers to download the Emergency + app on their phone which can provide a GPS location for an emergency services response</li> </ul>	2	3	M	ACTPCS staff, Woodlands and Wetlands Trust Staff and supervising teachers		

	<b>Risk</b> What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	<b>Risk Treatment / Prevention measure</b> Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	<b>Timetable</b> (by when)	Priority rating
4.	<p><b>Severe weather conditions</b></p> <p><b>Risk Factors:</b> Participants affected by extreme heat or cold, fire danger, smoke inhalation, high winds</p> <p><b>Considerations:</b> Weather conditions to be monitored and assessed using the <i>Guidelines for Outdoor Activities in Extreme Conditions</i></p>	3	3	M	<ul style="list-style-type: none"> <li>• Weather conditions to be monitored via BOM</li> <li>• Fire danger rating monitored through ACT ESA</li> <li>• Postpone tours when: <ul style="list-style-type: none"> <li>○ FDI is 'extreme'</li> <li>○ The temperature is anticipated to be over 37 degrees at the time of the event</li> <li>○ Extreme cold or rain</li> <li>○ High winds over 45km/hour</li> <li>○ ALL tours cancelled if TOBAN</li> </ul> </li> <li>• Woodlands and Wetland supervising staff to inform teachers and students if tours are postponed due to severe weather conditions</li> <li>• ACTPCS and WWT to liaise regarding Sanctuary conditions during severe weather</li> <li>• Outreach officers have current First Aid training and carry a First Aid kit and a Snake bite kit during snake season</li> <li>• Teachers to enforce SunSmart policy, hats, sunscreen and appropriate clothing in heat and cold.</li> <li>• Outreach officers to provide sufficient rest/drink stops in shade as necessary</li> <li>• Outreach officers carry a mobile phone so they can be contacted in an emergency.</li> <li>• Outreach officers have a list of emergency contact numbers and always call 000 first in a life-threatening situation</li> <li>• Outreach officers to download the Emergency + app on their phone which can provide a GPS location for an emergency services response</li> </ul>	1	2	L	ACTPCS Rangers, Woodlands and Wetlands Trust Staff and supervising teachers		

	<b>Risk</b> What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	<b>Risk Treatment / Prevention measure</b> Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk)	Likelihood	Consequence	Residual Risk Rating (After Controls)	Responsible Officer / Risk Owner	<b>Timetable</b> (by when)	Priority rating
5.	<p><b>Contact with Wildlife/Poisonous plant material</b></p> <p><b>Risk Factors:</b> Eg Bites from snakes, spiders, magpies, microbats, large animals, contact with faeces, contact with mushrooms or other possible poisonous plant material</p> <p><b>Considerations:</b> Wildlife are not handled on tours as general practice</p>	2	3	M	<ul style="list-style-type: none"> <li>Teachers and students are briefed to not approach or handle wildlife encountered on the tour</li> <li>Outreach officers are trained regarding wildlife behaviour and appropriate distances to keep between participants and wildlife</li> <li>Students are instructed to stay behind the Outreach officer on tours</li> <li>Students briefed on boundaries and appropriate behaviour should they encounter a snake, spider or larger wildlife</li> <li>Instruct students to avoid handling wildlife faeces, mushrooms and other plant material unless approved by Outreach officer</li> <li>Instruct students to wash hands before eating</li> <li>Outreach officers have current First Aid training and carry a first aid kit and a snake bite kit during snake season</li> <li>Outreach officers to carry hand sanitizer</li> <li>Outreach officers carry a mobile phone and have a list of staff and emergency contact numbers</li> <li>Outreach officers to download the Emergency + app on their phone which can provide a GPS location for an emergency services response</li> <li>Injured wildlife must be reported to ACTPCS Ranger</li> </ul>	1	2	L	Woodlands and Wetlands Trust Staff and supervising teachers		

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6.	<p><b>Inadequate supervision of students</b></p> <p><b>Risks:</b> Students wandering off and becoming lost, inappropriate student behaviour, damage to property, bullying, non-compliance to sanctuary rules, increased risk to group safety.</p> <p><b>Considerations:</b> All student tours must have Teacher/Adult supervision ratios in accordance with the directorate's Mandatory Procedures</p>	3	3	M	<ul style="list-style-type: none"> <li>Students to be supervised by at least one registered teacher at all times</li> <li>Teacher's responsibility to nominate appropriate volunteers to care for students.</li> <li>Staff supervision ratios must be met in accordance with the directorate's Mandatory Procedures</li> <li>All students made aware of activity boundaries at start of session</li> <li>Outreach officers provide a General Safety and Emergency Evacuation briefing to participants prior to the tour commencing</li> <li>It is the teacher's responsibility to ensure the entire group is regularly checked and accounted for.</li> <li>The Outreach officer reserves the right to stop the activity in the event of inappropriate activity including damage to property, bullying, and general non compliance to sanctuary rules</li> <li>Outreach officer to stop activity in the event of wandering student – visiting teacher to assist with locating student, but must not jeopardise group ratios by leaving activity</li> <li>Search of last known location and immediate area by staff.</li> <li>Emergency Services to be contacted if student is unable to be located within a reasonable time frame based on weather, student, time of day</li> <li>Outreach officers have a list of emergency contact numbers and always call 000 first in a life-threatening situation</li> <li>Outreach officers to download the Emergency + app on their phone which can provide a GPS location for an emergency services response</li> </ul>	1	2	L	Woodlands and Wetlands Trust Staff and supervising teachers		

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7.	<p><b>Infectious disease (COVID-19)</b></p> <p><b>Risk Factors:</b> Risk to compromising health of students and staff</p> <p><b>Considerations:</b> Students and staff are reminded not to attend if they are feeling unwell</p>	3	3	H	<ul style="list-style-type: none"> <li>Promotion of personal hygiene and physical distancing for all volunteer activities</li> <li>Adhere to COVID-19 Safety plan for the Woodlands and Wetlands Trust</li> <li>Students/Staff are not to attend if feeling unwell</li> <li>Provide alcohol-based hand sanitizer and hand washing facilities</li> </ul>	2	1	L	Woodlands and Wetlands Trust Staff and supervising teachers		

**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
1	Amelia Sutherland Saines (Education officer)	20/10/17	Written
2	Lauren Brown	14/5/2020	Updated
	Jason Cummings	17/6/2020	Approved
3	Lauren Brown	15/3/2022	Covid Update



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

**Risk Consequences**

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

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

### Risk Priority

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