

Excursion risk management plan

Excursion details			
Date(s) of excursion:	Wed - 09/10/24	Excursion destination Bus drop off / Collection: Lower Fort St, Millers Point	The Rocks - Near Circular Quay
Departure and arrival times	Depart Avalon OOSH: 9:00am Return to Avalon OOSH: 3:30pm		
Proposed activities	Walking, playing games in open field Walking around The Rocks area in a group. Walking Around The Rocks with Staff and tour guide.	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Bus drop off / Collection: Lower Fort St, Millers Point - Return to Avalon OOSH.		
Name of excursion co-ordinator	Karen McGill		
Contact number of excursion co-ordinator	(BH) 9918 - 9672	(M) [REDACTED]	
Number of children attending excursion		Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1 Educator : 8 Children		
Excursion checklist			

<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating in the excursion
<input checked="" type="checkbox"/> List of children attending the excursion	<input checked="" type="checkbox"/> Contact information for each adult
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input checked="" type="checkbox"/> Medical information for each child	<input checked="" type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
walking	getting separated from group	moderate	walk with partners in supervised groups	All Staff/Children	at all times
Boarding / Disembarking Bus	Ensuring that everyone is accounted for and not left behind	High	Roll Call on and off of the bus. Buddy Check	All Staff/Children	when boarding/disembarking bus

Plan prepared by	Karen McGill	Date	25/09/2023
Prepared in consultation with:	Staff		
Communicated to:	All Staff		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			



GENERAL COMPLETED RISK ASSESSMENTS BELOW (pages 2-6)




The purpose of excursion/ incursion risk management is to make excursions/ incursions as safe as possible. Risk management processes are used to identify hazards, assess risks and then eliminate or control risks associated with excursions/ incursions. Any risk assessments provided by us (Ranger Jamie Tours) are not an exhaustive list of risks in relation to any venue or the relevant services. They are not taken to be an admission of liability or an acceptance or responsibility for such risks by Ranger Jamie Tours. You may also like to add to these risk assessments.

These Risk Assessments must be viewed and signed by the school.

If a student has a disability, consultation should take place with their parents/careers and, where practicable, the student when considering reasonable adjustments and making decisions that could impact upon their participation in a relevant activity.

More specific risk assessments/ code of conducts have also been provided within this document for certain locations. You may also like to incorporate these into your risk assessment. A list of these extra risk assessments/code of conducts are listed below:

- Ranger Jamie GENERAL Incursions and Excursions **PAGE 49-54 (MOST POPULAR)**
- Auburn Botanic Gardens (Cumberland Council) **PAGE 2-11**
- The Royal Botanic Gardens Sydney/The Domain **PAGE 12-19**
- Chinese Garden of Friendship Sydney **PAGE 20-23**
- Powerhouse Museum **PAGE 24-27**
- Symbio Wildlife Park Risk Assessment and Code of Conduct **PAGE 28-32**
- Aboriginal Experience **PAGE 33- 39**
- Sydney Tramway Museum (LOFTUS) **PAGE 40-44**
- Captain Cook Cruises **PAGE 45-48**

<p>CUMBERLAND COUNCIL</p> <p>COMMUNITY EVENTS</p> <p>Risk Identification and Risk Control Worksheet</p>	<p>Event: Avalon OOSH</p> <p>Location: The Rocks</p> <p>Date of Assessment: 08/10/24</p> <p>Event Date: 09/10/24</p>	 <p>CUMBERLAND COUNCIL</p>
<p>Please refer to the Safety Risk Ranking Table to ascertain the Risk Rating.</p> <p>The Risk Ratings are to be agreed to in consultation with relevant staff from the area concerned.</p>		

Identified Hazards (List all known hazards) LIST ALL ITEMS THAT ARE DEEMED HAZARDS	Identified Risks WHAT HARM OR THINGS WILL THE HAZARDS DO	<i>Risk Rating</i>			<i>Risk Control Measures</i> (list all control measures) LIST HOW THE ACTION YOU WILL DO TO CONTROL HAZARDS	<i>Risk Rating</i>		
		How Sev ere?	How Likel y?	Risk		How Sev ere?	How Likel y?	Risk
Medical Services	Services needed for injuries sustained from passive participation activities.	C5	L2	B				
Stallholders for food / beverage items (Food, Drink, Ice-cream items)	Potential choking hazard, may cause people to be unwell if food is not stored correctly, burns from appliances whilst cooking.	C3	L2	C				
Trip Hazards	Electrical leads, marquee fixtures, sound equipment, general trip hazards from stalls and activities placed in on the grounds, as well as insufficiently marked obstructions	C3	L2	C				
Noise Pollution Communication	Noise pollution caused by bands, vehicles, performers	C2	L2	D				
Wet Weather	Injury caused by wet weather	C4	L1	C				
Waste and Recycling	Bins, litter patrols and waste. Potential environmental impact and clean up.	C3	L3	B				
Vehicle Access	Injury/death/damage of property due to moving vehicles (stallholders and exhibitors) around the grounds	C5	L1	C				

Vandalism/Theft	From insufficiently secured objects, lack of security on duty	C2	L2	D			
Crowd Control	Insufficiently marked pedestrian traffic ways in venue, confined event space.	C3	L2	C			
Lost Children	Lost children	C3	L2	C			
Equipment & carnival items	Noise pollution caused by people, music, injuries from rides, electrical faults with machines.	C3	L2	C			

CONSEQUENCES	LIKELIHOOD				
	L1 Rare	L2 Unlikely	L3 Possible	L4 Likely	L5 Almost Certain
C5 Catastrophic	Medium C	High B	Extreme A	Extreme A	Extreme A
C4 Major	Medium C	High B	High B	Extreme A	Extreme A
C3 Moderate	Low D	Medium C	High B	High B	High B
C2 Minor	Low D	Low D	Medium C	Medium C	High B
C1 Insignificant	Low D	Low D	Low D	Medium C	Medium C

Rating	Definition	Safety Action Due Date
Extreme A	Fatality or permanent disability , or huge property or environmental damage	Immediately
High B	Hospital admission required, long term illness or serious injury , or major property or environmental damage	Immediately
Medium C	Medical attention and several days off work , or medium property or environmental damage.	1 Month
Low D	Injuries not requiring First aid , or minimal property or environmental damage.	1 Month

Safety Risk Criteria

Safety Risk Ranking Table

DEFINITIONS:

The likelihood of occurrence is the probability of an event occurring. When considering the likelihood of a risk, you need to consider both the probability and frequency of occurrence.

The consequence assessment is the effect or impact of the risk event. It is measured both financially and operationally.

Inherent (Initial) risk is the overall raw risk before controls are implemented.

Residual risk is the level of risk after considering existing controls. It is determined by applying the effectiveness of existing controls to inherent risk.

Hierarchy of Hazard Control Measures

Elimination of the hazard must always be the first priority.

Where elimination is not reasonably practicable, different ways to control or deal with the hazard in the following order of priority must be implemented

1) Substitute the Hazard – If the hazard can't be eliminated, try to replace it with a less hazardous material, equipment or work method

2) Isolate the Hazard – Separate the Hazard from the person. For Example, install guards, fencing or environmental protection devices

3) Engineering Controls – Utilise engineering means to control the Hazard

4) Administrative Controls – Change work methods – alter tools,

Equipment, adopt safe systems of work / procedures, training in manual handling or cleaner work practise

5) Personal Protective Equipment – and training is use. Only use as last resort

Definitions for the various levels of Consequence are:

Rating	Consequence	Description
5	Catastrophic	<ul style="list-style-type: none"> - Demand of government enquiry. - Death. - Long term cessation of core activities. - Huge financial loss not covered by insurance
4	Major	<ul style="list-style-type: none"> - Public / media concern resulting in possible civil action against Council - Extensive injuries - Short term cessation of core activities - Major financial loss not covered by insurance
3	Moderate	<ul style="list-style-type: none"> - Unfavourable external media coverage - Injuries requiring medical treatment leading to numerous days off work - Significant long term disruption of core activities - High financial loss not covered by insurance
2	Minor	<ul style="list-style-type: none"> - Probable limited unfavourable media coverage - Injuries requiring medical treatment leading to some work days lost

		<ul style="list-style-type: none"> - Significant short term disruption of non-core activities - Medium financial loss not covered by insurance
1	Insignificant	<ul style="list-style-type: none"> - Unlikely to have impact on corporate image - Minor injuries with no work days lost - Minimal impact on operations - Low financial loss

Definitions for the various levels of Likelihood are:

Rating	Likelihood	Description	Quantification
1	Rare	The event may occur but only in exceptional circumstances. No past event history.	Once every 100 years or more
2	Unlikely	The event could occur in some circumstances. No past event history.	Once every 50 years
3	Possible	The event may occur sometime. Some past warning signs or previous event history.	Once every 10 years
4	Likely	The event will probably occur. Some recurring past event history	Once a year
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Will occur more than once a year

Examples of Potential hazards may include but are not limited to

Electrical	Mechanical	Psychological	Chemical	Gravity	Noise	Radiation	Biomechanical	Biological
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<ul style="list-style-type: none"> ● Contact with live wires or terminals causing <ul style="list-style-type: none"> - Shock - Flash to eyes - Burns - Falls ● Discharge of capacitor causing <ul style="list-style-type: none"> - Shock - Flash to eyes - Burns - Falls 	<ul style="list-style-type: none"> ● Caught by operating machinery ● Struck by moving machinery or objects ● Caught by movement of mechanical parts ● Crushed by objects moving or falling ● Entrapment ● Excessive vibration 	<ul style="list-style-type: none"> - Harassment - Threats - Lack of instruction - Lack of training - Lack of consultation - Fear 	<ul style="list-style-type: none"> ● Fire or Explosion from <ul style="list-style-type: none"> - Build up of flammable gases - Ignition of existing flammable products ● Contaminants/ toxic substances causing <ul style="list-style-type: none"> - Suffocation - Burns - Poisoning from products 	<ul style="list-style-type: none"> ● Falls from or into vessels ● Falls from structures ● Impact injuries from falling objects ● Engulfment by product 	<p>Sound levels > 85dBA causing hearing damage from</p> <ul style="list-style-type: none"> - Operating machinery - Using equipment 	<p>Pressure</p> <p>Injury from release of stored energy in</p> <ul style="list-style-type: none"> - Hydraulics, - Pneumatics - Springs 	<ul style="list-style-type: none"> ● Extremes of temperature ● Burns ● UV from welding flashes ● UV from exposure to sun ● X-ray exposure ● Eye damage from laser 	<ul style="list-style-type: none"> ● Strains and sprains while lifting objects ● Strains and sprains while moving objects ● Slips & trips from <ul style="list-style-type: none"> - Spillage/slippery surfaces - Uneven/unstable surfaces - Poor lighting ● Crush injury 	<ul style="list-style-type: none"> ● Disease or illness from spores eg Legionnaires ● Disease from infected blood products eg hepatitis, brucellosis ● Other Communicable diseases
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Q.

What is Risk Management?

- A.** If, as an employer (PCBU – Person Conducting a Business or Undertaking under Work Health and Safety Act 2011), you have identified a hazard you must assess how dangerous it is. Ask yourself: how likely is it that an injury or illness will occur and how seriously could someone be affected? This is risk assessment.

The level of significance of the risk will determine the priority assigned to its elimination or control action taken to eliminate the risk, or, if that is not practicable, control the risk of harm occurring.

There are many types of hazards and methods for assessing them will differ. An employer must:

- Evaluate the likelihood of an injury or illness occurring and the likely severity of any injury or illness;
- Review all available health and safety information relevant to the hazard (for example, information from the supplier of plant, material safety data sheets, labels, registers of installed asbestos);
- Review results of biological monitoring and atmospheric monitoring of atmospheric contaminants, previous incident, injury or illness reports);
- Identify factors that contribute to the risk (for example, layout and condition of working environment; capability, skill, experience and age of people ordinarily doing the work; systems of work being used and reasonably foreseeable abnormal conditions);
- Identify actions necessary to eliminate or control the risk;
- Identify any records necessary to be kept to ensure that risks are eliminated or controlled (including how long they should be kept).

Note: Under Clause 12 of the Regulation, an employer must review a risk assessment, including any measures adopted to control the risk, whenever:

- There is evidence that the risk assessment is no longer valid; or
- Injury or illness results from exposure to the particular hazard; or
- A significant change is proposed in the place of work or in work practices or procedures to which the assessment relates.

Q.

Who is responsible for Risk Management?

- A.** The employer must undertake risk management for all foreseeable hazards in their workplace that may arise from work activities and that have the potential to harm employees and any other person at that workplace.

In particular the employer must take reasonable care to identify hazards arising from (but not limited to):

- Work premises
- Work practices, systems and shift working arrangements (including hazardous processes, psychological and fatigue related hazards)
- Plant (including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant)
- Hazardous substances (including the production, handling, use, storage, transport or disposal of hazardous substances)
- Presence of asbestos
- Manual handling (including potential for occupational overuse injuries)
- Layout and condition of the workplace (eg lighting and workstation design)
- Physical working environment (including the potential for any one or more of:
 - electrocution; drowning; fire or explosion; people slipping, tripping or falling; contact with moving objects; exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere)
 - Potential for workplace violence and
 - Biological hazards.

Q.

Who should be involved in Risk Management?

A. The employer must consult with employees (Workers under Work Health and Safety Act 2011) about any Work Health and Safety (WHS) matter that affects them - this includes the risk management process. Involving employees in risk management can be done through the consultative arrangements that have been agreed to at the workplace (e.g. workplace and safety committee, health and safety representative or through other agreed arrangements).

Consulting with employees about the hazards and how to eliminate or control them will help:

- to comply with the law
- to get the whole team involved in the process
- to give you many different points of view
- to encourage safe thinking.

Q.

What if the employer uses a supervisor or employee or consultant to undertake the Risk Management on their behalf?

A. Obligations for risk management remain the responsibility of the employer regardless of any delegation or contracting arrangements that may be made in carrying out the risk management process.

Q.

What is a hazard?

A. A hazard is anything (including work practices or procedures) that has the potential to harm the health or safety of a person.

Hazards can arise from:

- The workplace environment
- The use of plant and substances
- Poor work design or practices
- Inappropriate management systems and procedures
- Human behaviour

Q.

I have a number of hazards that are the same but occur in different places. Do I have to do a separate Risk Management for each of them?

A. A general risk assessment of the hazard is enough, however you will need to examine the different places or circumstances in which the hazard occurs and make sure that your risk assessment outcomes are applicable. You will also need to check that the risk is eliminated or effectively controlled for each place or circumstance.

Q.

What is risk control?

A. It is not enough to identify hazards. Action must be taken to do something to fix (ie eliminate or control) the hazard before it has the chance to cause injury and illness. This is risk control. The first priority of the employer is to try to eliminate the risk altogether. If this is not reasonably practicable, the employer must take action to control the risk. An employer must also make sure that all measures taken to eliminate or control risks to health and safety are properly used and maintained.

The Regulation ranks control strategies from the most effective to the least effective strategy. The employer must take the following measures in the order specified to minimise the risk to the lowest possible level. (Remember that the employer should only be using this list if they have not been able to eliminate the hazard):

- substitute the hazard with a hazard that poses a lower risk of harm eg less hazardous chemical or different equipment
- isolate the hazard from the person put at risk eg. machine guards, remote handling
- minimise the risk by engineering means eg. ventilation
- use administrative means to minimise the risk eg. safe work methods, training, job rotation
- use personal protective equipment (PPE) eg hard hat, respirator, gloves.

Q.

When must risk management be done?

A. Employers must identify hazards:

- before using any premises as a place of work
- before and during installation, erection, commissioning or alteration of plant in a place of work
- before changes to work practices and systems of work are introduced
- before hazardous substance are introduced into a place of work
- while work is being carried out
- when new or additional health and safety information relevant to the employer's business becomes available.

Q.

What are some ways in which you can identify hazards?

A. A number of procedures can be implemented in your organisation to enable workplace hazards to be identified:

- observation;
- consultation;
- workplace inspections;
- health and environment monitoring;
- safety audits;
- monitoring complaints;
- monitoring injury and illness records.

Q.

Who has responsibilities with regard to Personal Protective Equipment?

A. Employers must provide personal protective equipment (PPE) to workers and visitors as a control measure when work hazards are unable to be eliminated or adequately controlled by other methods. An employer must undertake a risk assessment before choosing PPE as the appropriate control measure. PPE must be provided when other methods of control do

not adequately control the risk. It is the least preferred means of control and can be used in addition to other methods to minimise the risk to the lowest level reasonably practical. The employer must:

- ensure that the equipment provided is appropriate for the person and controls the risk for that person;
- ensure that the person using PPE is informed about any limitations of the equipment;
- ensure that appropriate instruction and training is provided so that the equipment controls the risk for the person;
- ensure that the equipment is properly maintained, repaired or replaced as necessary to control the risk for the person;
- provide clean and hygienic equipment;
- ensure that equipment is stored in a place provided by the employer for that purpose;
- clearly identify places of work where PPE must be used.

Employees/Workers also have obligations under the WHS Act 2011 to:

- take reasonable care of themselves and others
- comply and co-operate with reasonable instruction, policy and procedures imposed by the employer in the interests of health, safety and welfare, and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. This can include the use, cleaning, storage etc of PPE.

Botanic Gardens and Centennial Parklands (BGCP)

Excursion Risk Assessment for School Excursions and Community Programs



Hazard Locations:	Centennial Parklands The Royal Botanic Garden, Sydney The Australian Botanic Garden, Mount Annan The Blue Mountains Botanic Garden, Mt Tomah
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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"> BGCP will provide guidance to students walking in natural areas until they prove competence in negotiating uneven ground Teachers/group leaders should supervise students to ensure a level of concentration commensurate with the area in which they are walking 	BGCP Teacher	On the day On the day
Using shared public toilet facilities	Stranger interaction	4	<ul style="list-style-type: none"> BGCP Education staff will pre-check nearby toilets before the start of a session 	BGCP	On the day On the day

			<ul style="list-style-type: none"> ● BGCP Education Staff, Teacher/group leader to accompany children to toilets. ● Children advised to go to the toilet in pairs. ● BGCP carry a mobile or two-way radio to gain additional assistance from Rangers with toilets where it is required. 	BGCP/ Teacher Teacher BGCP	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 Severe and inclement weather events	3	<ul style="list-style-type: none"> ● BGCP Education Staff will monitor severe weather via Bureau of Meteorology weather alert and website. ● On severe weather days and on Very High to Extreme fire danger days, the BGCP Education Staff may cancel or modify all excursions or education activities. ● Weather conditions will be considered by BGCP Education Staff before undertaking activities. ● In the event of inclement/dangerous weather during a lesson or activity the BGCP 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 BGCP Education Staff and visiting school/group staff will follow the direction of 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. 	BGCP BGCP BGCP BGCP Safety Officer Teacher	24 hrs 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. ● BGCP Education Staff are first aid trained and have available at excursion venue a thermal 'space blanket'. ● Supervising teacher/ group leader should monitor children for blue lips on cold days. 	Teacher BGCP Teacher	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 are expected to bring sunscreen from their school 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 Teacher 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 outdoor activities	Being separated from group	3	<ul style="list-style-type: none"> Teachers are reminded that OEH excursion policy means the duty of care owed to students cannot be delegated from the school to employees of external organisations in regard to student supervision. Supervision ratio will meet the BGCP guidelines (the BGCP will provide one teacher per class). BGCP Education Staff lead the walk; Schools and groups' supervising teacher/ group leader remains at the rear of the group. BGCP Education Staff are familiar with tracks and terrain. BGCP Education Staff issue clear and concise instructions on bush/Site safety and with the support of participating teachers/group leaders, ensure these instructions are followed. Students and participants will be briefed about staying on the paths unless directed by the BGCP Education Staff. BGCP Education Staff schedule regular stops to check on group cohesion and maintain communication with schools' supervising teacher/group leader at the rear of the group. BGCP Education Staff carry mobile phones or two-way radios for communication in the case of emergency. 	Teacher BGCP BGCP BGCP BGCP BGCP BGCP	Note 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"> BGCP Education Staff will carry radio and telephone communication equipment. 	BGCP	On the day

			<ul style="list-style-type: none"> Schools are expected to bring an appropriate first aid kit from their school to meet the particular needs of their students and participants. BGCP Education Staff will have available a basic First Aid Kit and will assist in injury requiring care on request of the responsible teacher. 	BGCP	Prep & on the day
				BGCP	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 BGCP Education Staff. 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 BGCP Education Staff. Most food used in lessons/activities is supplied from commercial companies. Leaves, flowers, fruits supplied from the BGCP as edible plant material are washed and dried. 	BGCP BGCP Teacher BGCP BGCP	Booking Confirmation On the day 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"> BGCP 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. 	BGCP BGCP BGCP	On the day On the day Purchasing
The hazards listed cover all outdoor activities	Asthma Nut allergies Allergies leading to severe reactions such as	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 BGCP education venue on the excursion date. On the excursion date a parent or teacher from the visiting school/group must carry the plan and medications or treatments during activities and be 	Teacher Teacher	Prep On the day

	anaphylaxis etc.		trained to use such medications. (i.e. adrenalin, EpiPen™ dispensers).		
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 Teacher	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, thorns or sharp protrusions Poisonous plants Low branches scratching face and eyes	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 BGCP Education Staff when they may touch or handle plants. 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'. 	BGCP BGCP / Teacher	On the day On the day
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, especially at Australian Botanic Site, Mt Annan. Students and participants briefed by BGCP Education Staff as to the appropriate responses and reactions upon encountering snakes. BGCP Education Staff carry compress bandages for management of snakebite. 	Teacher BGCP BGCP	On the day On the day On the day

All outdoor activities and those involving catching leaf litter animals	Insect bites & stings Stinging nettles	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. 	BGCP Teacher BGCP	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 Dip netting activities	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 BGCP Education Staff. The visiting teacher/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 BGCP Education Staff, and must be reinforced by visiting staff and parents. 	BGCP Teacher Teacher BGCP	On the day 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 BGCP 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. 	BGCP BGCP	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). 	Teacher	On the day On the day

			<ul style="list-style-type: none"> Where doubt exists before rendezvous with the BGCP Education Staff, students and participants should remain on bus, or contained in safe location until rendezvous made. 	Teacher	
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 BGCP Education Staff. 	BGCP	On the day
				BGCP	On the day
Indoor gardening	<p>Injury</p> <p>Respiratory problems from inhaling potting medium</p> <p>Plant and soil toxicity and allergies</p>	4	<ul style="list-style-type: none"> Planting will take place in well-ventilated area. BGCP Education Staff will ensure potting medium is damp. Suitable plant material will be selected for planting. Hands will be washed after planting. 	BGCP	On the day
				BGCP	On the day
				BGCP Teacher	On the day
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Outdoor gardening	<p>Injury</p> <p>Plant and soil toxicity and allergies</p>	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. 	BGCP Teacher	On the day Prep
				BGCP Teacher	On the day On the day
Craft activities	<p>Burns</p> <p>Fume inhalation</p> <p>Unforeseen adhesion of body parts</p>	3	<ul style="list-style-type: none"> BGCP Education Staff will ensure all materials used are non-toxic and age appropriate. BGCP 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. 	BGCP	On the day
				BGCP	On the day
				BGCP BGCP	On the day On the day
Risk Reduction Control Measures for school excursions and education activities					

at the Botanic Gardens and Centennial Parklands are:

- BGCP Education Staff are trained in delivering education activities safely.
- The BGCP 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.
- BGCP 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.
- BGCP 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 BGCP 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 BGCP Education Staff member and or the BGCP 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).

<i>Plan prepared by:</i> Manager, Community and Education Programs	<i>Date:</i> Sept 2016	<i>Review Date:</i> Sept 2017
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Venue and safety information for school excursions

Work Health and Safety Directorate



Venue Name	Chinese Garden of Friendship
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Location	Pier Street Darling Harbour NSW 2000		
Contact Details	Telephone: 02 9240 8888	Email: chinese garden@shfa.nsw.gov.au	Fax:
Web Address	www.chinesegarden.com.au		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Activity / Program <i>Please list</i>	Recommended age group / fitness level / prerequisite skills	Staff accreditation / competence <i>For this activity/program</i>	Potential hazards that may exist at the venue or as part of the activity / program <i>i.e. situation or thing that has potential to cause harm such as equipment, environment (e.g. large trees with falling branches, trip hazards) materials, etc.</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Self-Guided Tours	Primary, secondary and tertiary students	N/A	Hard uneven surfaces, steps, slopes, water courses, swooping birds	Teachers and students provided with Chinese Garden 'induction' brief by staff on arrival Signage in place Handrails provided (some areas only) Barriers to water courses (some areas only) Teachers and students must only walk along designated pathways and are not to clamber over rocks and through garden beds

Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>	
NA	Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</i>	Recommended fully enclosed, flat heeled shoes with non-slip soles to be worn by patrons Hats and sunscreen are also recommended
Supervision / services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>	The teachers and accompanying adults must provide full supervision of children at all times
Access	<p><i>Is access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: right;">Note: some parts of the garden are inaccessible by wheelchair eg: the mountain zone</p> <p><i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Emergencies	<p><i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Construction / Maintenance/ Repair	<p><i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p>First Aid / Medical Emergencies</p>	<p><i>Are first aid kits available at the venue for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where are the first aid kits located? At the front office</p> <p><i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>How can this person be contacted if needed? Sydney Harbour Foreshore Authority Rangers are first aid trained and some Chinese Garden staff. Ranges are not based at the garden but are located within the Darling Harbour precinct and are contacted immediately if first aid is required as per organisational procedures. Chinese Garden staff will contact the Rangers directly.</p> <p><i>Is a first aid room available at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Where is the first aid room located? There is no designated first aid room</p> <p>If a medical emergency occurs, what is the venue's procedure? Chinese Garden staff will notify Sydney Harbour Foreshore Authority Rangers who are available 24 hours a day, 7 days a week. Staff (Chinese Garden or Rangers) will also contact 000 as required.</p> <p>How can emergency service vehicles and personnel access the venue? Via the forecourt area directly in front of the garden</p> <p>If a medical evacuation is required what is the process? Sydney Harbour Foreshore Authority Rangers will coordinate this process with emergency services</p> <p>Is the Emergency + smartphone app available to personnel at the venue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - staff are not issued with mobile phones</p> <p>What is the distance to the nearest hospital or other medical facility? Sydney Hospital, Macquarie Street is 2.1km from the Garden. Sydney Hospital has an emergency department.</p> <p>What communication system is to be used if there is no mobile phone reception? Chinese Garden landline and email. Rangers also carry 2-way radios</p>
<p>Potential tree zones</p>	<p>The Chinese Garden has a number of large established trees throughout its landscape and also several trees directly outside the garden around the forecourt area. Trees are maintained by qualified horticulturalists and arborists.</p>
<p>Other factors that may be relevant to risk management</p>	<p>The Chinese Garden is home to various wildlife such as; lizards, birds, fish and turtles. Some of these animals can be unpredictable at times especially birds during the breeding season when they may demonstrate 'swooping' behaviour.</p> <p>Teachers and accompanying adults must ensure that children treat the garden's wildlife with respect and caution at all times.</p> <p>It is recommended that all visitors wear hats during their visit to the garden.</p> <p>Visitors are not permitted to feed any of the garden's wildlife as this is both unhealthy for the animals and may encourage aggressive behaviour (this is of particular relevance to birds)</p> <p>Some swooping birds are also attracted by shiny surfaces such as sunglasses and camera lenses.</p>

Child-related employment

If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Communities on (02) 9836 9200.

Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? Commission for Children and Young People

If your organisation is registered with an Approved Screening Agency in NSW, have all employees and others undertaking work (including volunteers) undergone employment screening? Yes No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form? Yes No

Please note that the information provided above was current as at the date above. It has been provided by the venue to schools in their risk management planning for excursions.

If further information is required please contact the venue directly. If this information changes, the venue will advise the NSW Department of Education and Communities and provide an update.



Venue and safety information for school excursions

Work Health and Safety Directorate



Venue name	Museum of Applied Arts and Sciences' Powerhouse Museum			
Location	500 Harris Street, Ultimo, NSW 2007			
Phone number	(02) 9217 0222	Fax number	(02) 92170622	
Web address	www.maas.museum			
Insurance	Does the venue have public liability cover? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Arriving and departure	Years K -12+	Teachers / Carers	<p>Late arrival</p> <p>Road accidents</p> <p>Trips and falls</p> <p>Lost students</p>	<p>Schools should plan to arrive 15 minutes before their allocated session start time. If you are delayed please call (02) 9217 0222.</p> <p>Teachers and accompanying adults should supervise students when crossing roads, and/or getting on or off buses. Supervision is essential on the Museum Forecourt due to the large amount of traffic on Harris Street, Macarthur Street and Darling Drive.</p> <p>Students should hold handrails when using stairs. Students should not run during their visit, as surfaces may be uneven or wet.</p> <p>Teachers should perform regular head counts to ensure all students are present. Students should be told what to do if they become lost: find a museum staff member</p>

				who can help them relocated their group. Staff can be easily identified as they wear a uniform and name badge.. We recommend younger students have teachers' contact information clearly marked on a badge.
Cloaking	Years K -12+	Trained staff	Lost or stolen property	<p>To ensure property is not left behind, we offer cloaking facilities upon arrival. Students should place any loose items inside their bags before cloaking. The Museum takes all care but no responsibility for student belongings left in the cloaking bins.</p> <p>We strongly recommend valuables are not brought on the excursion. Report any lost property to staff at the reception desk or Museum security.</p>
Student behaviour during the visit	Years K -12+	Trained staff and teachers / carers	<p>Stranger danger</p> <p>Injuries from trips and falls, climbing over safety barriers, touching electrical equipment or sharp objects, or lifting heavy objects. Damage caused by mishandling displays.</p> <p>Cuts and bruises, trips and falls, from escalators and lifts.</p>	<p>All students are asked to wear a name badge to promote dialogue with Museum staff. This contributes to the creation of a lively and participatory learning environment, and we greatly appreciate your support for this. All Museum staff wear a uniform and a badge.</p> <p>Teachers should keep students adequately supervised at all times, and remind students to:</p> <ul style="list-style-type: none"> - walk, not run - remain behind safety barriers - not enter areas marked as 'no access' - not touch electrical equipment or displays (unless marked as 'hands-on') - not lift heavy objects <p>Students must keep near handrails and not run or play on stairs, escalators or ramps. Ensure shoelaces are tied and tucked, and stand in the centre of escalator treads. Keep fingers well clear of lift doors.</p>
Specialist programs in Learning facilities	Years K -12+	Trained staff and teachers / carers	<p>Trips and falls</p> <p>Inappropriate use of equipment</p>	<p>Students must follow instructions of Museum staff.</p> <p>Should any safety concerns be identified in relation to the activity, the teacher will be advised of these at the time of booking.</p>
Lunch and breaks in the Level 1 courtyard	Years K -12+	Teachers / carers	Trips and falls	The playground area is paved with soft-fall rubber floor surface materials to minimize possible injuries resulted from trips and falls. However, students should be reminded to exercise caution and be aware of younger

			Skin care	children under 8 while using the playground equipment. Alternative arrangements will be advised for wet weather conditions. Students should also have adequate outdoor sun protection, such as hats and sunscreen.
Equipment <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Safety goggles and aprons as required			<i>Is all equipment at the venue maintained in accordance with the WHS Regulation, appropriate standards and codes of practice?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Other requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen that participants are required to bring. Indicate if any items are provided by the venue</i>		Students should wear suitable footwear, and bring appropriate skin protection if spending time outdoors.		
Supervision/services <i>List services provided by venue including briefings, guided tours, supervision of activities etc</i>		All groups will be briefed by trained Museum staff and volunteers at the commencement of the visit. Museum staff are available in the exhibitions to assist with directions and queries. Specialist Museum staff supervise educator-led programs and facilities, with teachers present. Teachers should maintain direct supervision of their students at all times during their visit to the Powerhouse Museum. Every adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes. Please ensure that teacher supervision is evenly spread throughout your group while at the Museum.		
Access		<i>Are access to and egress from the premises safe and without risk to health?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is the venue wheelchair accessible?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are disabled toilets available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Emergencies		<i>Are emergency procedures in place in the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Are employees and others undertaking work (including volunteers) trained to deal with emergency situations?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <p>The Museum has full evacuation procedures in case of emergency, threat, fire, and other natural disasters. All fire exits are clearly marked and all staff have received training in evacuation procedures. Please ensure that your group understands the importance of following such procedures in the event of an evacuation. The Museum will liaise closely with NSW state emergency services in the case of external threats such as bomb threat or terrorism and will respond accordingly to any directions given by the authorities.</p>		
Construction/ Maintenance/ Repair		<i>Are licensed personnel used for all construction, maintenance and repair work?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
First Aid		<i>Are first aid kits available for each activity?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is there a trained first aid officer at the venue?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Is a first aid room available?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Child-related employment

Are employees and others undertaking work (including volunteers) of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998? Yes No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?

Employment Screening Unit. (NSW Government Education and Communities)

If your organisation is registered with an Approved Screening Agency in NSW, Have all employees and others undertaking work (including volunteers) undergone employment screening?

Yes No

Have all employees and others undertaking work (including volunteers) completed an Applicant Declaration and Consent form?

Yes No

If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Communities on (02) 9836 9200.

Please note that the information provided above was current as at the date above. It has been provided by the venue to assist employees in their risk management planning for excursions. If further information is required please directly contact the venue. If this information changes, the venue will advise the Department of Education and Communities and provide an update.



Symbio Wildlife Park Risk Assessment

Activity	Potential Hazard	Safety Controls
Transportation to and from Symbio Wildlife Park	<ul style="list-style-type: none"> • Injury caused by moving vehicles • Vehicle accident • Slip or fall when boarding or disembarking transport vehicle 	<ul style="list-style-type: none"> • Ensure vehicle operators have appropriate licence/s and adequate insurances • Ensure vehicle is appropriate for the needs of visitors (wheelchair access, number of seats etc.) • Seatbelts worn where available • Adequate adult/teacher/carer supervision • Enforce rules and monitor behaviour
Walking around Symbio Wildlife Park grounds	<ul style="list-style-type: none"> • Slip, trip or fall • Uneven surfaces • Loosing group visiting with 	<ul style="list-style-type: none"> • Appropriate footwear worn • Reinforce rule of no running throughout the park • School teachers to reinforce SWP "Visitor Code of Conduct" prior to entering SWP • Regular visual check and head count of group
Contact with animals and plants	<ul style="list-style-type: none"> • Bites, scratch or other type of injury sustained from animal • Contracting allergies or disease 	<ul style="list-style-type: none"> • Animals are always under the strict control and supervision of trained staff and volunteers • Animals regularly checked for disease • Animals are conditioned to minimise the potential of biting • Instruct school students to listen carefully to SWP staff and interact with animals as instructed • Teaching staff must supervise students throughout animal presentations • SWP staff trained in first aid • Obey all signage and warnings instructions at all times • School teachers are advised to monitor students with allergies/special requirements • Reinforce personal hygiene ensuring children wash hands thoroughly after interacting with animals and prior to eating

Weather conditions	<ul style="list-style-type: none"> • Heat exhaustion • Over exposure to sun • dehydration 	<ul style="list-style-type: none"> • Water readily available and sunscreen available to apply/reapply • Children should wear hats and suitable clothing during hot weather • School teachers advised to check weather forecast prior to excursion • Sheltered areas to be utilised in the event of extreme weather or rain. SWP staff to advise of these areas upon arrival
Water Play (Splash Park)	<ul style="list-style-type: none"> • Slip, trip or fall • Injury sustained from water park fixtures • Excessive Ingestion of water from water features including tipping bucket • Collision with other Splash Park users 	<ul style="list-style-type: none"> • Children to follow SWP Splash Park rules of no running • SWP available and trained in First Aid • SWP to display rules of Splash Park to be followed by visitors
Playground	<ul style="list-style-type: none"> • Slip, trip or fall • Burns from heated play equipment • Collision with other Playground users 	<ul style="list-style-type: none"> • SWP to display rules of Playground to be followed by visitors • SWP available and trained in First Aid



visitor code of conduct

Visitors should be aware that there may be other members of the public at the park whilst on their visit. As such we ask the adults supervisors/parents/carers/teachers to outline the following Code of Conduct and monitor children's behaviour, and compliance, at all times during their visit.

Visitors should:-

- behave in a courteous and responsible manner at all times
- children should not run
- children should not pull or climb on any glass surface or structure
- children should not climb on fences or any other structure
- children should not throw rocks or any other obstacles
- children should always remain quiet particularly in enclosed areas such as the reptile house
- children should never chase, scare or disturb any of the wildlife
- children should never feed any of the permitted wildlife unless under the supervision and direction of responsible adults
- children should remain seated quietly at all times before, during and after demonstrations
- students should not talk or disrupt the experience of other audience members in any way
- children should place all litter in the bins provided
- children should show care and respect for wildlife at all times
- children are prohibited from entering the pool area unless they are under strict, direct and constant adult supervision

Symbio Wildlife Park reserves the right to remove any child/children at any time if their behaviour is disruptive. In this instance we will require an adult to remove the offending child from the premises.

To ensure the welfare of our kangaroos, we request one class at a time only visit the kangaroo refuge area. This also applies when accessing the reptile house, and we request that children do not tap or bang on the glass or climb on any structures at any time (including the tiger exhibit balustrade). School groups are provided with their own private presentation and are asked not to attend public demonstrations.

There will be other members of the public at the park during your visit and we expect adults to ensure that the abovementioned Code of Conduct is adhered to at all times. If other visitors disrupt your experience please notify our Guest Relations staff immediately as we extend to you the same respect.

Signed in Acknowledgement: _____

Date: _____

Symbio staff: _____

Date: _____

COVID-19 RISK ASSESSMENT EXTENSION

Activity	Potential Hazard	Safety Controls
Contact with guests who are infected	Passing on of bacteria and germs (COVID-19)	<ul style="list-style-type: none"> • Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. • Frequently touched surfaces including counters, handrails, doors, registers, phones, keyboards and EFTPOS facilities are regularly cleaned (minimum twice daily). • Guests are requested to only touch items they are interested in purchasing. • Physical distancing – floor has markings to keep employees and guests at least 1.5m apart from each other. • Sneeze guards are installed at admissions counters, Kiosk counters and retail counter. Guests are kept back from counters. • Gloves to be worn when handling cash • Online ticket purchases and card payments are encouraged • Alcohol based hand sanitiser is provided around the park • Posters on hand washing are prominent and hand washing facilities are available in the bathrooms. • Temperature Checks for guests who are displaying symptoms of Covid-19 • Messaging on website; at entrance and repeated throughout the site regarding government advice on personal hygiene and hand washing and hand sanitizing and physical distancing. • Suspended keeper presentations and encounters • There is an expectation that guests will comply with these guidelines and supervise children to do the same • Preparation for closure if a positive case is identified

Physical Distancing not adhered to in entry queue and kiosk queue	Passing on of bacteria and germs (COVID-19)	<ul style="list-style-type: none"> • There is an expectation that guests will comply with the SWP guidelines and supervise children to do the same • Maximum occupancy limits for enclosed spaces including admissions, Retail, Reptile House and Mini Beasts. Employees will be deployed to manage the entrance area if required. • Carpark Barrier installed to allow physical distancing in entry queue. • Signage placed around the park to remind guests to maintain a 1.5m physical distance • Announcements over the PA system reminding guests to maintain a 1.5m physical distance. • Reducing food offerings at Kiosk to pre prepared / quick to prepare food to reduce wait times and clustering at the Kiosk counter.
First Aid and Emergency Response	Passing on of bacteria and germs (COVID-19)	<ul style="list-style-type: none"> • Emergency procedures in place for serious first aid incidents which may require close physical contact. • Personal Protective Equipment is readily available to be donned prior to contact allowing first aid treatment • Covid-19 First Aid Kit established • Covid-19 response trained first aiders has been established.
Overflow of admission line into carpark	<ul style="list-style-type: none"> • Pedestrian Injury caused by moving vehicles • Vehicle accident 	<ul style="list-style-type: none"> • Highly visible barriers and signs installed • Employee controlling carpark traffic on busy days
Keep cups in kiosk	Passing on of bacteria and germs (COVID-19)	<ul style="list-style-type: none"> • Keep cups are currently not being accepted in Kiosk.
		<ul style="list-style-type: none"> •

Gumaraa Aboriginal Experience Education Risk Assessment

RISK MANAGEMENT POLICY FOR SCHOOLS and VOLUNTEERS

Venue Name	Various Schools
Location	In Schools
Contact Person	Jodi Edwards T: 0408 978 736
Web address	
Insurance Cover	Public liability insurance with a limit of \$20 million
Disabled access	Yes
OH& S Standards	Venues and equipment are maintained in accordance with WHS regulations and standards
First Aid	First Aid Kits are used at each activity and location. Several Gumaraa staff are trained in First Aid.
Child Protection	All paid staff and volunteers have undergone employment screening through the Working with Children Check.
Art Materials	Gumaraa supplies materials and safety data sheet on all products used at the Park. Trainers have OH& S, first aid procedures and implementing best practice in their sessions
AV and IT details	We have a TV/VHS available and a PC computer
Property Access details	Car, Bus and train accessible

RISK MANAGEMENT

RISK MANAGEMENT POLICY FOR SCHOOLS & VOLUNTEERS

1

SUMMARY

This document forms part of the *Gumaraa Aboriginal Experience Management Plan & Policy 2018* and has been designed for use by schools visiting **Bundeena State Park** for day programs. **Risk** is something that we currently manage and control in a variety of ways.

This document will identify **risk** exposures across our activities and will provide assurance that these exposures are adequately controlled.

Our aim is to exercise best practice in controlling the risks to which Gumaraa Aboriginal Experience and its users are exposed

2

WHAT IS RISK MANAGEMENT?

Risk management involves adopting and applying a systematic process to identify, analyse, assess, control and monitor **risk** so that it is reduced and maintained within an acceptable level. **Risk management** is a business tool and part of good **management** and good planning processes.

3

GOALS OF RISK MANAGEMENT OF Gumaraa Aboriginal Experience

Risk management is applied to all **Gumaraa Aboriginal Experience** activities, including visitors in residence and day visitors. It also applies to those delivered by external service providers and project contractors. This assists to:

- ensure that the quality and reliability of services and other program outputs are of a very high standard.
- ensure services meet requirements and are delivered within cost and schedule.
- protect visitors, employees, property, information and all other assets.
- comply with all legal requirements relative to areas of **risk**.

4

RISK REGISTER AND RISK CONTROL

The **Risk** Register documents and tabulates Key **Risk** exposures across **In school incursions**. Specific **risk** assessment related to school visits is conducted according to the guidelines of the **Risk** Assessment Matrix of the NSW Department of Education and Training, **Risk Management** Process and Proforma. The **Risk** Register summarises existing and proposed **risk** controls and measures and presents a control **plan** for those additional controls and **risk** treatments which are needed.

5

PERSONNEL RESPONSIBILITIES

All managers, staff, project consultants, designated co-ordinators and visiting school staff are responsible for managing **risk** within their span of control, for promoting the application of **risk management** and assisting with the identification of risks that could impact on **Gumaraa Aboriginal Experience organization** and **Gumaraa Aboriginal Experience** education staff supervise students during activities with the support of school staff.

SPECIFIC RISK ASSESSMENT AND CONTROLS FOR SCHOOLS

RISK	DESCRIPTION OF RISK	ASSESSMENT OF RISK		
		Severity Rating	Likelihood Rating	Risk Rating
Drowning	See emergency numbers hospital, doctor and ambulance.			Moderate
Fall	Students to be made aware of natural environment risks, through safety briefing. Adult supervision at all times. Sensible physical behaviour is monitored. Walkways in buildings have non-slip surface. All height rails are correct height. Walk pathways are signposted and groups are only permitted on these when accompanied by education or school staff. Covered footwear must be worn at all times See Schools Handbook 2008 for emergency numbers for hospital, doctor and ambulance			Moderate
Food poisoning	Store food in fridges provided. No food storage in bedrooms. Food is prepared using accepted food preparation standards. Kitchen and preparation areas are kept clean and hygienic Gumaraa Aboriginal Experience uses selected reputable caterers. No liability accepted for self-catered visits			Moderate
Car bus train transport	Be aware! Adult supervision of students near moving vehicles. Use appropriate bus & train Services.			Moderate
Food Allergies	Schools must notify us of any special dietary concerns at least one week before the visit commences. All catering and housekeeping staff are briefed on food allergies and insensitivities. No foods containing peanuts are used in the catering. Schools are advised to require students to bring own epi-pens if needed. Special dietary needs are catered for such as gluten free, lactose intolerance, vegetarian and diets for religious purposes			Moderate
Student/staff injury from bee stings, flora allergies, wombats, wallabies, possums, foxes, snake bite, spider bite, tick	In schools we utilize their native Flora, and any fauna we bring in is secured and housed in the appropriate travel cages. Students are advised of dangers to them through detailed safety briefing. Adult supervision of appropriate behaviours. And instructions and guidance is always given on participation. Closed shoes and protective clothing advised to be worn at all times. First aid equipment inside the school is located on arrival. Education staff regularly trained in Senior First Aid and First Aid Kits are carried on all activities.			Moderate
Fire	Check Fire alarms and smoke detectors have been installed in the buildings. Fire extinguishers and fire hoses are available for emergency use and should not be tampered with by students. Fire considered in Evacuation Plan . See safety signage for emergency numbers for fire brigade			Moderate

Noise Levels	There is a low level of background noise			Low
Storm, wind storm flood.	Activities and agendas modified in the event of a storm or windstorm to protect visitors			Moderate
				Moderate

INAPPROPRIATE BEHAVIOUR

RISK	DESCRIPTION OF RISK	ASSESSMENT OF RISK		
		Severity Rating	Likelihood Rating	Risk Rating
Alcohol abuse	No alcohol to be consumed by students or staff at Gumaraa. A special allowance is made for opening events where by the serving is monitored and administered by RTA trained staff. See signage for emergency numbers for hospital, doctor and ambulance			Low
Drug Abuse	No illegal drugs to be consumed by students or staff at Gumaraa. Prior notice communicated to schools with booking. Warning about illegal drugs in introduction speech. See signage for emergency numbers for hospital, doctor and ambulance			Low
Child Abuse/ sexual assault	Child protection measures are integrated at all levels of the organisation. Working With Children checks are carried out on all Gumaraa Aboriginal Experience staff working with children. Schools should already have carried out this check on their staff. All visitors to the property need to be approved.			Low
Physical abuse	Physical abuse is not condoned. Respect for others is conveyed through all activities and behaviour controls. Adult supervision at all times.			Low
Verbal abuse	Verbal abuse is not acceptable behaviour at Gumaraa Aboriginal Experience . Respect for others is conveyed through all activities and behaviour controls.			Low
Bullying and harassment	Bullying is not acceptable behaviour at Gumaraa Aboriginal Experience . This includes verbal, physical, exclusion and inappropriate use of digital technologies. Adult supervision at all times			Low
Malicious Damage	Staff to ensure that students are supervised at all times. The artworks and infrastructure at both Gumaraa Aboriginal Experience are to be enjoyed, respected and protected. Students and staff are encouraged to appreciate these artworks and must not touch them or cause them damage. Damaged caused will be charged to the school			Moderate
Theft	Staff, students and volunteers are requested not to bring valuables to Gumaraa Aboriginal Experience and must take responsibility of personal property.			Low

OH& S RISK MANAGEMENT

RISK	DESCRIPTION OF RISK	ASSESSMENT OF RISK		
Materials	Art materials are generally non-toxic. Students are briefed on responsible use of all materials, techniques are taught regarding safe handling of materials and use of the environment the students will be in. All workshops are directly supervised by Gumaraa Aboriginal Experience contractors . Education Officers. When needed for specific workshops personal safety protection equipment is provided such as gloves, eye-protection, masks and students are advised to bring art shirt			Moderate
Maintenance and Inspections	All materials and equipment used is maintained, inspected, stored and disposed of in accordance with OHS regulations and standards.			Moderate
Sun burn and sun damage to skin	Some workshops are conducted outdoors BN advises visitors to bring and use sunscreen and other sun protection methods including hats and clothing which covers the skin for outdoor activities. Additional sunscreen is available from Gumaraa Aboriginal Experience contractors if requested			Moderate
Baggage and equipment handling	Please follow Gumaraa Aboriginal Experience staff instruction in relation to storage and safe handling of equipment.			Low
OH&S procedures – inspections	Venues and locations are inspected and maintenance is conducted as needed. Regular inspections occur for sprinkler systems, hose reels, fire extinguishers and other equipment, and electrical tagging.			Low
Evacuation	Evacuation procedures are clearly explained during safety briefing. Signage in buildings and safety briefing indicates procedures			Low
Fire exits	Are clearly marked in the building.			Low
Disabled access	Disabled access and disabled bathroom and toilet facilities are available at Gumaraa Aboriginal Experience KSP Limited disabled access is available at KSP.			Moderate
All weather cover	Agendas are modified to suit climatic conditions. Wet weather alternative activities are provided at Warradjah KSP.			Low
Lighting	External lighting at night is provided at Gumaraa Aboriginal Experience KSP for safety in the carpark area.			Moderate

Surf Beach and River Access	Gumaraa Aboriginal Experience ensures all water activities are carried out by qualified instructors. Instructors have 1:8 Ratio ensuring that students are properly managed in water activities.			Moderate
Spear and Boomerang Throwing	Gumaraa staff to first show students and teachers the correct and safe procedure on how to throw spear and Boomerang. One student at a time. Must listen to rules of Gumaraa staff at all times.			Moderate
Smoking Ceremony	Smoking ceremony where possible will be conducted outside or inside in well ventilated areas away from smoke and fire alarms. Students with Asthma are recommended to sit at back of group/ away from smoke.			Low

This information provided is current from Feb 2020 . It has been provided by Gumaraa Aboriginal Experience to assist teachers in their risk management planning for excursion and use by clients using the services or facilities conducted by Gumaraa Aboriginal Experience.

COVID-19 SAFETY MANAGEMENT PLAN

- GUMARAA has been successfully registered as a COVID safe business with the NSW Government
- GUMARAA staff to only attend incursions and excursions only if they are feeling well
- All GUMARAA Staff carry with them a backpack with first aid kit, 1L hand sanitizer for themselves and their group along with disinfectant wipes
- For excursions outside of the schools all groups will be no larger than x30 people total as directed by NSW Government guidelines
- Excursion groups during introduction, lunch and recess will sit in groups no larger than 30 people with a minimum of 2m between groups
- Rangers will always maintain and make sure their groups are always more than 2m away from other members of the public when conducting excursion tours.
- Excursion students will sit in the introduction with the required distancing between each student of 1.5m apart
- GUMARAA will always keep records every day with contact details and times of the Rangers, Teachers and adults who attended the excursion or incursion. Teachers will be in charge of the role of their students
- Prior to every excursion GUMARAA will make sure that the teachers have allowed students to come on the excursion only if they have not been displaying symptoms of illness.

WELLBEING FOR STAFF AND VISITORS

GUMARAA will:

- Exclude staff, visitors and customers who are unwell.
- Provide staff with information and training on COVID-19, including when to get tested, physical distancing, hygiene and cleaning.
- Make staff aware of their leave entitlements if they are sick or required to self-isolate.

- Display conditions of entry for any customers or visitors at warehouse premises

PHYSICAL DISTANCING

GUMARAA will:

- Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.
- Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.
- Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.
- Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or a separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.
- Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).
- Use telephone or video for essential meetings where practical.
- Review regular deliveries and request contactless delivery and invoicing where practical.
- If staff or workers need to travel together in the same vehicle:
encourage passengers and drivers to spread out, using front and back seats
workers should only handle their own tools and bags where possible
have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
encourage workers to set the air-conditioning to external airflow rather than recirculation.
- Have strategies in place to manage gatherings that may occur immediately outside the premises.

HYGIENE AND CLEANING

GUMARAA will:

Provide hand sanitiser at multiple locations throughout the workplace.

- Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.
- Ensure bathrooms are well stocked with hand soap and paper towels
- Clean frequently used areas at least daily with disinfectant. Clean frequently touched areas and surfaces.
- Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

- RECORD KEEPING

GUMARAA will:

- Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.
- Make staff aware of the covidsafe app and the benefits of the app to support contact tracing if required.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 131050.

SYDNEY TRAMWAY MUSEUM

(CORNER OF PITT ST AND RAWSON AVE (OLD PRINCESS HIGHWAY), LOFTUS NSW)

SCHOOL TO FILL OUT BELOW:

Name of school:

Name of principal:

Description and location of excursion:

Date(s) of excursion:

Group/class:

Number in group/class:

Name of excursion coordinator:

Contact number:

Accompanying staff, parents, caregivers, volunteers:

Task/ Activity	Hazard Identification & Associated Risk	Risk Level Legend 1 and 2 Extreme Risk 3 and 4 Moderate Risk 5 and 6 Low Risk	Elimination or Control Measures	Who	When
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Walking to and from transport and Walking around in general for example around Sydney Tramway Museum.	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	<p style="text-align: center;">4</p> <p style="text-align: center;">6</p>	<ul style="list-style-type: none"> - 2 teachers & 4 parent/carer volunteers attending to supervise excursion - Brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times <ul style="list-style-type: none"> - When walking in Buildings please watch your step and footings - Always follow guide when walking in the City especially the Rocks and China Town. - Students not to enter building/ ruins without guide 	Coordinating teacher	Prior to walk and on the excursion
Bus and Coach transport to and from excursion venue	<ul style="list-style-type: none"> - Boarding and disembarking coach/ Train/ Ferry - vehicle accidents 	<p style="text-align: center;">6</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate licence(s) and insurance - Check availability of seat belts - Transport to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn on es and seated on Ferries and Trains 	Excursion coordinator and teachers	Prior to booking and on the excursion
Observing and boarding new and old vintage Trams/ trains/ buses. Standing Outside in exposed weather.	<ul style="list-style-type: none"> - bites and stings from animals, insects, spiders, snakes (including severe allergies) - exposure to sun (Heat) - exposure to Cold 	<p style="text-align: center;">4</p> <p style="text-align: center;">4</p> <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid and emergency response (e.g. adrenaline auto injector, such as EpiPen® /Anapen®, for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Avoid areas with long grasses - Wear enclosed footwear and other protective clothing - Wear sun safe hats, shirts with long sleeves and at least 30+ sunscreen while outdoors - Do not touch animals, students must freeze when they see a dangerous animal - School Teachers to identify the hazards and tell students what to do before commencement of program - Ensure students bring warm clothing - Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®. 	Teachers including parent helpers	Prior to excursion and on the excursion
Guided Walking Tours of Sydney Tram Way Museum including activities in Royal National Park National Parks/ Walking outside of school grounds.	<ul style="list-style-type: none"> - Uneven ground surfaces, Trip Hazards- Potentially resulting in broken bones, sprained ankles/ wrists, cuts/ 	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> - Notify Excursion Tour Operator of expected arrival and departure times, location of walk and participants, students with medical conditions - Excursion Tour Operator to lead walk. Adult supervision at front and back to keep group together. Students to stay on designated path at all times - Inform excursion participants of safety instructions. 	Excursion coordinator, supervisors, teachers and everyone	Prior to walk and on walk/ on tram ride

Tram Rides	<ul style="list-style-type: none"> scrapes, puncture wounds etc. - bites and stings, exposure to sun, wind, storm, rain and dehydration. - allergies to insects, reptiles and plants. - becoming lost or isolated from the group - change in weather conditions - Falling off cliff/ wharf - Drowning in a body of water such as lake, river, lagoon, pond, beach, river, harbour - Bushfire - Local Park Playground equipment - Allergies to playing with/ handling vegetable oil, slime, corn starch, food colouring, shaving cream, mentos, water, shampoo, sunscreen, paint, ocre and more. - Fishing, getting fishing hook stuck/ caught on body part 	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">5</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors. - Ensure participants carry water bottles - Teaching staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Identify participants with known medical conditions and ensure appropriate medication/treatment and support is available - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Check weather forecast on day of excursion and carry maps - During Lunch all children must be supervised by the Schools Teachers - If in National Park visitors will only be walking on designated tracks and Paths and will ALWAYS be at least 5m from cliff - Students and tour leader must always walk on designated foot paths, tracks and inside museum - Students to always stand at least 2m away from water, rivers, ponds, lakes, dams and/ or any open water deeper than 0.5m - Tour guide to check Beau of Meteorology each morning for weather forecast. - Teachers and tour guide to visit NSW RFS website each morning prior to tours to check fire rating danger forecast. - Tours will not go ahead if fire rating is considered 'Catastrophic' according to the NSW RFS danger rating. - Tours will not commence during heavy rainfall/ storm action - Students must keep all hands and body parts inside moving tram at all times - All participants in tram ride must be seated at all times - Tram max speed limit 25km p/hr - Emergency plans communicated for dealing with potential incidents <p>Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®.</p>		
Diet and food during excursions including	- Student food allergies	3	<ul style="list-style-type: none"> - Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen® /Anapen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. 	Teachers and coordinators	Prior to and during excursion
Being in close contact with members of the public	- Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries	3			
	- Minor injury from contact trips	3			

	<p>and falls</p> <ul style="list-style-type: none"> - Allergies - Catching viruses, diseases etc 	<p>4</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>4</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>4</p> <p>3</p> <p>5</p> <p>5</p> <p>3</p> <p>3</p> <p>4</p> <p>5</p> <p>5</p> <p>5</p>	<ul style="list-style-type: none"> - Confirm appropriate food with parents/carers for student with allergies - Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers - Food brought by student should only be approved and provided by student's parent/carer - Discuss with class groups about the importance of only eating your own food - Ensure a responsible adult is with each group of students - Ensure all staff attending have anaphylaxis training (use of adrenaline auto injector) and E-emergency care training - Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. - Regular checks for defects and reporting of these Inspections of play and sports equipment. - Annual maintenance agreement in place and repairs undertaken where necessary. - Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) - Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). - Consider segregating age groups (Specify the age or year groups if appropriate) - Supervision of use required at all time - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) - Children to wear appropriate footwear - Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (not required for climbing equipment below 60cm) - Supervision of use required at all times - Apparatus not to be used when wet and slippery. - Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars) - Students to always listen to the Rangers instructions - Students must always be at least 3m away from Liquid Nitrogen when Ranger is pouring it 		
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			<ul style="list-style-type: none"> - Ensure items are used only for their intended purpose. - Making sure students wash their hands and not putting their fingers inside their mouth to limit possibility of contracting virus/ diseases from other people around them. Teachers/ parents to ensure students bring hand sanitiser and remind students to wash their hands and cover their mouth when they sneeze. -Students to listen to 'Rangers' rules on safety of each activity before commencing activity. Teachers to ensure the students abide by these rules. - Students are the teachers responsibility at all times on incursions and excursions 		
<p>Contact with members of public who are infected with COVID-19</p> <p>Safeguarding students, teachers, parents and adults against the possible infection and transfer of COVID-19</p>	<p>Passing on of bacteria and germs (COVID-19)</p>	5	<ul style="list-style-type: none"> -Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. - Frequently touched surfaces including counters, handrails, doors, registers, phones, keyboards and Ranger Jamie Equipment are regularly cleaned after every activity. - Sneeze guards are installed at admissions counters, Kiosk counters and retail counter. Guests are kept back from counters. - Alcohol based hand sanitiser is provided on every program. - Posters on hand washing are prominent and hand washing facilities are available in the bathrooms. - Preparation for closure/ back on the bus if a positive case is identified - Covid-19 First Aid Kit established by teachers prior to arriving at excursion location - Students, teachers, adults, parents and guides to thoroughly wash hands after using bathroom and also to bring own personal hand sanitiser - Students when placed in groups to use own tools/ devices to limit sharing 		
Feel free to add any Task/ Activity you feel necessary					

Venue and safety information reviewed and attached: **Yes / No**

Plan prepared by:

Position:

Date:

Prepared in consultation¹ with:

^{1*} Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, individual members of the student group); this is a sample only.

CAPTAIN COOK CRUISES – SYDNEY HARBOUR ADVENTURES

VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

Venue name	CAPTAIN COOK CRUISES
Location	Wharf 6, CIRCULAR QUAY NSW 2000
Phone number	(02) 9206 1111

Web address	www.captaincook.com.au
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Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Activity/program	Recommended age group/fitness level/prerequisite skills	Staff accreditation competence for this activity	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Harbour Cruises	N/A – All Ages fitness levels, skills are welcome	Crew qualified under NSW Maritime Law. Staff skill and training in Safety is Industry Best.		Captain Cook Cruises has commenced the roll-out of an Industry leading Safety Management System. This SMS complies with all Industry regulations and Maritime requirements including OH&S regulations.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs

In the event of an emergency life jackets will be used. These are maintained in good order according to survey requirements.

Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards? Yes No

Please note, this information has been provided by the venue to assist teachers in their risk management= planning for excursions. If further information is required, please contact the venue.

<p>Other requirements</p> <p>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue.</p>	
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<p>Supervision/services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i></p>	<p>Safety Briefing provided onboard and educational tour of Sydney Harbour</p>
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<p>Access</p>	<p>Are access to and egress from the premises safe and without risk to health? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the venue wheelchair accessible? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are disabled toilets available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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<p>Emergencies</p>	<p>Are emergency procedures in place in the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Are the staff trained to deal with emergency situations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
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<p>First Aid</p>	<p>Are first aid kits available for each activity? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is there a trained first aid officer at the venue? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is the first aid room available? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Initial Risk Profile		QUALITATIVE ASSESSMENT - Untreated Risk				RISK MITIGATION STRATEGY	Treated Risk Score		
Describe the Risk	Who or what could it harm?	Likelihood	Consequence	Risk Rating	Basis for Evaluation	What will you do to minimise	Likelihood	Consequence	Risk Rating
Void Flooding/Vessel foundering	Asset Damage Financial Impact Company Reputation Loss of service Loss of contract Negative Media Attention	B	4	II	The vessel is built to class with water tight voids. Sea valves are maintained with regular maintenance. Bilge pumps are tested regularly.	1. Regular checks of voids as per SMS 2. Regular checking of bilge pumping and alarm system 3. Vessel slipped periodically to clean hull at which time voids will be systematically checked 4. Regular regime of checks to occur by qualified technician (Maintenance Team) 5. Maintenance Plan in place including reporting system 6. Regular Safety Drills conducted 7. Vessel is fitted with bilge alarms and pumps to respond to a flooding incident	A	4	III
Technical Failure/ Poor Reliability	Asset Damage Financial Impact Company Reputation Loss of services Loss of contract	B	3	III	The engineering systems have been surveyed to class. The engineering systems are reviewed and maintained by a highly qualified shore based engineering team. A training and passout system is in place for on board engineers. Regular assessments of onboard engineers is conducted by shore based engineering staff.	1. Maintenance Plan in place including reporting system 2. Regular Safety Drills conducted 3. Regular regime of checks to occur by qualified technician (Maintenance Team) 4. Extensive procedures for engineering operational and preventative maintenance tasks. 5. Regular Safety Drills conducted 6. The engineering systems have been surveyed to class.	A	2	IV
Slips, Trips & Falls	Injury Employee Workcover Claim Employee loss time Passenger financial claim Company Reputation Loss of services Negative Media Attention	C	2	III	Vessel is designed for repeated embarkation and disembarkation of passengers. Regular attention is paid onboard trip hazards. The most susceptible areas are the sills on the entry doors to the main cabin, the stairs to the upper decks and the gangway plus the step up to central seating area. These areas are well marked.	1. Clearly marked - black & yellow warning tape on sill edges and risers 2. Crews properly trained to be observant 3. Use of non slip mats and ensure regular cleaning 4. Hazard awareness included within induction program 5. Signage in place including maintaining 3 points of contact, etc 6. Maintenance Plan in place including reporting system 7. Regular regime of checks to occur by qualified technician (Maintenance Team)	A	2	IV
Medical Incident	Passenger Injury Passenger financial claim Company Reputation Loss of services Negative Media Attention	C	2	III	It is most probable that a health related issue occurs with one of the vessels' passengers. The proximity of land based assistance and the contact of emergency services minimises the impact of the passengers status being exasperated.	1. Hospitality and Deck crew are in passenger areas for the predominate time of their work so passengers in peril can report. 2. Emergency Contacts including VTS in reach of the Master and Cruise Directors / Marine Crew 3. Procedure withinin SMS and Emergency Flip Charts 4. All Marine Crew and Cruise Directors hold a current First Aid Qualification 5. Drills test preparedness of crew for a medical emergency. 6. First Aid Kits throughout the vessel including a portable one in the	A	2	IV
Master Incapacitated	Vessel Collision Vessel Damage Passenger or crew Injury Financial claim Company Reputation Loss of services Negative Media Attention	A	4	III	There has been no reported occurrence in recent years where a vessel on Sydney Harbour has been in trouble due to the Master being incapacitated. Bus, trains, taxi and small aircraft carry the same risk.	1. Qualifications checked with marine medicals in date 2. General Purpose Hand trained in stopping the vessel and making an emergency call via either radio or mobile telephone 3. First Aid Kits throughout the vessel including a portable one in the wheelhouse 4. Emergency Contacts including VTS in reach of the Master and Cruise Directors / Marine Crew 5. Procedure withinin SMS and Emergency Flip Charts 6. All Marine Crew and Cruise Directors hold a current First Aid Qualification	A	2	IV

Adverse Weather/Reduced Visibility	Vessel Collision Vessel Damage Loss of service	B	2	IV	Occasionally Sydney will experience severe rain events and very occasionally there is thick early morning fog.	<ol style="list-style-type: none"> 1. Masters to proceed at safe speed 2. Additional lookouts posted as required 3. Reduced visibility and adverse weather procedure in place 4. Master to sound appropriate sound signals, consider making VHF call to advise VTS of vessel status 5. Vessel fitted with navigation lights 6. Weather conditions are reviewed prior to each trip 	A	2	IV
Fuel Spill	Spillage harming the environment Company reputation Negative media attention Financial penalties	B	3	III	Fuelling takes place every 6 weeks.	<ol style="list-style-type: none"> 1. Fuelling is undertaken in accordance with the procedures outlined in the SMS. 2. Communication is maintained during fuelling. 3. A spill kit is to be available during refuelling. 4. All crew trained in refuelling procedures 5. Maintenance Plan in place including reporting system 6. Regular regime of checks to occur by qualified technician (Maintenance Team) 	B	2	IV

INCURSIONS AND EXCURSIONS- RANGER JAMIE TOURS GENERAL RISK ASSESSMENT

PLEASE NOTE: The purpose of excursion/ incursion risk management is to make excursions/ incursions as safe as possible. Risk management processes are used to identify hazards, assess risks and then eliminate or control risks associated with excursions/ incursions. Any risk assessments provided by us (Ranger Jamie Tours) are not an exhaustive list of risks in relation to any venue or the relevant services. They are not taken to be an admission of liability or an acceptance or responsibility for such risks by Ranger Jamie Tours. You may also like to add to these risk assessments. If a student has a disability, consultation should take place with their parents/careers and, where practicable, the student when considering reasonable adjustments and making decisions that could impact upon their participation in a relevant activity. **This Risk Assessments must be viewed and signed by the school.**

SCHOOL TO FILL OUT BELOW:

Name of school:

Name of principal:

Description and location of excursion:

Date(s) of excursion/ incursion:

Group/class:

Number in group/class:

Name of excursion coordinator:

Contact number:

Accompanying staff, parents, caregivers, volunteers:

Task/ Activity	Hazard Identification & Associated Risk	Risk Level Legend 1 and 2 Extreme Risk 3 and 4 Moderate Risk 5 and 6 Low Risk	Elimination or Control Measures	Who	When
Walking to and from transport and walking around outside in public locations outside of school grounds such as NSW National Parks, Council Parks, City, Buildings, the Rocks Ruins in City, Chinese Gardens and more.	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	<p>4</p> <p>6</p>	<ul style="list-style-type: none"> - At least one teacher per class group attending to supervise the group. - Teachers brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times <ul style="list-style-type: none"> - When walking in buildings please watch your step and footings - Always follow guide when walking in the city especially the Rocks and China Town. - Students not to enter building/ ruins without guide 	Coordinating teacher	Prior to walk and on the excursion

Coach / Bus / Train / Ferry transport to and from excursion venue	<ul style="list-style-type: none"> - Boarding and disembarking coach/ Train/ Ferry - vehicle accidents 	<p style="text-align: center;">6</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate licence(s) and insurance - Check availability of seat belts if seatbelts are legally required - Transport to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn on Buses and seated on Ferries and Trains 	Excursion coordinator and teachers	Prior to booking and on the excursion
Observing rock formations; animals and plants	<ul style="list-style-type: none"> - bites and stings from animals, insects, spiders, snakes (including severe allergies) - exposure to sun (Heat) - exposure to Cold 	<p style="text-align: center;">4</p> <p style="text-align: center;">4</p> <p style="text-align: center;">4</p>	<ul style="list-style-type: none"> - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained teacher staff member is available to provide appropriate first aid and emergency response (e.g. adrenalin auto injector, such as EpiPen® /Anapen®, for student with anaphylaxis) - Ensure teacher staff and students are aware of emergency response procedures. - Avoid areas with long grasses - Wear enclosed footwear and other protective clothing - Wear sun safe hats, shirts with long sleeves and at least 30+ sunscreen while outdoors - Do not touch animals, students must freeze when they see a dangerous animal such as a snake - School Teachers to identify the hazards and tell students what to do before commencement of program - Ensure students bring warm clothing - Teachers to Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®. 	Teachers including parent helpers	Prior to excursion and on the excursion
Bushwalking/ Walking/ Standing in and performing activities in National Parks/ walking outside of school grounds including City (The Rocks, China Town, Chinese Gardens/ SYDNEY CBD and local Parks across NSW). Venues may include: <ul style="list-style-type: none"> - Bobbin Head - Kamay Botany Bay NP - Wattamolla - West Head 	<ul style="list-style-type: none"> - Uneven ground surfaces, Trip Hazards- Potentially resulting in broken bones, sprained ankles/ wrists, cuts/ scrapes, puncture wounds etc. - bites and stings, exposure to sun, wind, storm, rain and dehydration. 	<p style="text-align: center;">4</p> <p style="text-align: center;">3</p>	<ul style="list-style-type: none"> - Notify Excursion Tour Operator of expected arrival and departure times, location of walk and participants, students with medical conditions - Excursion Tour Operator to lead walk. Adult supervision at front and back to keep group together. Students to stay on designated path at all times - Inform excursion participants of safety instructions. - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear sun safe hats, shirts with long sleeves, and at least 30+ sunscreen while outdoors. - Ensure participants carry water bottles 	Excursion coordinator, supervisors, teachers and everyone	Prior to walk and on walk

<ul style="list-style-type: none"> - Clifton Gardens Reserve, Mosman - Balmoral Beach - Royal Botanic Gardens - The Rocks, Sydney CBD - Shelly Park - Gunnamatta Park - Cronulla - Carss Park Bush Flat - Bonnie Vale - Audley - Garie Beach - Bola Creek - Western Sydney Parklands - Lizard Log or Bungarrabee Park - Auburn Botanic Gardens - Illawarra IFLY - Minnamurra Rainforest - Stanwell Park - Bald Hill – Stanwell Tops - Wollongong Botanic Gardens - Symbio Wildlife Park - Killalea State Park - Powerhouse Museum - Sydney Tramway Museum - Chinese Gardens of Friendship - Darkes Forest apple orchid - Hyde Park - Sydney Eye Tower - Nielson Park - Bundeena - Bundeena Beach Park Reserve - Royal National Park coastal track - Bents Basin state Conservation Area - Woronora Dam - Watsons Bay - Shark Island, Sydney Harbour National Park 	<ul style="list-style-type: none"> - allergies to insects, reptiles and plants. - becoming lost or isolated from the group - change in weather conditions - Falling off cliff/ wharf - Drowning in a body of water such as lake, river, lagoon, pond, beach, river, harbour - Bushfire - Local Park Playground equipment - Dogs approaching students 	<p style="text-align: center;">3</p> <p style="text-align: center;">5</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	<ul style="list-style-type: none"> - Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Identify participants with known medical conditions and ensure appropriate medication/treatment and support is available - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. EpiPen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Check weather forecast on day of excursion and carry maps - During Lunch all children must be supervised by the Schools Teachers - If in National Park visitors will only be walking on designated tracks and Paths and will ALWAYS be at least 5m from cliff - If in City such as the Rocks, Chinese Gardens, China Town etc Students and tour leader must always walk on designated foot paths and tracks - Students to always stand at least 2m away from exposed water, rivers, ponds, lakes, dams and/ or any open water deeper than 0.5m. - Tour guide to check Beau of Meteorology each morning for weather forecast. - Teachers and tour guide to visit NSW RFS website each morning prior to tours to check fire rating danger forecast. - Tours will not go ahead if fire rating is considered 'Extreme' or 'Catastrophic' according to the NSW RFS danger rating. - Tours will not commence during heavy rainfall/ storm action - Emergency plans communicated for dealing with potential incidents - Carry first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen®. - Remind dog owners of their responsibility to keep their animal under control at all times. - Dog owners asked to keep dogs on leash and away from students. - Students advised how to interact with dogs if approached by one. 		
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Diet and food during excursions including	- Student food allergies	3	<ul style="list-style-type: none"> - Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen® /Anapen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. - Confirm appropriate food with parents/carers for student with allergies - Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers - Food brought by student should only be approved and provided by student's parent/carer - Discuss with class groups about the importance of only eating your own food - Ensure a responsible adult is with each group of students - Ensure all staff attending have anaphylaxis training (use of adrenaline auto injector) and E-emergency care training - Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. - Regular checks for defects and reporting of these Inspections of play and sports equipment. - Annual maintenance agreement in place and repairs undertaken where necessary. - Restrict and control numbers on apparatus at one time (specify the maximum number of pupils) - Ensure that the equipment is appropriate for the age of the pupils using it. (For some equipment it may be necessary to identify an age or height restriction). - Consider segregating age groups (Specify the age or year groups if appropriate) - Children to wear appropriate footwear - Ensure that impact absorbing surfaces are present where there is a significant risk of a fall (not required for climbing equipment below 60cm) - Supervision of use required at all times - Apparatus not to be used when wet and slippery. - Students to always listen to the Rangers instructions - Students must always be at least 3m away from Liquid Nitrogen when Ranger is pouring it 	Teachers and coordinators	Prior to and during excursion
Eating out at different venues	- Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries	3			
Incursions/ on School Grounds such as Playground and inside school classrooms and halls/ open and enclosed areas.	- Minor injury from contact trips and falls	3			
Being in close contact with members of the public	- Allergies to playing with/ handling vegetable oil, slime, corn starch, food colouring, shaving cream, mentos, water, shampoo, sunscreen, paint, ocre and more.	4			
Science, geography and history activities include but are not limited to the list below:	- Fishing, getting fishing hook stuck/ caught on body part	3			
Billy Carts	- Catching viruses, diseases etc	3			
Air Pressure paper Rockets		5			
Chemical Rockets with vinegar and bicarb soda		5			
Slime Making with cornflour		4			
Lava Lamps/ Ice melting Challenge with water, soda water, vegetable oil, mentos and food colouring		3			
Exploding Soda Water Bag challenge		5			
Mini Beast Bug Catching		5			
Fishing off Wharf and Dip net fishing in creek, river, lake and ocean		3			
Crab-catching in wetlands and on beaches		3			
Making Solar ovens		4			
		5			
		5			

Electric Windmills with low voltage batteries		5	<ul style="list-style-type: none"> - Ensure items are used only for their intended purpose. - Making sure students wash their hands and not putting their fingers inside their mouth to limit possibility of contracting virus/ diseases from other people around them. Teachers/ parents to ensure students bring hand sanitiser and remind students to wash their hands and cover their mouth when they sneeze. -Students to listen to 'Rangers' rules on safety of each activity before commencing activity. Teachers to ensure the students abide by these rules. - Students are the teachers responsibility at all times on incursions and excursions 		
Liquid Nitrogen ping pong ball explosion		5			
Liquid nitrogen converting water into ice bubbles		4			
Liquid nitrogen small balloon pop		6			
Liquid nitrogen in bowl		5			
Olympic running game		5			
Amazing Race		5			
Blowing up large rubber balloon with blower vac		5			
Ninja Warrior team pool relay challenge		6			
Making Bird Houses		6			
Constructing Animal Shelters		3			
Slip N Slide		5			
Blanket Volleyball		3			
Tug of War		5			
Waterworks		6			
Waterbucket challenge					
Contact with members of public who are infected with COVID-19	Passing on of bacteria and germs (COVID-19)	5		<ul style="list-style-type: none"> -Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority. - Frequently touched surfaces including counters, handrails, doors, registers, phones, keyboards and Ranger Jamie Equipment are regularly cleaned after every activity. 	

Safeguarding students, teachers, parents and adults against the possible infection and transfer of COVID-19			<ul style="list-style-type: none"> - Sneeze guards are installed at admissions counters, Kiosk counters and retail counter. Guests are kept back from counters. - Alcohol based hand sanitiser is provided on every program. - Posters on hand washing are prominent and hand washing facilities are available in the bathrooms. - Preparation for closure/ back on the bus if a positive case is identified - Covid-19 First Aid Kit established by teachers prior to arriving at excursion location - Students, teachers, adults, parents and guides to thoroughly wash hands after using bathroom and also to bring own personal hand sanitiser - Students when placed in groups to use own tools/ devices to limit sharing 		
Feel free to add any Task/ Activity you feel necessary					

Venue and safety information reviewed and attached: **Yes / No**

Plan prepared by:

Position:

Date:

Prepared in consultation² with:

^{2*} **Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, individual members of the student group); this is a sample only.**
