

School Name	Wambangalang Environmental Education Centre		
Address	273R Obley Road, Dubbo 2830		
Phone Number	02 6887 7209	Fax Number	02 6884 4530
Website	http://wambangalang.rtweb.com.au/		
Insurance	Does the venue have public liability cover? Yes		
Activity Type	General excursion and camps to Wambangalang EEC		
Activity Venue Information	Wambangalang EEC is a NSW Department of Education School. The venue consists of a school ground, classrooms and play area in addition to a number of outdoor learning spaces, including remnant box grassy woodland.		
Staff Accreditation	Accredited teaching staff		
Staff Ratios	Wambangalang EEC provides 1 qualified teacher per class group of up to 30 students for general workshops. The visiting school is expected to provide a minimum of 1 additional teacher per group who can actively participate in the program and maintain behaviour management and supervision. Student behaviour is the responsibility of the supervising classroom teacher.		
General Information	This Risk Assessment applies to general activities on site at Wambangalang EEC. If workshops being undertaken require more specific risk assessments, this should be considered in addition to this one.		

Risk Assessment Matrix					Legend (as a guide only)	
How serious could the injury be?	How likely is it to be that serious?				1	Extreme risk; action to rectify the hazard should commence immediately
	Very Likely	Likely	Unlikely	Very Unlikely		
Death or permanent injury	1	1	2	3	3	Medium risk; action to rectify hazard should occur within 7 days
Long term illness or injury	1	2	3	4	4	Low risk; action to rectify hazard should occur within 14 days
Medical attention & several days off	2	3	4	5	5	Minimal risk; action to rectify hazard should occur within 21 days
First Aid Needed	3	4	5	6	6	
Severity – is how seriously a person would be harmed					Likelihood – is an estimate of how probable it is for the hazard to cause harm	

Risk Assessment prepared by:	Kristy Robberts		
Prepared in Consultation with:	David Houghton		
Plan Date:	08/08/2017	Plan Review Date:	01/07/2018

Potential Risks List hazards/risks related to the activity, program or venue	Type of Risk	Risk Rating According to matrix	Control Strategies Outline the strategies for ensuring safety for this potential risk	Final Risk Rating According to matrix	Responsible Person
Walking around on site	Students may get lost Slips, trips and falls, Exposure Limb fall from trees	4	1. Ensure students are prepared for walking around a large site and are always in a buddy system 2. Ensure students wear appropriate clothing and footwear 3. Visiting schools provide adequate staff ratios for supervision 4. Visiting teachers actively participate in activities along with students 5. All WEEC teaching staff are Remote First Aid trained 6. Boundaries established with all groups at briefing at the beginning of the day, outlining safety concerns 7. Ensure students are provided with adequate sun protection/ hydration 8. Teachers are aware of undercover areas to avoid the elements	6	1. WEEC Staff 2. Visiting Teachers 3. Visiting Teachers 4. Visiting Teachers 5. WEEC Staff 6. WEEC Staff 7. Visiting Staff 8. WEEC Staff
Contact with Animals and Plants	Disease or allergies Animal bite or Scratch	1	9. Captive animals are always under the control and supervision of trained staff 10. Captive animals are regularly checked for potential disease 11. Captive Animals are conditioned to minimise the potential of biting 12. Students must wash hands after contact with animals with warm soapy water or use antibacterial foam 13. Students are advised that they must not enter woodland/bush areas without approval or supervision 14. Do Not Enter signage is posted in areas which are prohibited by staff/public without authority 15. Teachers should bring and be trained in the use of epipens 16. Stick to designated paths 17. First Aid Kits carried to all activities 18. Schools to advise of allergies prior to visit 19. All WEEC teaching staff are Remote First Aid trained	5	9. WEEC Staff 10. WEEC Staff 11. WEEC Staff 12. WEEC Staff & Visiting Teaches 13. WEEC Staff 14. WEEC Staff 15. Visiting Teachers 16. ALL 17. WEEC Staff 18. Visiting Teachers 19. WEEC Staff
Extreme Weather Conditions	Exposure Pollution of water bodies Increased risk of fire	2	20. General information sheet sent to schools with relevant information on confirmation of booking 21. Leader to monitor weather conditions and take appropriate action as required 22. In extreme conditions, programs may be cancelled/postponed 23. Signage on tanks regarding potable water and taps removed from some tanks	6	20. WEEC Staff 21. WEEC Staff 22. WEEC Staff 23. WEEC Staff
Water Bodies	Drowning Student Injury (general)	2	24. Students are given explicit instructions prior to activity / movement around water bodies 25. Students to be supervised at all times near the water 26. All WEEC teaching staff are strong and confident swimmers 27. All WEEC teaching staff are Remote First Aid trained	6	24. WEEC Staff 25. WEEC Staff and Visiting Schools 26. WEEC Staff 27. WEEC Staff

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Traffic Hazards	Child injured by moving vehicle	3	28. Front of school is out of bounds 29. Traffic speed limit of 10km/hr for staff moving around on site 30. Students alight from buses in the bus parking area straight next to entry point, so that they do not need to cross roads 31. Designated walking paths to be used	6	28. WEEC Staff and Visiting Schools 29. WEEC Staff and Visiting Schools 30. Visiting Schools 31. ALL
Child Protection	Harm to child of physical or psychological nature	3	32. All staff have completed Working With Children Check requirements	6	32. WEEC Staff as well as visiting teachers, specialists and consultants
Communication on site	Lost persons, injuries, equipment failure	3	33. All WEEC staff have UHF Radios turned on as no mobile reception 34. Landline available in Dining Room if schools require for after-hours use	1	33. WEEC Staff 34. Visiting Schools
BBQ Facilities	Burns	3	35. Cooking is undertaken by staff only 36. Students are not in the vicinity of BBQs whilst cooking 37. Food safety procedures in place 38. Long matches are provided to avoid burns 39. BBQs cleaned after use 40. BBQs undergo regular maintenance to ensure no excess fat and in working order	5	35. Visiting Schools 36. Visiting Schools 37. WEEC Staff 38. WEEC Staff 39. Visiting Schools 40. WEEC Staff
Food Surfaces and Utensils	Food Poisoning	4	41. Schools to advise of food allergies prior to arrival 42. Commercial quality dishwasher 43. Cleaning schedule 44. Food safety procedures in place 45. First Aid Kits are available to schools after hours	6	41. Visiting Schools 42. WEEC Staff 43. WEEC Staff 44. WEEC Staff 45. WEEC Staff

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Playground Equipment	Slips, trips and falls General Injury	3	46. All equipment undergoes routine maintenance 47. Students to be supervised at all times while using equipment	6	46. WEEC Staff 47. Visiting Schools
Alcohol & Smoking	Intoxication Passive smoke inhalation	5	48. Smoking in zoo grounds is prohibited, however designated smoking area will be provided for adults staying overnight 49. Alcohol is not permitted during school camps and excursions	6	48. Visiting Schools 49. Visiting Schools
Medical Emergencies with Children	Various	1	50. All WEEC teaching staff are Remote First Aid trained 51. Operational procedures in place to deal with overnight emergencies 52. School to have a nominated, qualified teacher for first aid. 53. First Aid Kit accessible and carried	5	50. WEEC Staff 51. WEEC Staff 52. Visiting Staff 53. WEEC Staff
Bush Walks and Environmental Education Activities	Slips, Trips and Falls	3	54. Guests require a level of fitness to complete both evening and morning group walking activities 55. Walks are conducted on uneven, unpaved surfaces 56. Visitors are not to enter behind the scenes areas without approval or supervision 57. Torches will be carried by staff and supervising adults for night time programs 58. Paths are maintained 59. Designated roads/paths used 60. WEEC Teaching staff carry first aid kits 61. Condition of equipment and its suitability for use is upheld 62. UHV Radios carried by WEEC Staff	6	54. Visiting Schools 55. WEEC 56. Visiting Schools 57. Visiting Schools 58. WEEC Staff 59. ALL 60. WEEC Staff 61. WEEC Staff 62. WEEC Staff
Sleeping Overnight in Tents / Dormitories	Trips/slips/falls Supervision Exposure	3	63. Students are permitted to bring torches for night time use 64. Emergency Exit lights in dorms working 65. School advised to provide checklist of attendees 66. Safety and student orientation on arrival (fire muster point, exists etc) 67. Ensuring best possible communication measures (mobiles/radios) 68. Lighting of paths 69. Residence on site overnight in case of emergency 70. Vigilance by teachers and supervising adults on student behaviour 71. Automatic lighting and sensors on at night to light up paths	6	63. Visiting Schools 64. WEEC Staff 65. Visiting Schools 66. WEEC Staff 67. WEEC Staff 68. WEEC Staff 69. WEEC Staff 70. Visiting Schools 71. WEEC Staff

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Showers	Slips Privacy Hot water burn	5	72. Separate shower areas for males and females 73. Non-slip mats within our showers 74. Teachers to accompany students to general area of facilities 75. For younger students it is recommended that teachers initially turn the taps on to get the water temperature appropriate 76. Footwear required between showers and dorms	6	72. WEEC Staff 73. WEEC Staff 74. Visiting Schools 75. Visiting Schools 76. Visiting Schools
Campfire	Slips/Trips/ Falls Burns Asthma	4	77. Sufficient lighting in campfire area provided to avoid tripping. 78. Staff are provided with training and a script for staff to instruct guests on safe movement in the area 79. Basic First Aid Kit on site and all staff qualified First Aid 80. Specific metal toasting tongs are provided for marshmallow roasting. The handles of these are plastic, to avoid them getting too hot. Guests are cautioned to be careful with waiting until marshmallows have cooled sufficiently prior to eating 81. Guests are cautioned to be careful moving around the fire pit 82. Take consideration of wind direction when lighting fire 83. No fires to be lit during Fire Season 84. Taps near fire pits with hoses 85. Only use fire rings/ campsites provided by the centre 86. Grasses removed from immediate vicinity of fire site 87. Scratches, spiders and snakes when collecting fire wood 88. Adults only to light campfire 89. Covered shoes should be worn at campfire area 90. Fire managed so flames don't get greater than knee height 91. Students with asthma or other respiratory disorders should be observed closely	6	77. WEEC Staff 78. WEEC Staff 79. Visiting Staff 80. WEEC Staff 81. Visiting Schools 82. Visiting Schools 83. Visiting Schools 84. WEEC Staff 85. Visiting Schools 86. WEEC Staff 87. Visiting Schools 88. Visiting Schools 89. Visiting Schools 90. Visiting Schools 91. Visiting Schools